



भारतीय प्रौद्योगिकी संस्थान इन्दौर
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IIT Indore

NIT No.: IITI(MM)/RC/CSP/01/17-18

January 02, 2018

Prebid Report


The meeting for Pre-bid discussion and presentation was held at IIT-Indore on 20/12/2017 from 2.30 PM onwards for Notice Inviting Tender for End to End Solution for Custom Clearance, Forwarding, consolidation, Insurance, Multimodal Logistics and Allied Services for Import & Export of Goods through Clearing & Forwarding Agent (CFA) & Comprehensive Service Provider (CSP).

Total 03 (Three) service providers attended the prebid meeting and the details of the firms are as mentioned below:

1. M/s. Flyjac Logistics Pvt. Ltd.
2. M/s. Jeena & Company
3. M/s. DHL Express India Pvt. Ltd.

The report of the meeting is as below:

Sl. No.	Reference of the Claus/Page No. of the Tender Document	Query/Clarification/Deviation sought	Clarification/ Response from IITI	Remarks
A.	Queries received from - M/s. East West Freight Carriers Ltd			
1.	EMD : ₹ 1,50,000.00	Please provide us the cost of tender / contract as per para 9.4 of CVC	Tender document is FREE of cost and the same can be downloaded from website	No Change
2.	ANNEXURE- I -TECHNICAL BID- Point 5- Registration with shipping line: CFA/CSP must also a member of MTO (Multimodal Transportation Organizations registered with Shipping Corporation of India). (Copy of registration certificate to be attached)	In View of the above point MTO is required for Sea Export Bill of Entry for insurance purpose. Please confirm you have any sea export shipment and as per the tender CSP has to do the insurance of all consignment.	Sea imports/exports are not regular but possible at any point of time.	
3.	Point 7 - Location of CFA/CSP: Most of the consignments will be shipped to and cleared in Mumbai/Delhi Airport; therefore the firm must have customs clearance operations in Mumbai/Delhi during at least past ten years. CFA/CSP must also have clearing operations in Delhi, Chennai, Kolkata and Bangalore also as some shipments may be required to be cleared from these cities. CFA/CSP should have facilities to also undertake clearance and delivery of post parcels as and when required by IITI.	IITI is Located at Indore & as per the normal procedure shipments will get Custom cleared at Mumbai/Delhi customs only. Please specify the registration requirement for Chennai, Kolkata and Bangalore.	This is a provision to avoid any delay due to any specific reasons at Mumbai and New Delhi	

4.	<p>Point 8 - An undertaking to the effect that the CFA/CSP will provide DEMURRAGE FREE SERVICE to IIT Indore for any EX-WORKS, FOB,FCA, CIP, CIF or FORD(AS per Incoterms 2010) terms even if delay is on part of IITI. And no request for demurrage and ground rent shall be entertained in any case. (Annexure- A)</p>	<p>If the delay of Custom Clearance by CSP than the CSP can undertaking. But if there is delay by IITI than why CSP has to give undertaking.</p>	<p>Clearance shall be insured irrespective of any transit and documentation</p>	
5.	<p>Point 10 - Experience:</p> <p>The CFA/CSP must have experience in its own name in the field of customs clearance, forwarding and consolidation relating to Hi-Technology Equipments, Consumables like reagents, highly perishables, dangerous and radioactive goods, etc. in any similar Educational or R&D Institution like IIT, ICMR, CSIR, ICAR and University etc., during the last TEN years, especially clearing consignments under Notification No.51/96-Cus and its subsequent amendments.</p>	<p>The services which are provided to the Government Institute / Research Institute the same services are also utilizing by the Privet Sector. So the privet sector experience also to be count.</p>	<p>IITI is looking for a CSP who is familiar with the clearance and other allied activities with concessional provisions applicable to education & research institutes.</p>	
6.	<p>Point 12- List of educational and Research institutes handled during the 05(Five) years with their name, telephone no. and the contact person. (Annexure-B).</p> <p>CFA/CSF should submit the latest certificate regarding performance from at least two organizations.</p>	<p>Query is same as Point 10</p>	<p>To ensure the familiarity of the procedure.</p>	
7.	<p>Point 14 - Certificates of successful running/completion of the contracts for the said services with at least three Govt. Institutes/organizations during the last 05(Five) years.</p> <p>These certificates must bear the name and telephone nos. of the authorized signatory.</p>	<p>Query is same as Point 10</p>	<p>No change</p>	
8.	<p>SCOPE OF THE CONTRACT SHALL BE AS UNDER:</p> <p>Point 1 - Customs clearance of imported consignments from IAAI/ICD/Foreign Post Office at Navi Mumbai/ICD- Mumbai/Sea port Mumbai/Delhi.</p>	<p>In connection to Annexure I Point 7</p>	<p>As at Point 7</p>	

एस.पी.होता/S. P. HOTA
उप कुलमचिव/Deputy Registrar
आई.आई.टी., इन्दौर/IIT Indore

9.	<p>GENERAL TERMS & CONDITIONS:</p> <p>Point 4 - Maximum Amount of Freight: CFA/CSP should indicate in the price bid, the maximum amount of freight for a single consignment that CFA/CSP can pay on behalf of IITI and get it reimbursed from IITI through the bills after clearance and receipt of consignments at IITI. (To be indicated in price bid only).</p> <p>Point 5 -Maximum Amount of Customs Duty: CFA/CSP should indicate in the price bid, the maximum amount of Custom duty for a single consignment that CFA/CSP can pay on behalf of IITI and get it reimbursed from IITI through the bills after clearance and receipt of consignments at IITI. (To be indicated in price bid only).</p> <p>Scope of Work- Duties And Responsibilities of Clearing & Forwarding Agent/Comprehensive Service Provider:</p> <p>B. MODE OF PAYMENT:</p> <p>Point 1 - IITI will arrange to pay advance for the amount exceeding Rs.2,00,000/for custom duty. CFA/CSP will have to pay all inspection, landing, handling, carting, postal charges, warehouse rent/demurrage charges, freight charges etc. and all other allied Port Trust/Airport charges upto Rs.2,00,000/per consignment to the concerned authorities before clearance of the cargos.</p> <p>Point 2 - CFA/CSP will then claim the amounts, so paid, in their bills duly supported by the receipts issued by the authorities concerned, CFA/CSP will ask for advance for amount above Rs.2,00,000.00 for Customs duty and Rs. 1,00,000.00 for Freight charges and the same shall be given by IITI. Necessary payment receipt should be promptly submitted by CFA/CSP in settlement of advances.</p>	In view above both point in General Terms & Conditions conveyed the Custom duty & Freight limit. Same point advised to quote the same in Scope of work- Mode of payment. It is little confusing to consider the point & what to do. Please specify.	For Custom Duty only	No Change
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B. Query received from - M/s. Jeena & Company, Mumbai

10.	A.8	The shipment terms are CIP and shipment if it is delivered up to Port/Airport, do we need to take transit insurance from Port/Airport to consignee premises	Yes Insurance upto the Point of Delivery/Handover.	
11.	F.2	DEC should be provided based on PO. Invoice should mentioned PO Number	Yes	
12.	2 Page 11	ODC Route Survey charges, Transportation should be on case to case. Time period for consolidation?	Within 15 days for pick up and 07 days for delivery	


13.	4 Page 11	GR Waiver to be provided by customer. Will there be imports of 2 nd hand machinery?	No	
C. Query received from - M/s. DHL Express (I) Pvt. Ltd.				
14.	Annexure-1 Sl. No 01	CFA is clearing & forwarding agent & CSP is Comprehensive Service Provider, right?	Yes	
15.	Annexure-1 Sl. No 05	Why a MTO registration required/must? Does IITI frequently import shipments by sea?	Delivery upto IIT Indore by Air / Road / Rail	Clarified
16.	Annexure-1 Sl. No 08 & Declaration for Demurrage Free Service (page # 19)	What about the cases where delay / demurrage are not because of service provider's fault.	No change	
17.	Annexure-1 Sl. No 09	We are not a freight forwarder, so we are not FIATA member.	Clarified during Prebid Meeting	
18.	Annexure-1 Sl. No 10	CHA in own name? We have our own in-house CHA which is a sister concerns of DHL Express.	Can be considered under a single contract	
19.	Annexure-1 Sl. No 10 & 12	Is experience with Educational or R&D Institution only count?	Yes	
20.	Annexure-1 Sl. No 14 & Annexure – B (Page # 20)	Why are public listed companies not considered for experience certificate?	Concessional provision and familiarity with work environment	
21.	Annexure-1 Sl. No 16 & Annexure – D (Page # 22)	This clause effectively put all the integrators like us out of competition. This clause makes this tender, Freight Forwarder only tender.	Clarified	
22.	Scope of work – Clause 3. Payments of bills	What happens when the payment is delayed? How's the service provider compensated?	Payment will be within the prescribed limits	
23.	Scope of the contractor – Clause 3	What is meant by permission from RBI?	Export permission	
24.	General T&C – Clause 5	Is this over and above Rs. 2L	Yes for Custom duty only	
25.	General T&C – Clause 12	Same as point # 8 in this list	No Change	
26.	General T&C – Clause 27	Same as point # 9 in the above list. All service providers are in business for Money, there must be a clause for penalty in case of delayed payments.	Checklist will be developed mutually to avoid any delay in processing bills.	
27.	Price Bid	Same as point # 8 in the above list.	No Change	
28.	Annexure – C	We have our own network; we don't use "consolidators". Will share addresses of our offices.	OK	
29.	Price Bid	Can we have visibility to split of shipments between Air; Sea & Post? Also what is the split between various Inco-terms?	No Change	

D. Query received from - M/s. FEI Cargo Ltd. New Delhi			
30.	With reference to above mentioned tender reference (clause no. 5. Of Annexure – I your requirement: member of MTO (Multimodal Transportation Organizations registered with Shipping Corporation of India).)	we want to inform you that this certificate is require only for sea export shipments & as far as we understand your requirement you have not any shipments for SEA EXPORT hence this requirement is not a necessary requirement under eligibility criteria to handle your valuable import shipments hence we request you to please delete this clause from your eligibility criteria.	Reply as SI. No. 2 Clarified
31.	The another clause which we found unnecessary clause no. 7. Of Annexure – I your requirement : (CFA/CSP must also have clearing operations in Delhi, Chennai, Kolkata and Bangalore also as some shipments may be required to be cleared from these cities)	as far as we understand none of your consignment is came on Chennai, Kolkata and Bangalore ports, you all shipments are arriving on Mumbai and Delhi ports hence this is also not a necessary requirement under eligibility criteria to handle your valuable import shipments hence we request you to please delete this clause from your eligibility criteria	Reply as SI. No. 3 Clarified
32.	Clarification:	<ol style="list-style-type: none"> 1. Single Window – Contact Point: <ol style="list-style-type: none"> i. Service provider should offer single window contact point for any query/update/status of consignment etc. ii. Service provider will ensure periodic update of the consignment to IITI and submit monthly report to IITI in the required format. iii. All the consignments of IITI should be processed towards pickup /clearance on priority basis as research activities shall not suffer due to any delay. 2. The CSP should provide end to end service Custom Clearance, Forwarding, consolidation, Insurance, Multimodal Logistics and Allied Services for Import & Export of Goods. 3. The service provider should ensure the insurance both transit & retention of the consignment prior to the pickup/clearance. 4. Service provider should submit the price bid as per format and separate sheet should be attached for price break up. 5. The service provider should have all the format of documents pertaining to the import & export of consignments and the same should be forwarded to IITI for further issuance. 6. The CHA/CSP should keep IITI informed about the GOI notification and comply with as mandated. 7. The service provider can also quote for pickup, clearance, forwarding etc. In COURIER MODE for low volume/weight consignments such as samples etc. 	

Revised Schedule:

Submission of Bids(Technical and Price Bid)	January 19, 2018 upto 03.00PM(IST)
Opening of Technical Bids	January 19, 2018 at 03.30PM(IST)

All prospective/willing bidders are requested to take note of this report as part of the Tender document. All other terms and conditions of the tender remain unchanged.


Dy. Registrar (MM)
 एस.पी.होता/S. P. HOTA
 उप कुलमचिव/Deputy Registrar
 आई.आई.टी., इन्दौर/IIT Indore
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