



# भा.कृ.अ.प.—केन्द्रीय भेड़ व ऊन अनुसंधान संस्थान

अविकानगर ( तहसील मालपुरा, जिला टोंक ) वाया जयपुर राजस्थान (भारत) 304501

**ICAR- CENTRAL SHEEP & WOOL RESEARCH INSTITUTE**

AVIKANAGAR (MALPURA DISTT. TONK) VIA: JAIPUR RAJASTHAN(INDIA) 304501

Tel.No. 01437-220177  
Fax No. 01437-220163



No. 1(385) SP/2010/Vol.II/

Dated: 29.06.2016

As per list enclosed

Subject: - **Quotation for Appointment of Clearing Agent- regarding.**

This Institute imports scientific equipment, consumables, spare parts for equipment, chemicals and animals etc. from abroad regularly under OGL. Gifts are also received from various International Agencies under collaborative exchange programmes of the Govt. of India. Ours is an Institution under the **Indian Council of Agriculture Research (ICAR)**. We are having import code as well as duty exemption certificate from the competent authorities.

**It is proposed to appoint Custom Clearance Agent for clearance of our Import consignments at IGI Airport, New Delhi on the following terms and conditions:-**

1. The contract will be for a period of one year from the date of award, which can be extended further.
2. You must process valid Licence from the Govt. copy of the Licence must be enclosed with the offer.
3. Complete documents will be provided for clearance of consignment from Customs. After clearance, the consignment will be collected by us in due course of time.
4. All charges such as IAAI charges, customs duty (if any), and other statutory charges will be paid at actual against proper receipt/voucher only after clearance of consignment.
5. All charges should be intimated in clear terms as per the enclosed Annexure. No claim for any other charges not mentioned in the Annexure will be entertained later on. The consignment is proposed to be imported/booked through National carriers i.e. Air India, Indian Air lines etc.
6. Pre-receipted Bill (In triplicate) towards clearance charges will be submitted after clearance of consignment. Payment will be made within reasonable time say 30 days. No advance payment will be made and offer demanding advance payment or any other payment condition will not be considered.
7. Minimum period (in days) required for clearance of consignment from Custom be clearly mentioned in the offer.
8. Offer should be **valid for 120 days** for acceptance from the last date of receipt of offer.
9. There should be no cutting / overwriting. The cutting, if any, should be duly attested.
10. List of clients (Govt. organizations/ICAR Institutes/ other Institutes if any) along with copies of their orders appointing you as their clearing agent, be enclosed.
11. Offer must be sent in a sealed cover super scribing following wordings:-  
**QUOTATION FOR CLEARING AGENT F.No. 1(385)SP/2010/Vol.II/ LAST DATE FOR RECEIPT 20.07.2016 at 1.00 PM**
12. In all matters of dispute, decision of the Director of his Institute shall be final and binding.
13. Earnest money Rupees 2,000/- (Two thousand only) in shape of **D.D. in favour of ICAR Unit CSWRI, Avikanagar drawn in favour of SBBJ, Malpura** may please be sent along with above offer.
14. Copy of following documents should be enclosed along with offer:-
  - i) List of clients departments alongwith the copy of rate contract.
  - ii) PAN number etc.
  - iii) Service tax registration certificate
15. Quotation notice made available our web site [www.cswri.res.in](http://www.cswri.res.in) & CPP Portal ([e-prucure.gov.in](http://e-prucure.gov.in))
16. **This Institute reserves the right to reject any or all Quotation(s) without assigning any reason thereof.**

**Note:- Quotation must be submitted on the enclosed per-forma. No other format is acceptable. Quotation received on other than enclosed pro-forma will be treated as non responsive and liable to be rejected forthwith**

Yours faithfully,

(S.R. Jat)  
Assistant Administrative Officer

प्रतिलिपि : प्रभारी ऐरिस सेल को संस्थान वेबसाईट व सी.पी.पी. पोर्टल पर जारी करने हेतु अग्रेषित है।

**QUOTATION PROFORMA FOR CUSTOM CLEARING AGENT**

S.No.	Particulars	Rate	Accounting Unit of charges	Remarks
1.	Agency clearing charges		CIF value % basis	

Signature of tenderer

**NOTE: --**

1. **IAAI, custom duty / service tax will be paid to the clearing agent as per actual against Government Receipt / Government notified rates.**
2. Air Freight charges will be paid to the clearing agent as per actual receipt of the Air Cargo, but the amount should not be more than the amount what the supplier head quoted in our tender for equipment. This amount will be informed to the clearing agent at the time of handing over the job papers
3. Generally the consignment will be received under the Indian flagship Air Cargo i.e. Air India Flight.
4. No other charges except agency clearing charges and as per note(s) above will be accepted from the custom agent. Hence all the charges should be merged in the agency clearing charges.
5. **Quotation must be submitted as per the Proforma. Quotation received in other format or with some other additional charges will be treated non-responsive and will be rejected.**

Signature of tenderer  
Name of firm  
And full and Address/ Email No.  
Mob./Tel. No/

AAO(SP)  
CSWRI, Avikanagar