

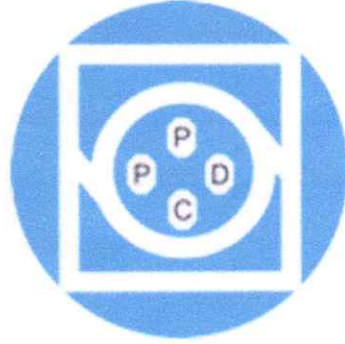
**TENDER
DOCUMENT FOR
FREIGHT FORWARDING & CUSTOM CLEARANCE
AGENT (2018 - 2019)**

TENDER No.PPDC/4(9)/2018-19/FFCCA Dated 07.01.2019



सत्यमेव जयते

MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES
GOVERNMENT OF INDIA



**MSME TECHNOLOGY DEVELOPMENT CENTRE
(PROCESS CUM PRODUCT DEVELOPMENT CENTRE)**
(Under Ministry of MSME)
SPORTS GOODS COMPLEX, DELHI ROAD, MEERUT (UTTAR PRADESH)

INTRODUCTION

MSME TECHNOLOGY DEVELOPMENT CENTRE (PPDC) located at (Uttar Pradesh) has been established by the Ministry of MSME, Govt. of India to serve as an apex R&D Institution in the area of tool room. The main objective to conduct state-of-the-art Research, Design and Development activities in all the areas relating to new and renewable energy sources, energy needs in rural areas, including human resources development.

This Tender Document pertains to the appointment of Customs Clearing Agent by MSME TDC (PPDC) for a period of Two years (2019-2021) for arranging Customs Clearance and transportation of its cargoes arriving from various countries to IGI airport, New Delhi. You are requested to go through all the parts of this Tender Document carefully and submit your bid complying with the General Instructions given in "PART A", Instructions to Bidders given in "PART B" for the "Scope of work" given in "PART C" and "Commercial and other Term & Conditions" given in "PART D" of this Tender Document.

PART- A GENERAL INSTRUCTIONS

A. 1 **ELIGIBILITY CRITERIA:**

Prospective Custom Clearing Agent meeting the following requirements should only submit the bid to MSME –TDC (PPDC).

- i) Should have last three years Income Tax Return.
- ii) Should have a valid CHA License.
- iii) Should have a valid Goods and Service Tax Registration and PAN number.

A.2 Prospective Custom Clearing Agent should provide following documents in support of their compliance to the above eligibility criteria as part of their bid as per the instructions given in B.3 'Procedure for submission of Bids'.

- i) Copies of last three years Income Tax Return.
- ii) A copy of valid CHA license.
- iii) List of clients
- iv) Goods and Service Tax Registration
- v) Copy of PAN

A. 3 Bidder shall sign all pages of the Bid and shall initial corrections/overwriting(s) if any. In case of discrepancy between rates mentioned in figures and words, the rates whichever are less shall prevail.

A.4 Tender Document Fee:

If the Tender documents have been down loaded from MSME TDC (PPDC) website, bidders are required to submit a Demand draft of Rs.500/- in favour of PPDC MEERUT

A.5 MSME TDC (PPDC) shall not be responsible for the loss/delay in transit of Tender documents.

PART – B

INSTRUCTIONS TO BIDDERS

B. 1 EARNEST MONEY DEPOSIT (EMD):

The bid must be accompanied by Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five Thousand only) by way of a Bank Draft drawn in favour of PPDC, payable at MEERUT. Earnest money as retained will be forfeited by MSME in the event of noncompliance of the selected bidder with any of the Terms & Conditions of the contract or the selected bidder's failure to execute the contract.

B.2 PROCEDURE FOR SUBMISSION OF BIDS:

The bids shall be submitted in one sealed envelopes as under:

Envelope super scribed Techno commercial BID. In technical bid shall contain a Demand draft of Rs. 500/- towards Tender document fee if Tender Document has been downloaded from PPDC, Meerut website www.ppdcmeerut.com another Demand draft of Rs.5,000/-towards EMD. Both the above Demand drafts should be drawn in favour of PPDC payable at Meerut and contain information/documents indicated at 'A.2' in this Tender Document. In financial bid shall indicate the prices as per Performa for Quotations given at Part D for the 'Scope of Work' given in PART C for the 'Gateway Airports' given at C.2.

The above envelope must be sealed and shall indicate the name and address of the bidder and shall be super scribed with Tender reference no., due date and time.

B.3 The bids submitted as above shall be sent at the following address to reach on or before 21.01.19 by 11:00 AM

The Principal Director,
MSME Technology Development Centre (PPDC)
Sport Goods Complex, Delhi Road,
Meerut – 250002 UP

B. 4 BID OPENING PROCEDURE:

Techno commercial Bid shall be opened at MSME TDC (PPDC) Sport Goods Complex, Delhi Road, Meerut – 250002 UP on 21st Jan, 2019 at 15:00 PM in the presence of the bidders/ their authorized representatives, who wish to be present. The bidders are therefore requested to visit or depute their authorized representatives to MSME TDC (PPDC) Sport Goods Complex, Delhi Road, Meerut – 250002 UP, to attend the said bid opening as per the above given schedule. No separate communication shall be sent to the bidders for attending the above said bid opening.

B.5. Based on the response to the Tender Notice, MSME TDC (PPDC) reserves the right to extend the last date of submission of Bids and to reschedule the opening of bid.

B. 6 Bids which are not submitted in accordance with the procedure given above are liable to be disregarded.

B. 7 All correspondence and documents must bear PPDC/4(9)/2018-19/FFCCA.

B. 8 The representatives of the bidders who are deputed to attend the above mentioned Pre-bid meeting and the opening of bids must carry an authorization letter from the bidders to attend the same.

B. 9 MSME TDC-(PPDC) shall not be responsible for loss in transit, delay or non-receipt of the bid for whatever reasons.

B.10 MSME TDC (PPDC) reserves the right to accept or reject in whole or in part any or all bids received against this Tender. The contract may be awarded to one or as many bidders as MSME TDC (PPDC) may deem fit.

B. 11 Late bids shall be rejected without any further reference to the bidder.

PART C

SCOPE OF WORK.

- C.1 THE SCOPE OF WORK UNDER THE CONTRACT SHALL COVER:
- C.2 Follow up with Air Line or Its Agents for taking delivery order for customs clearance of the cargoes in accordance with MSME TDC (PPDC) Purchase orders/Letters of Credit/Import documents.
- C.3 To provide relevant information by Fax/Telephone/e-mail to MSME TDC (PPDC) on the status of cargo forwarding by overseas agents and expected date of arrival at New Delhi.
- C.4 NATURE OF GOODS FOR IMPORTS:
- MSME TDC (PPDC) inbound cargoes may comprise of raw materials, consumables, spares, accessories, tools, Capital Goods, Software etc. and may require careful handling.

PART-D.

PROFORMA FOR QUOTATION.

BIDDERS ARE REQUESTED TO QUOTE STRICTLY AS PER THIS FORMAT.

BIDDER'S NAME :
GATEWAY AIRPORT :
CURRENCY :

1.	CHA Agency Charges pertaining to release of shipments from Customs	
2.	Transportation cartage from Air Port to CHA Warehouse and further to Institute premises Meerut.	
3.	Delivery order charges, THC (Dial) charges, Customs Duty, Service Tax, and other statutory & Govt. dues	
4.	Labour Charges (Including Loading/Unloading & Forklift.	
5.	"Other charges" (All miscellaneous incidental charges as applicable at the port of shipment should be quoted in minimum number heads).	

Note:

1. The bidders must indicate rates clearly for all applicable charges. Charges indicated as "payable at actual" shall be loaded with the highest rates for comparison purposes.
2. A separate sheet to be used for indicating rates for each country/port of import as indicated in clause C.2. of the Tender Document.
3. No charges other than the charges indicated in the above categories shall be payable.

SIGNAURE OF THE BIDDER _____

NAME: _____

COMPANY SEAL: _____

DATE: _____
