

REQUEST FOR PROPOSAL

for

Annual Rate Contract of Custom Clearance & Freight Forwarding Agents



Centre for Development of Advanced Computing

TENDER NO. CDACT.PHS.RD.307.18-19

Table of Contents

1. SECTION 1 – INVITATION FOR BID
2. SECTION 2 – ELIGIBILITY CRITERIA
3. SECTION 3 – INSTRUCTIONS TO BIDDERS
4. SECTION 4 – TERMS AND CONDITIONS
5. SECTION 5 – COMMERCIAL BID

6. SECTION 6- ANNEXURES

Annexure A1 : Declaration Regarding Clean Track by Bidder

Annexure A2 : Declaration for Acceptance of Tender Terms and Conditions

Annexure A3 : Declaration for not exceeding IATA Rates

Annexure A4 : Declaration for providing Local Service Support

Annexure A5 : Bidder's Information

7. SECTION 7- CHECK LIST

SECTION 1 – INVITATION FOR BID

Tender No.	CDACT.PHS.RD. 307.18-19
Tender Date	01.01.2019
Item Description	Annual Rate contract of Custom Clearance & Freight Forwarding for 3 years
Tender Type	Open
Last date & time of submission of Tender :	12-02-2019 10.30 Hrs
Place of Submission	Centre for Development of Advanced Computing, Vellayambalam, Thiruvananthapuram, Kerala, PIN 695033
Opening Date & Time of tender	13-02-2019, 11.00 Hrs
Place of Opening Tender	Centre for Development of Advanced Computing, Vellayambalam, Thiruvananthapuram, Kerala, PIN 695033
Contract Type	Rate Contract
Any Clarification	Name: Section Head Purchase Dept: Purchase Email: purchase-tvm@cdac.in Contact No. : 0471-2312627

CDAC Thiruvananthapuram is interested in appointing of agents for Freight Forwarding from USA, Singapore, UK, Taiwan, South Korea, Dubai, Netherlands, Hongkong, Germany, Switzerland, China, Malaysia & Japan, and clearance of our Air consignments from Air Cargo Complex Thiruvananthapuram, Kochi & Bangalore respectively.

Imports:

- a. Our import is on the basis of Open General License (OGL). As per Govt. of India Notification No. 51/96 Custom dtd. 23rd July 1996, C-DAC is exempted from Custom duty and IGST(substituted under Notification No. 43/2017 dtd. 30th June 2017) for all research equipment.
- b. No exemption for pure business project procurements. However, exemption would be availed based on specific certificate from Government Institutions.

SECTION 2 – ELIGIBILITY CRITERIA

The agency should provide the following documents, failing which their applications shall be summarily rejected:

1. Copy of valid **CHA License** and other essential **licenses for custom clearance and FIATA membership**. Freight forwarding offers through third party etc. will not be accepted.
2. Copy of the **PAN CARD** of the firm.
3. **GST Registration Certificate** of the firm.
4. CHA must not be blacklisted /Suspended or any service related dispute or no legal case pending with any organisation/Govt. Organisations/ Banks in India or abroad. **Self declaration- Annexure A1**
5. The Bidder should accept Tender Terms & Conditions- **Annexure A2**
6. Declaration for not exceeding IATA Rates - **Annexure A3**
7. Experience: The CHA must have experience in its own name in the field of customs clearance, freight forwarding and consolidation relating to Equipments, and Consumables, especially clearance consignments under Notification No.51/96-Customs and its subsequent amendments.
8. Self- Declaration towards providing **local service support** at CDAC-THIRUVANANTHAPURAM to collect documents etc. **Annexure A4**
9. Bidder's Information. **Annexure A5**

SECTION 3 – INSTRUCTIONS TO BIDDERS

1. Preparation and Submission of offers :

- i. The bid language must be English.
- ii. The Quotation MUST BE ENCLOSED IN A SEALED ENVELOPE super scribing Tender number and due date & should reach the undersigned on or before the due date and time mentioned in the tender notice. If the quotation envelope is not sealed, it will be rejected.
- iii. Tender should be dropped in the tender box kept in the office of concerned Department / Section. Tender should not to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case due date happens to be holiday the tender will be accepted and opened on the next working day.
- iv. The bid can be submitted in person or through post/ courier (C-DAC shall not be held responsible for any postal delays or any other reason for not submitting the bid in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time specified in the tender document.
- v. The quotation must be submitted for both services i.e. Custom Clearance and Freight Forwarding both, failing which tender will not be accepted in procedures.

2. Cost of Bidding:

- i. The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Purchaser shall not be held responsible or liable for those costs incurred regardless of the conduct or outcome of the bidding process.

3. Validity of the Bid:

- i. 180 Days from the last date of submission of bid.

4. Amendments to Tender Document:

- i. At any time prior to the deadline for submission of bids, C-DAC may, for any reason, whether on its own initiative or in response to the clarification sought by a prospective BIDDER may modify the bid document by issuing necessary corrigendum.
- ii. All prospective BIDDERS who have downloaded the tender document are requested to visit C-DAC website for any amendments / modifications and make a note of the same, which will be binding on them.

5. Deadline for Submission of Bids :

- i. Bids must be received by CDAC before the due date and time at the address specified in the tender document. In the event of the specified date for the submission of bids being declared as a holiday for CDAC the bid-closing deadline will stand extended to the next working day up to the same time without any further notice.

6. Bid Opening Process:

- i. In case of one bid system, technical & financial bid will be opened simultaneously.

7. Late Bids :

- i. CDAC will not be responsible:
 - a) For delayed / late quotations submitted / sent by post / courier etc.
 - b) For submission / delivery of bids/quotations at the wrong places other than the mentioned in the tender.

c) Any bid inadvertently received by CDAC after the deadline i.e. after due date & time for submission of bids, will not be accepted and returned unopened to the BIDDER, without any prejudice by hand/speed post/courier services.

8. Supplementary offer /Modification of Original Bid:

i. BIDDER desirous to modify their offer/terms may submit their revised / supplementary offer (s) within the Tender Opening Date (TOD) by clearly stating to the extent of updation done to the original offer. The purchaser reserves the right to open the original offer along with the revised offer.

9. Confidentiality:

i. Information relating to the evaluation of bids, and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders.. Information regarding the criteria for disqualification of the tender would be communicated to the bidder in writing.

ii. Any attempt by a Bidder to influence the Purchaser in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.

iii. Notwithstanding, from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it shall do so in writing.

10. Evaluation of Bid:

i. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.

11. Cancellation of Tender:

i. Notwithstanding anything specified in this tender document, Purchaser (CDAC) in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:

(a) To accept OR reject lowest tender or any other tender or all the tenders.

(b) To accept any tender in full or in part.

(c) To reject the tender offer not confirming to the tenders terms.

ii. Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected:

(a) Non-submission of complete offers as mentioned in the tender document,

(b) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).

(c) Receipt of offers in open condition.

(d) Conditional Tenders and Unsigned Tenders will also be rejected.

12. Delivery:

i. Consignments will have to be delivered, as far as possible, during OFFICE HOURS (9:30 AM to 5.30 PM, Monday to Friday)

ii. Urgent consignments etc. (as intimated by C-DAC) will have to be delivered even beyond office hours and on holidays, etc. to ensure their ACTIVITY/SAFETY. All items should be handled following proper safety precautions.

SECTION 4 – TERMS AND CONDITIONS

1.AWARD OF CONTRACT :

- 1.1. The Contract will commence from Award of Contract for a period of three years and shall remain in force unless terminated earlier. "CDAC" reserves the right to terminate the Contract at any time, and without assigning any reasons thereof by giving ONE MONTH notice of their intention to do so in writing to you and you shall not be entitled to demand compensation by reason of such termination.
- 1.2. The documents required for clearance of the consignments shall be collected by your representative within 24 hours of the telephonic intimation from our Office at Vellayambalam, Thiruvananthapuram.
- 1.3. You shall render all assistance to "CDAC" in filing claims towards consignments short shipped or damaged, during transit, or misplacement and non-traceable cargo at Airlines Godown/Port Trust Godown.
- 1.4. Contract will be awarded to only those agents providing both services i.e. **Freight Forwarding and Custom Clearance together, as the intention is to get consolidated support and service without delay**
- 1.5. The bidder will be abide by all the Terms & Conditions of the Tender Document.
- 1.6. The qualified agents will be given contract for a period of three years therefore, all the rates quoted should be valid for at least three years.

2 NATURE OF WORK;

- 2.1. You shall render all services as and when necessary and as directed by CDAC, you shall also perform all such auxiliary and incidental services and operations as may be necessary in the course of performing the Contract and as indicated by CDAC.
- 2.2. Handling and clearance of all cargoes and articles of all kinds including components, consumables, scientific instruments, equipments, spares, etc. and any other cargo which may be imported by CDAC from time to time.

3 VOLUME OF WORK:

- 3.1. No guarantee is given as to any definite volume of work which will be trusted to you at any time or throughout the period of the Contract.
- 3.2. CDAC reserves the right:
 - a) Of placing the Contract simultaneously or at any time during its tenure with one or more other Clearance agents as they may think fit, even by calling fresh tenders and/or by negotiations and appoint some other Clearance agents accordingly, at the sole discretion of CDAC.
 - b) To retain full discretion to allocate work among the Clearance Agents in case of (a) and/or (b) above and CHA will not be entitled to make any representation on this account.

4.DUTIES AND RESPONSIBILITIES OF CLEARANCE AGENT:

4.1. IMPORTS:

4.1.1. Instructions for clearance will be issued by CDAC giving particulars of the cargoes to be cleared, name of steamer/ AWB details, customs call notice and place of delivery or dispatch details along with all the relevant dispatch documents.

4.1.2. On receipt of instructions and subject to availability of all dispatch documents as required, CHA will prepare the Bill of Entry and all the necessary papers and file the same with Customs and Port Trust/Airport authorities for expeditious clearance of the consignment. If the particulars relating to the cargo furnished in the instructions are not sufficient CHA will take steps that are necessary for obtaining the required particulars from the authorities or bodies concerned. In the event of non-availability of any document or any document being inadequate, CHA will execute, at the cost of CDAC, the necessary Indemnity bond or guarantee or other documents as may be necessary for immediate clearance and obtain delivery of the cargoes in the shortest possible time.

4.1.3. CHA shall be fully responsible for the finalization of the Bills of Entry from the time they are filed with the Customs, **Bills of Entry assessed provisionally should be finalized within 24 hours from the date** of clearance and any hold up for want of documents etc. for such finalization should be promptly brought to the notice of CDAC. CDAC will not be responsible for penalty levied by the custom (as per Custom Notification) for late filing of Bill of Entry. **CHA will be responsible for late filing Bill of Entry.** If penalty is charged on consignment then it will not be paid by CDAC.

4.1.4. CHA shall maintain close day-to-day liason with CDAC with regard to the processing of the Bill of Entry, CHA shall get done any amendments required for Marks and Numbers on Bill of Entry. Regarding finalization, any difficulty experienced by CHA or any queries raised by Customs requiring clarifications by CDAC, should be immediately brought to the notice of CDAC. Where Customs issue instructions for drawl of samples before assessment for further test and analysis or requirements of catalogue/literature, write-up or any other data, the same should be done within the time limit keeping CDAC informed of the action and subsequent progress.

4.1.5. Whenever any short landing of cargo is noticed, CHA shall be required to file "Not found" notice with the Port/Airline authorities and apply within the stipulated period obtain and lodge claims on Airline agents with necessary documents within the prescribed time. If landing charges/Customs duty in respect of short landed packages/ bundles/cargoes has already been paid, CHA shall automatically apply for refund of proportionate/whole landing charges and/or Customs duty and the matter will be perused by CHA, till the claim is finally settled. CHA will have to make good to CDAC any loss incurred due to negligence or failure on their part to take any of the above actions.

4.1.6. It is incumbent on CHA to examine carefully all packages of each consignment landed from Aircraft with the respective Invoices and measurement /Packing list and whenever, during landing/unloading or clearance or at the time of delivery, any damages or loss of goods are noticed, then CHA shall inform CDAC. CHA will be responsible to ensure that the damaged packages are properly repacked in the presence of CDAC representative before dispatch to final destination. CHA will not dispatch, without repacking, any packages/consignments unless otherwise authorised by CDAC in writing. Settlement of Insurance should be equal to value of Purchase Order. **Whenever necessary, CDAC representative will associate with the Survey.**

- 4.1.7. Where the consignment is insured by CDAC, Insurance Survey with CDAC coordination, to be arranged.
- 4.1.8. After obtaining delivery, CHA will either move the cargoes to CHA's godown or deliver the same to CDAC Stores through appropriate Transport Carrier and obtain receipt for having safely delivered.
- 4.1.9. CHA will be responsible for all losses or damages to cargoes, direct or consequential for negligence or failure to exercise due care in the matter of dispatch/ delivery of the cargo, CHA shall be held responsible in case delivery/dispatch is effected wrongly, i.e. contrary to CDAC instructions and for all losses or damages to the cargo or in fruituous expenditure, direct or consequential, as a result thereof.
- 4.1.10. Where consignments are bulky and heavy, CHA will inform CDAC and the Transport Carrier specified by CDAC, the probable date of delivery at least a day or two in advance, so that the cargo could be cleared and dispatched directly from the Dock/Airport unless otherwise advised by CDAC in writing to be moved to CHA's godown.
- 4.1.11. Follow-Up of Shipments: Copy of the order placed by CDAC on foreign supplier will be forwarded to FF /CHA. It is the sole responsibility of the FF/CHA to follow up the matter with its foreign associates and foreign supplier to ship the goods within the delivery schedule.
- 4.1.12. If Supplier ships the consignment through DDU, CHA has to clear the consignment.

5.CUSTOMS DUTY & REFUND CLAIM:

- 5.1. As per Govt. of India Notification No. 51/96 Custom dtd. 23rd July 1996, CDAC is exempted from Custom duty and IGST(substituted under Notification No. 43/2017 dtd. 30th June 2017) for all research equipment. CDAC shall provide all documents necessary as per this notification. In cases, where such documents are not available CHA shall try their best to clear the consignment against Indemnity Bond to be provided by us. In cases where Customs are not accepting the bond, CDAC shall pay the Customs duty "under protest". In such case, CDAC shall apply for refund & CHA will have to assist us & peruse our claim with the concerned authorities at the Office of Collector of Customs/Appellate Tribunal of Customs.
- 5.2 CHA shall make every effort to clear consignments within the free period without payment of warehouse/demurrage charges. However, in case of payment of warehouse/demurrage charges, justification for the same (including date wise action taken by CHA) with explanatory data shall be given by CHA.
- 5.3. Demurrage/Warehouse charges can however be reimbursed only if there is absolutely no fault of the agent in speedy clearance of the items and only in case of situations beyond the control of the agent.
- 5.4. CHA shall have to clear the consignments within 24 hrs i.e. 2 days allowed by International Airport Authority of India/Air India/, provided all the documents in original are given to CHA well in time. In case of any delay beyond CHA's control, CHA shall have to give detailed justifications as to why consignments could not be cleared in time for our consideration.

5.5 In case of short landed and untraceable packages/cargoes, CHA shall automatically apply for refund of all charges, including Customs duty as enumerated in Clause 4.1.5

5.6 In case of freight charges, CDAC will arrange to register refund claims with Airline agents where excess freight has been charged on account of excess declaration of weight/measurement or for any other reason such as wrong declaration of class of goods, status of freight etc.

5.7 In case of port charges, where amounts have been paid by CHA in excess of what is actually due, CDAC will have the right to admit and reimburse only such amounts which are actually due and restrict the bill amounts accordingly. The responsibility to claim refund of such amounts, i.e. amounts paid in excess of actual dues and not admitted by CDAC, from the concerned authorities shall rest entirely with CHA.

6.SUBMISSION OF BILLS FOR PAYMENT

6.1 The rates for payment to CHA for services rendered will be paid as per Schedule of Rates under Section 5 of the Contract.

6.2 Bills for the other work done will be submitted by CHA to CDAC as per the terms of agreement with **documentary proof**.

6.3 Payment will be made within one month of receipt provided that bills are in order and complete in all respects.

6.4 TDS will be deducted as per rule. Any revision in the rate of Taxes, Duties, levies etc or introduction of new taxes/duties/levies by government shall be honored.

7. GENERAL:

7.1 CHA will have to arrange complete clearance and dispatch of cargoes for imports for which instructions/documents have been issued to CHA upto and including **last date of contract** including finalisation of all Customs and Port formalities relating to Aircraft arrived or landed or sailed on **last date of contract**. You will be paid upto the point of completion of all outstanding/assigned work in terms of the Contract.

7.2 You shall be fully conversant with the relevant provisions of the carriage of goods by Sea-Air Act, the Port Trust/Airport Authorities Act, the Customs Act and other Acts/Rules/Procedures etc. and all amendments thereto as are obtained and in force at the time of effecting clearance and take such steps as are necessary and perform all the duties which they are bound to do under the above Acts to ensure that the interests of CDAC are fully protected in the clearance of cargoes entrusted to them.

7.3 For the purpose of operation of this Contract, only the holidays as observed by Port Trust/Airport and Customs authorities shall be recognized as closed holidays of you and all other holidays declared by you on your own shall not be recognized.

7.4 The Director, CDAC, reserves the right to accept or reject any offer without assigning any reasons thereof. The jurisdiction of disputes if any at any stage will be the competent courts in Trivandrum only.

SECTION 5 – COMMERCIAL BID

I. FORMAT FOR CUSTOM CLEARANCE CHARGES CONSOLIDATION CHARGES

1. AIR CONSIGNMENT - CUSTOM CLEARANCE (for INCOTERM CIP / CIF shipment)

(Including Agency Charges, Transportation Charges, Packing & Repacking, Loading at port & Unloading at CDAC, Crane/Forklift Charges, labor charges, duty handling fee, Fuel and War Security Surcharges, **Insurance premium charges including** Goods & Service Tax & any other levies, taxes or duties enforced by the Government for door to door service)

(A)

SI No	Description of Charges	Value in INR
1	Minimum	
2	Upto 5 Kg	
3	6-10Kg	
4	11-25 kg	
5	26-50 Kg	
6	51-100 Kg	

(B)

SI No	Description of Charges	Value in INR
1	Insurance Charges in % of Purchase Order Value	

II. AIR FREIGHT CHARGES in INR (INCOTERMS Ex-work, FCA & FOB to CDAC Thiruvananthapuram)

(Freight charges, Including Charges Collect Fee, Delivery Order Fee, HAWB Fee, Break Bulk Fee, Cartage, EDI, IGM Filing, Airline DO, Handling, Documentation, L/C Fee, X-ray/Scanning Charges, Domestic Security surcharge, Cert. Of Origin, Transfer Fee, Terminal Handling Fee, Custom Clearance Charge, Pickup Charges, Domestic Fuel, Airport Tax, Agency Charges, Transportation Charges, Packing, Repacking, Loading at port & Unloading at CDAC / lab/ location, Crane/Forklift Charges, labor charges, fuel surcharge, Remote Area fee, Oversize Piece Surcharge, odd-dimension shipment, duty handling fee, Fuel and War Security Surcharges. Goods & Service Tax & any other levies, taxes or duties enforced by the Government to be mentioned

Exworks

SI No	Country	Minimum	Upto 5 kg	6-10 Kg	11 to 25 Kg	26 to 50 Kg	51 to 100 kg
1	USA						
2	Singapore						
3	UK						
4	Taiwan						
5	Dubai						
6	Netherlands						
7	Germany						
8	Hongkong						
9	South Korea						
10	Switzerland						
11	China						
12	Malaysia						
13	Japan						

FCA

SI No	Country	Minimum	Upto 5 kg	6-10 Kg	11 to 25 Kg	26 to 50 Kg	51 to 100 kg
1	USA						
2	Singapore						
3	UK						
4	Taiwan						
5	Dubai						
6	Netherlands						
7	Germany						
8	Hongkong						
9	South Korea						
10	Switzerland						
11	China						
12	Malaysia						
13	Japan						

FOB

SI No	Country	Minimum	Upto 5 kg	6-10 Kg	11 to 25 Kg	26 to 50 Kg	51 to 100 kg
1	USA						
2	Singapore						
3	UK						
4	Taiwan						
5	Dubai						
6	Netherlands						
7	Germany						
8	Hongkong						
9	South Korea						
10	Switzerland						
11	China						
12	Malaysia						
13	Japan						

ANNEXURE A-1– DECLARATION REGARDING CLEAN TRACK BY BIDDER

(On Company / firm's Letterhead)

To,

Date :

Section Head Purchase
CDAC
Vellayambalam
Thiruvananthapuram

Sir,

Re: Tender No. CDACT.PHS.RD. 307.18-19 for “Annual Rate contract of Custom Clearance & Freight Forwarding Agents”.

I/we carefully gone through the Terms & Conditions contained in the above referred Tender. I/we hereby declare that my company / firm is not currently debarred / black listed or no legal case pending by any Government / Semi Government Organizations / Institutions in India or abroad. I/we further certify that I'm the competent officer in my company /firm to make this declaration.

Or

I/we declare the following

No	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE : In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the Bidder)

Printed Name

Designation

Seal

**ANNEXURE A-2 : DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND
CONDITIONS (On Company / firm's Letterhead)**

To,

Date :

Section Head Purchase
CDAC
Vellayambalam
Thiruvananthapuram

Sir,

Re: Tender No CDACT.PHS.RD. 307.18-19. for “Annual Rate contract of Custom Clearance & Freight Forwarding Agents”.

I/we carefully gone through the Terms & Conditions as mentioned in the above referred Tender document. I/we declare that all the provisions of this Tender are acceptable to my company. I /we further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date :

Business Address :

ANNEXURE A-3: DECLARATION FOR NOT EXCEEDING IATA RATES
(On Company / firm's Letterhead)

To,

Date :

Section Head Purchase
CDAC
Vellayambalam
Thiruvananthapuram
.

Sir,

- **Re: Tender No. CDACT.PHS.RD. 307.18-19 for “Annual Rate contract of Custom Clearance & Freight Forwarding Agents”.**

I/we hereby confirm that quoted rates in Section 5- Commercial Bid (Envelope B) are not exceeding than those specified in Latest issue of IATA Tack Book.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date :

Business Address :

ANNEXURE A-4 : DECLARATION FOR PROVIDING LOCAL SERVICE SUPPORT
(On Company / firm's Letterhead)

To,

Date :

Section Head Purchase
CDAC
Vellayambalam
Thiruvananthapuram

.

Sir,

- **Re: Tender No CDACT.PHS.RD. 307.18-19 for “Annual Rate contract of Custom Clearance & Freight Forwarding Agents”.**

I/we carefully gone through the Terms & Conditions as mentioned in the above referred Tender document. I/we hereby declare that I/We will provide **Local Service Support** to CDAC.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date :

Business Address :

ANNEXURE A- 5 : BIDDER'S INFORMATION

Details of the Bidders :		
1	Name of the Bidder	
2	Address of the Bidder	
3	Status of the Company (Public Ltd./ Pvt. Ltd.)	
4	Details of the Incorporation of the Company	Date:
5	GSTIN No.	
6	State of GST Registration	
7	Permanent Account No. (PAN)	
8	Name & Designation of the Contact person to whom all references shall be made regarding this tender	
9	Telephone No. (with STD Code)	
10	Email Address of the contact person	
11	Fax No. (with STD Code)	
12	Website	

SECTION 7 - CHECKLIST

The following items must be checked before the Bid is submitted:

Envelope "A"

- a) .Eligibility Criteria (each pages duly sealed and signed by the authorized signatory)
- b)

Annexure A1 : Declaration Regarding Clean Track by Bidder

Annexure A2 : Declaration for Acceptance of Tender Terms and Conditions

Annexure A3 : Declaration for not exceeding IATA Rates

Annexure A4 : Declaration for providing Local Service Support

Annexure A5 : Bidder's Information

- c) Copy of this Tender document duly sealed and signed by the authorized signatory on every pages.

2. Envelope "B"

- a) Commercial Bid :

Your quotation must be submitted in two envelopes **Technical Bid (Envelope A) and Commercial Bid(Envelope B)** super scribing on both the envelopes the Tender no. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed with our **Tender No. & Due Date.**