

# CENTRAL INSTITUTE FOR COTTON RESEARCH

POST BAG NO 2, SHANKAR NAGAR POST OFFICE NAGPUR - 440 010

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{Location; Near Indian Oil Depot, Panjari , Wardha Road, Nagpur – 441 108}

F. No. St./Custom H. Agent/RC/2009-10

Date: 15.02.2010

## **Sub.: Appointment of Custom House Agent – for clearing of foreign Scientific Equipments – freight – forwarding – reg.**

Sealed Tender / Quotation are invited from eligible Custom House Agent for the appointment of **“Custom House Agent”** to clear the imported consignments at Nagpur, New Delhi, Coimbatore, Chennai, Hyderabad, Mumbai etc. with the following services.

1. Clearance of consignment according to customs rules and regulations.
2. Door to Door delivery upto CIF, CICR, Nagpur, CICR, Coimbatore, CICR, Sirsa through your freight forwarders.
3. Demurrage free consignment clearance.
4. Freight pay in Indian Currency & actual on CIF Basis.
5. Clearing of Air freight / Sea freight of various types of Scientific Equipments / Instruments.

### **The following Agency Charges may be quoted:**

1. Agency Charges (Rate) a) By Air \_\_\_\_\_, b) By Sea \_\_\_\_\_ on assessable value CIF basis
2. Service Tax on agency charges \_\_\_\_\_ as per Govt. rules.
3. Statutory Charges, i.e. AAI, Freight, DO fees, Custom Duty Charges & other Govt. Levies.
4. Other charges: - i.e. Documentation, Inspection, Assessment, Audit, loading/unloading, octroi etc.
5. Local Transportation Charges etc. upto door delivery of CICR, Nagpur, Coimbatore & Sirsa.
6. In case of demurrage charges the firm shall be responsible.
7. The duration of the contract is initially for a period of one year.
8. It can be renewed on satisfactory performance and can be terminated with notice of one month if service is unsatisfactory under the rights reserved by Director, CICR, Nagpur.

### **Terms & Conditions:-**

- 1) Sealed quotations with the list of other Govt. organizations services rendered under R/C should reach this Office on or before **08/03/2010..**
- 2) Envelops may please be superscribed with the word **“Quotation for Custom House Agent”**.
- 3) The Quotation/rates should be quoted by solely local authorized Custom House Agent, who has necessary service back up facility.
- 4) The payment will be made only after completing door delivery upto CICR according to the specifications, quality, quantity mentioned in the packing list, Airway bill, supply order of the equipments etc.
- 5) The quotations without the above desired information and rates etc. received after the due date are liable to be rejected.
- 6) Other terms and conditions for providing services to discharge the equipments, if any may also be stated.
- 7) The Director, CICR reserves the right to accept or reject one or all quotations / without assigning any reason thereof.

**Note:** The Custom House Agents submitting their quotations should furnish their experience with Central Govt. Organisations / PSUs etc. in clearing foreign equipments. Copies of the same orders should also be enclosed, with quotation.

**Administrative Officer**