

Tea Board of India
14, BTM Sarani Kolkata- 1
Web site :www.teaboard.gov.in

**TENDER NOTICE INVITING FOR ENGAGEMENT OF CLEARING AND FORWARDING AGENCY FOR
DESPATCH OF DOMASTIC CONSIGNMENTS**

BID SYNOPSIS	
Tender Reference Number and Date	2(1)/TP(SPS)07-98 dated 8 th July 2016
Brief Description of the Tender	Engagement of Clearing and Forwarding Agency for despatch of consignments within India for three years i.e. 2016-17, 2017 -18 and 1018-19
Type of Tender	Two Bid System
Our web site address for downloading the Tender document	The tender document should be downloaded from our website www.teaboard.gov.in
Earnest Money Deposit (Refundable)	Rs.10, 000/ (Rupees ten thousand only) payable through DD drawn in favour of Tea Board of India
Tender Document Fee	Rs.1000/- (Rupees one thousand only) payable through DD drawn in favour of Tea Board of India
Last Date and Time for receipt of tender	21 days from the issue of notice and up to 3 P.M. of the closing day i.e. 29th July 2016.
Mode of submission of Tender	By Speed Post / Registered Post or through Hand delivery at the DTP Packing Section, 14, BTM Sarani Kolkata -700 001
Due Date, time & venue Opening of Tender	21 days from the issue of notice i.e. on 29th July 2016 at 4.00 P.M.
Date and time of opening of Price bids	After evaluation of technical bids, the date, time and place of opening of the Price bid will be intimated to technically qualified bidders.
Address for submission of Tender	The Director of Tea Promotion , Tea Board, 14, BTM Sarani, Kolkata -1
Procedure for submission of Bid	Envelope 1 : EMD Envelope 2 : Technical Bid Envelope 3: Price bid Envelope 4: Larger size Outer Envelope (i.e., This is wrapper containing Envelope 1, 2 and 3)
Contract person for Technical Queries	Mr. P. C. Boro, The Planning Officer, Tea Board, 14, BTM Sarani, Kolkata -1 , e-mail : boro2344@gmail.com Ph. No. 033-2235- 1331 Extn. 212

Notice Inviting Tender

*Sealed tenders are invited, on behalf of Secretary, Tea Board of India for the engagement of **Clearing & Forwarding Agent (CFA) /Comprehensive Service Provider (CSP)** from the parties dealing with freight forwarding services within India(any part of the country including metropolitan cities and remote localities).*

*Tea Board of India is interested in engaging the services of a Competent, Reliable, Experienced and Efficient Clearing & Forwarding Agent/ Comprehensive Service Provider, for offering a part / fully integrated solution package that covers Freight Forwarding, Consolidation, Insurance (If required), Customs Clearance, Delivery and Allied Services for a period of **Three Years**, on annual renewal basis subject to satisfactory performance in handling Tea Board's logistic activities within India.*

CHAPTER - 1: ELIGIBILITY CRITERIA

All the bidders/Agencies must provide the following documents and the declarations (**duly self-attested with stamp**) along with the Technical Bid, failing which their **BIDS** shall be summarily rejected:

PART – 1

1. Name of the Firm :
2. Address & Telephone No.of the Regd. Office :
3. Nature of the Firm (Pvt. Ltd. / Limited / Sole :

Proprietary / Partnership / Registered /
Non-Registered) and date of Inception

4. Income Tax P/A No. and Assessed up to

(Latest Clearance Certificate to be attached) :

5. Sales Tax Regd. No.

a) Central :

b) State / VAT :

(Please attach photo copies of Registration No.)

6. Trade Licence No. :

(Please attach photo copies of Licence)

7. Name of Banker, Branch & Address:

8. List of present clients :

9. Volume of business transacted in last three:
Years (year-wise indication should be given)

I/We hereby certify that the particulars furnished by me/us above are true to the best of my/our knowledge and belief and misrepresentations of facts will render me/us liable to my/our action as may be deemed fit by **Tea Board of India** have the sole discretion to reject or accept my/our candidature.

Place :

Date :

Signature with seal

CHAPTER - 2: DECLARATIONS OF THE BIDDER

Following Declarations (self –attested with stamp) must be attached to the Technical Bid.

1. An undertaking to the effect that the CFA/CSP will provide **DEMURRAGE FREE SERVICE** to Tea Board of India, Kolkata. And no request for demurrage and ground rent shall be entertained in any case.
2. Performance Security Bond issued by a Nationalized Bank **for Rupees 2.0 Lakh.**
1. **To arrange insurance on behalf of the customer, if assigned, and lodge claim as and when required**
2. CFA/CSP should not have been blacklisted / suspended or any other services related dispute like imposition of penalty to the extent of damage incurred during the subsistence of contract, and also recovery of the outstanding amount from any of the institutes /organizations. An affidavit (by Notary) to this effect should be enclosed. Non-disclosure of such information will result in termination of the tender without any notice. In case of detection of such incident, at any stage of the tender/ contract, the contract (if awarded) shall be terminated and the EMD/ PBG submitted by the firm will be either forfeited or encashed without any notice to the agent.
3. Tender Document Fee in the form of DD of Rs.1000.00 in favour of TeaBoard payable at Kolkata.

CHAPTER - 3 : SCOPE OF WORK:

The scope of the Consolidation-cum-clearance contract is detailed below.

1. Despatch of sample tea caddies and publicity materials - Consignments have to pick up from the Tea Board of India office situated at 14, Brabourne Road , Kolkata and send the same to Board's offices situated in India and any other places within India where national and international fairs/exhibitions are organized on door to door basis mode .
2. Collection of all documents related to dispatch of consignments from customs, Phyto office, and custom clearance of the consignment including all the stages of customs clearance .
3. Any other job in connection with the dispatch of goods concerned with the Customs.
4. Follow-up of cases for delivery to the consignee.
5. Complete Monitoring and Supervision of the movement from the date of order and regular feedback on the progress of Shipment to consignee. In case the Pre-Alert / Advance Shipping Document is not received before landing of the consignment the delay in clearance will be on the part of Agent and the amount of demurrage will be recovered from the bill. **Tea Board of India will not pay any demurrage charges.**
6. To provide timely information (pre-alert) regarding dispatches and other relevant Information to Tea Board of India via E-mail/Fax as well as to the consignee.
7. Any other service needed regarding consolidation (as required).
8. The cleared consignments will have to be delivered during office hour only as far as possible and practicable manpower/laborers for unloading / shifting / moving of consignments will have to arrange by the agent at his own costs. The agency must have the facility for storing the consignment, which could not be transported to the consignee.
9. Loading, unloading and transportation of consignment(s) at the sector Tea Board and Airport and consignee place will be the agent responsibility. Only insurance approved transporters i.e. the transporters should have documentations as per the approved norms of insurance company, be engaged in order to avoid any problem on occurrence of any on-toward incidence.
10. Even in case of any dispute on delivery of the consignment, agent shall be responsible for its lapses.
11. All procedural formalities for these consignments with Customs will be required to be done by the Bidder.

CHAPTER - 4: SPECIAL INSTRUCTIONS TO THE BIDDERS

Procedure for sealing and marking of bids: The Tender / Bid Cover shall contain the following:

- a) **FIRST** envelope should contain the Earnest Money Deposit. The envelope should be sealed and super scribed as "EMD COVER"
- b) **SECOND** envelope should contain the Technical Bid along with enclosures desired in the Tender document. This envelope should be sealed and super scribed as "TECHNICAL BID" Cover.
- c) **THIRD** envelope should contain the Price Bid. This envelope should be sealed and super scribed as "PRICE BID" Cover.
- d) All the above mentioned THREE SEPARATE ENVELOPS are to be sealed and kept in one single Larger size outer envelope (**FOURTH** envelope) which should also be sealed and super scribed.
- e) **Each of the FOUR ENVELOPS** shall be super scribed with following details:

Tender reference Numberfor
Due date of tenderand time
Name of the Department inviting this Tender
Name and Complete address of the Bidder

- f) If all the THREE inner envelopes and the ONE outer envelope (i.e., larger size envelope) are not sealed and marked as instructed, Tea Board of India will assume no responsibility for the misplacement or premature opening of any of the envelope. An envelope opened prematurely will be rejected.
- g) There shall NOT be any price indication in the technical bid. If for any reason, it is found that the technical bid reveals the price bid related details in any manner whatsoever, or, the price bid is enclosed in the envelope super scribed, "Technical Bid", the bid document will be summarily rejected in the first instance itself. Any offer containing both the Technical bid and Price bids in the same envelop will also be out rightly rejected.

CHAPTER - 5 : TERMS & CONDITIONS

1. The contract shall be awarded for three years renewed annually.

The same may be extended subject to satisfactory performance of the agency.

2. Performance bank Guarantee (PBG):

The successful bidder shall have to submit a PBG as per the prescribed format within 15 days of award of the contract. **PBG shall be for a sum of Rs.2,00,000.00 (Rupees two lakh only)** valid until 60 days after the expiry of the contract. EMD of the successful bidders will be returned on award of contract.

3. Consignments proper care and timely delivery:

Consignments dispatched should be in the perfect condition at the time of delivery to the consignee. Any denting, bent or damage in contact with liquid materials of dispatched goods, agency will be held responsible for the damage and the loss will be recovered from the payments due.

4. Settlement of Freight bills:

For successful delivery of every consignment, agency will submit bills against the cargo dispatched along with the all relevant papers of airway bill / consignment copy, copy of Invoice/ work order , tracking copy for delivery of cargo for payment action.

5. General Services :

Tea Board of India expects that CFA/CSP should have good reputation in the market, must have good rapport with the custom authorities to avoid / minimize delay in custom clearance, and not refer petty matters to Tea Board of India, Kolkata.

6. Follow-Up of Shipments:

It will be the sole responsibility of the agency to keep track of dispatch of cargo and ensure that the same is delivered on time to the consignee.

7. Liaison and Co-Ordination With Tea Board of India, Kolkata:

- a. CFA/CSP shall maintain close liaison regularly with Tea Board of India, Kolkata.
- b. CFA/CSP shall arrange collection of documents whenever telephonically informed.
- c. CFA/CSP shall take immediate steps for finalization of the proper mode of despatch from time to time whenever any disturbances are raised and the same must be with the consent of the Tea Board of India only .

8 . Delay in Filing Documents:

CFA/CSP shall be responsible for any delay in filing Bill of Entry with customs authority and/or not notifying Tea Board of India of discrepancy, if any, in the documents. The demurrage charges (other than handling charges) for the entire period of delay due to deficiency or negligence in service on the part of CFA/CSP will have to borne by CFA/CSP. Further, CFA/CSP will have to make good of loss/damage, if any, suffered on account of delay due to deficiency or negligence of service attributable by the CFA/CSP and/or clearance of consignments.

9 . Safe Custody of Duty Exemption Certificate (DEC):

CFA/CSP shall be responsible for safe custody and proper use of DEC provided to CFA/CSP by Tea Board of India, Kolkata.

10. Delivery of Consignments and Arranging Labour for Unloading:

CFA/CSP shall arrange delivery of the consignments at the earliest possible point of time. Delivery to be effected during working hours, as far as possible.

11. CFA/CSP Not Blacklisted By or In Dispute Relating to Service with Any Organization:

CFA/CSP should not have been blacklisted by any Government organization. CFA/CSP should also not be involved in any kind of service related dispute with any client organization. An undertaking to this effect should be enclosed. Non-disclosure of such information will result in terminate of this contract without any notice, imposition of penalty to the extent of damage incurred during the subsistence of contract, and also recovery of the outstanding amount.

12. L D Clause:

In case of any delay in delivery within the time period as agreed upon ,Tea Board of India shall have the right to claim penalty for late delivery @ 0.5% of the contract value per week subject to a maximum of 10% or more as to be decided by the **Chairman , Tea Board of India.**

13. CFA / CSP Not In Legal Dispute with Tea Board of India:

CFA/CSP should not have any pending legal dispute with Tea Board of India as Tea Board of India is interested in very reliable and professional services.

14. Non-Interruption of Service:

Should any dispute of any nature arise, CFA/CSP shall continue its services as provided in this contract, if required by Tea Board of India, during pendency of the dispute.

15. Customs Query:

CFA/CSP shall equip itself in advance with all necessary information that may be required for answering customs queries. CFA/CSP shall take all necessary steps to answer both oral/verbal and written queries without any delay. In case of need of clarification from Tea Board of India, the queries may be communicated to the **Director of Tea Promotion, Tea Board of India, Kolkata** on the day the queries are raised.

16. Submission of bills :

CFA/CSP shall tender bills once in **every month** for service to the Tea Board of India. Bill should be in letter-head of CFA/CSP and the same should be submitted **in duplicate. A checklist and original documents in support of various Charges** indicated in the bill should accompany each bill. Any bill not accompanied by checklist and one or more documents will not be received in Tea Board of India. Personnel authorized by Tea Board of India will acknowledge receipt of the bill(s) after due verification of enclosures. Bills that are returned to CFA/CSP on account of deficiencies will contain remarks about deficiencies.

17. Amount Claimed In The Bill:

Further, it is specifically and clearly understood that the bills should be tendered only for sums entitled under this contract.

18. Payment of bills:

Tea Board of India shall make every effort to examine and arrange payment of bills within 30 days of receipt of the bills with all the relevant original supporting documents. However, delay in settlement of payments shall not be accepted as valid ground for CFA/CSP to delay clearance of consignments and/or make any advance payment to CFA/CSP. It is clearly and specifically understood that storage charges incurred on account of delay in clearance of consignments on grounds of delay in payment of bills on the part of Tea Board of India will have to be borne by CFA/CSP. All the bills will be admitted by Tea Board of India only for the sums entitled under this contract. Tea Board of India does not undertake to communicate to CFA/CSP, reasons for partial or non-admission of one or more claims made in the bills.

19. Continuation of Services during Pendency of Payment of Bills:

Tea Board of India will make every effort to arrange payment of bills within 30 to 45 days of receipt. If payment is delayed beyond 45 days for any reason, the **CFA/CSP shall NOT STOP clearing consignments and their delivery of consignment(s)**. CFA/CSP should have adequate financial standing to continue clearance activities during pendency of payment of bills.

20. Short-Listing and Tenure of Contract:

Tenderers should provide all the supporting documents mentioned above, failing which their applications will not be considered for short listing. The duration of the contract will be for **THREE YEARS**.

21. Performance Security Bond:

The selected CFA/CSP will have to submit a Performance Security Bond of **Rs. 2,00,000.00** as a safeguard for safe and damage free shipment of the consignment(s) sent by the Tea Board of India.

22. ARBITRATION:

In the event of any question, dispute / difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the sole arbitrator appointed by the Chairman, Tea Board of India. The award of the arbitrator shall be final and binding on the parties.

23. Jurisdiction:

This contract between the Tea Board of India and the CFA/CSP shall be governed by the LAWS of India and under this contract shall be taken by the parties only in Kolkata , India to competent jurisdiction.

The Contract shall be awarded based on the Credentials/Experience and Network base of Agencies in India and worldwide.

24. Chairman, Tea Board of India reserves the right to accept/reject any part or all tenders without assigning any reason.

CHAPTER - 6 : PRE BID MEETING

It is proposed to convene a pre bid conference on _____, **2016 at 2.30 P.M.** Prospective bidders are advised to submit their doubts. Questions/ clarifications, if any, through Mail (Mail ID: **boro2344@gmail.com**) before the date of pre bid conference. Subsequently on the date of the conference, the questions should be given in writing. Bidders can raise supplementary questions during the course of the conference.

Minutes of the Meeting, including the text of the clarifications sought and the response given by the TEA BOARD OF INDIA will be notified in the Board's Website.

Any Modification in the Bidding document which may become necessary as a result of the pre bid meeting shall be made knowingly to all the bidders through a notification of the amendment in the website of the TEA BOARD OF INDIA.

CHAPTER - 7 : TENDERING PROCESS

The tender document and terms and conditions should be downloaded from Tea Board's website www.teaboard.gov.in

1. Through one Demand Drafts, the bidder is required to furnish Earnest Money Deposit (EMD) Rs.10,000/- (Rupees thousand only) .
2. **Without EMD , the technical bid will NOT be opened and the tender will be rejected summarily.**
The sealed tender should be submitted on or before **29th July, 2016 up to 3 P.M.** either through Post or through Hand delivery at the DTP Packing Section of Tea Board of India and addressed to the Secretary, Tea Board of India, 14, BTM , Sarani Kolkata-700001 .
3. At the first stage, the envelope containing EMD amount will be opened and at the second stage the envelope containing Technical Bid **will be opened on 29th July, 2016 at 4.00 P.M** in the presence of the bidders or their authorized representatives, who choose to be present at the time of opening.
4. At the time opening of Tender, the name of those who have submitted their offers along with the details of their remittance of EMD will only be read out and no other information / details whatsoever will be shared at this stage.
5. If in any case, unscheduled holiday occurs on prescribed closing/ opening date, the next working day shall be the prescribed date of closing/ opening.
6. At the second stage , price bid of the technically acceptable offers will be opened for further evaluation and ranking for award of the contract/ purchase order.
7. The bidders are advised to go through the tender documents and understand the terms and conditions specified therein before submitting the tender.
8. **The Tender document consisting of Technical Bid (along with all annexure to the technical bid) and Price Bid should be submitted in the Prescribed Format only.**
9. The bidders are not allowed to make addition or alteration in the tender document.
10. Each and every page of the submitted bid shall carry page numbers.

11. All pages of the tender document shall be signed by the person duly authorized to sign, on behalf of the bidder along with the company seal .
12. No paper / page shall be detached from the tender document. No addition or alternation should be made in the tender document. Conditional tender, late and delayed tender will not be accepted/ considered.
13. Printed condition at the back of the letter or bid from the bidder will be ignored. If it is desired to apply any particular condition to tender, the must be clearly brought out in the body of the bid/ tender itself.
14. The Tea Board of India shall not be responsible for any postal delay in receipt of the offer. Tender should be properly sealed.
15. The Tea Board of India will not be responsible for pre mature opening of the tenders.
16. The offers submitted by fax / E-mail etc. shall not be accepted and will be summarily rejected.
17. The Vendor should stamp and sign on each page of the technical and price bid.
18. **Offers should be clearly written or typed. All cutting / over writing must be initialed and stamped.**
19. Bidders must confirm the acceptance of all the terms and conditions of the tender.
20. Making misleading or false representation in the bid document will lead to disqualification of the bidder resulting in forfeiture of EMD amount.
21. The tender should be submitted through Registered Post or Speed Post or through Hand delivery.
22. Any non-acceptance or deviations from the terms and conditions must be CLEARLY mentioned. However, bidder must note that any conditional offer or any deviation from the terms and conditions of this tender may render the bids liable for rejection.
23. **Earnest Money Deposit (EMD):** The EMD of all the unsuccessful bidders will be returned to them at the earliest after issue of purchase order. **The EMD of successful bidder shall be returned on receipt of Performance Bank Guarantee.** No interest will be payable by the Tea Board of India on the EMD amount.

CHAPTER - 8 : FORMAT FOR TECHNICAL BID

(For Freight forwarding to any Destination within India)

S.No	Item/ Requirement from the Bidder	Response
1	Particulars of remittance of EMD: Specify (a) DD Number (b) Amount (c) Name of Issuing Banker Note: Bids without EMD will be rejected	
2	Particulars of remittance of Cost of Tender Document. Specify (a) DD Number (b) Amount (c) Name of Issuing Banker	
3	Name and Complete Postal address of the Applicant or Bidder Firm/ Company with phone/ Fax/ Mobile number	
4	Legal status / Constitution of the Bidder : (a) Sole Proprietor (b) Partnership (c) Private Limited Company (d) Public Limited Company (e) others Please attach self-attested documentary proof	
5	Year of Commencement of Business and Location of the Registered / Main Office	
6	(a) Name, (b) address ,(c) designation, (d) phone & cell number and (e) E mail ID of the CONTACT PERSON of the bidder	
7	If the bidder even been blacklisted by any Government/ PSU/ State or Central University, educational institutions? Please give details and reasons thereof.	
8	Whether the rates have been quoted as per the Price Bid Format Formats enclosed with our tender document?	
9	Whether the list of name and complete addresses of the freight forwarders/associated With Fax/email/enclosed.	
10	Whether the quoting path as executed at least three similar Freight forwarding and custom Clearance work during the Last three years in Govt. Dep't ./ PSU. Is documentary evidence/ certificate about satisfactory completions of the work with these organizations enclosed with their complete Mailing address and telephone numbers.	
11	Copy of the PAN CARD.	
12	Copy of the registered with Service Tax Authorities	
13	Whether declaration and undertakings as desired in the tender document has been given?	

Authorized Signatory of the Bidder

Name :

Designation:

CHAPTER - 9 : Important Note

CHAPTER - 9 : FORMAT FOR PRICE BID

No.	Details of Charges:	Upto 0 - 10 Kgs	Between 10 -50 Kgs	Above 50 Kgs	Amount (Rs.)
1	Freight :				
2	RAS (Remote Access Service) Charge :				
3	Fuel Surcharges:				
4	AWB (Airway Bill Charge) Fee :				
5	FOV (Freight On Value)Charges :				
6	VCHC(Valuable Cargo Handling Charges) :				
7	DC (Distribution Center) Charge :				
8	ODA (Out of Delivery Area) Charges :				
9	Any other charges: (a) Charges for Handling (unloading / moving) of items / equipment :				
	(b) Any other charges :				
10	Service Tax and Cess				
11	Total :				
12	Maximum amount the agency can pay on behalf of Tea Board of India, Kolkata on accounts of Customs duty, Freight and other charges in advance				

Authorized signatory of Bidder with Seal
Name.....

Designation.....

Important Note

- (a) All charges should be quoted on per consignment / shipment basis
- (b) Consignments will have to be delivered during office hours between 10.00 A.M to 6.00 P.M as far as possible.
- (c) Manpower for loading/ unloading will have to be arranged by the C&F Agency. Safety of the equipment and the persons involving in doing so will be your responsibility. Location survey may have to be arranged in advance.
- (d) If arrangement of special equipments (crane, pulley chain etc.,) is required for unloading/ shifting of items no separate charges will be paid for them and it will be deemed inclusive in the charges quoted above.
- (e) Please do not leave any column blank. If there are no charges, the word NIL must be specified in the relevant column.

Signature of the Authorized Person with Seal

**CHAPTER - 10 : CERTIFICATE FOR NON BLACK LISTING
(On non-judicial stamp paper worth Rs.10)**

We..... (name of the firm) certify that our company/ firm has not been black listed by any Government Department/ Government Educational Institutions/ Research Institutes during the last three years.

Authorized Signatory of the Bidder

Name : -----

Designation: -----

CHAPTER - 11 : UNDERTAKING BY THE BIDDER

1. We agree that the consignments after arrival in the consignee airport will directly be delivered to the premises of the consignee within 5 days of clearance.
2. We agree that we shall not claim any demurrage charge, if paid by us at the time of clearance, for the shipments arranged by us.
3. We agree that the house Airway bill number and date and master Airway bill number and date will be intimated to the sender as well as consignee at least three days prior to arrival at the consignee Airport .
4. We agree that we shall collect necessary documents required for booking /clearing of consignments by deputing our representative to Tea Board of India as and when required.
5. We agree that we shall submit the original house Airway Bill, Copy of master Airway Bill to Tea Board of India .
6. We shall prepare the airfreight bill and transport/delivery charges bills strictly in accordance with the approved rates. Under no circumstances air freight rates charged by us, shall exceed those specified in the latest issue of IATAT Act Book.

7. In case the cargo is received in shortage/damaged condition/short landing cargo, no payment shall be made to CFA till Tea Board of India receives the actual value of goods of the consignment. In such cases we are required to follow up shortage/damage/not found/not traceable notice with airport authorities and obtain necessary certificate from the Airline and lodge necessary claim with the concerned authorities under intimation to Tea Board of India

11. In case the cargo is received in shortage/ damaged condition/short landing cargo, no payment shall be released to us, till Tea Board of India receives actual value of the consignment materials. In all such cases, we are required to file “shortage” or “damage” or “not found” or not traceable” notice with Airport authorities and obtain necessary certificate from the Airline and lodge necessary claim with the concerned authorities under intimation to Tea Board of India.

12. We unconditionally accept all the terms and conditions of this Tea Board of India.

Authorized Signatory of the Bidder

Name :

Designation: