

NATIONAL INSTITUTE OF PLANT GENOME RESEARCH

(An Autonomous Research Institution of the Department of Biotechnology
Ministry of Science and Technology, Govt. of India) Aruna Asaf Ali Marg,
New Delhi – 110 067 Phone: 26735139, 26735141 Fax: 26741658,
26741146

TENDER NOTICE

Tender No. 16(E)/2025-26/NIPGR/S&P

Online tenders (in two bid system) are invited on behalf of Director, NIPGR, Aruna Asaf Ali Marg, New Delhi-110067 from the authorized and eligible bidders, in the prescribed form, for **Appointment of agent for customs clearance of imported shipments under Annual Service Contract** from the authorized and eligible bidders.

Annual Estimated Cost (in ₹)	EMD (in ₹)	Validity of Bid	Period of Contract	Last date & time for submission of Tender Document	Time & Date of opening of tenders
1,00,00,000/-	2,00,000/-	90 Days	One year (365 days)	18/12/2025 3:00 p.m.	19/12/2025 3:30 p.m.

The service provider/agencies based/having their own warehouse in Delhi along with EDI connectivity with Customs Department and completed either at least one similar contract costing not less than ₹ 80,00,000/- or two similar works of each costing not less than ₹ 50,00,000/- or similar three works each costing not less than ₹ 40,00,000/- during the last three years ending March 31, 2025satisfactorily, in Government, Department/Organization/PSUs/Autonomous Organizations, besides fulfillment of other requirements, are eligible to apply. Copies of orders / completion certificates for the purpose received be furnished. Further, the tenderer should have a minimum annual turnover of at least ₹ 60,00,000/-lakhs for each of the last three financial years ending March 31, 2025. The other eligibility conditions are mentioned in the Tender Document.

Similar services mean work related to “customs clearance of imported shipments under Annual Service Contract” in Government, Department/Organization/PSUs/Autonomous Organizations.

Intending bidders must enclose copy of documents such as PAN, GST Registration, Completion Certificates, Work/Supply orders/certified Balance Sheet for the Financial Years 2022-23, 2023-24 and 2024-25, etc. with the bids.

1. Tender document is an integral part of the process and it is mandatory for tenderer to submit complete tender document duly signed/stamped along with Technical Bid. Non submission of this document will lead to rejection of bid.

2. The Director, NIPGR, reserves the right to accept or reject all or any of the bids without assigning any reasons thereof.

(Purchase cum Stores Officer)

राष्ट्रीय पादप जीनोम अनुसंधान संस्थान

(बायोटेक्नोलॉजी विभाग, विज्ञान और प्रौद्योगिकी मंत्रालय, भारत सरकार का एकस्वायत्त अनुसंधान संस्थान)

अरुणा आसफ अली मार्ग, नई दिल्ली-110067 फोन: 26735139, 26735141 फैक्स: 26741658, 26741146

निविदा सूचना

निविदा संख्या 16(ई)/2025-26/एनआईपीजीआर/एसएंडपी

निदेशक, एनआईपीजीआर, अरुणा आसफ अली मार्ग, नई दिल्ली-110067 की ओर से, वार्षिक सेवा अनुबंध के तहत आयातित शिपमेंट के सीमा शुल्क निकासी हेतु एजेंट की नियुक्ति के लिए, निर्धारित फॉर्म में अधिकृत और पात्र बोलीदाताओं से ऑनलाइन निविदाएं (दोबोली प्रणाली में) आमंत्रित की जाती हैं।

वार्षिक अनुमानित लागत (₹)	ईएमडी (₹)	बोली की वै धता	अनुबंध की अ वधि	अंतिम तिथि एवं निविदा दस्तावेज प्रस्तुत करने के लिए समय	निविदाएं खोलने का समय और तिथि
1,00,00,000/-	2,00,00 0/-	90 दिन	एक वर्ष (365 दिन)	18/12/2025 3:00 बजे	19/12/2025 3:30 बजे

दिल्ली में स्थित/अपना गोदाम रखने वाले सेवा प्रदाता/एजेंसियाँ, जिनके पास सीमा शुल्क विभाग के साथ ईडीआई कनेक्टिविटी है और जिन्होंने 31 मार्च, 2025 को समाप्त होने वाले पिछले तीन वर्षों के दौरान सरकार, विभाग/संगठन/सार्वजनिक क्षेत्र के उपक्रमों/स्वायत्त संगठनों में कम से कम ₹80,00,000/- लागत का कम से कम एक समान अनुबंध या कम से कम ₹ 50,00,000/- लागत के दो समान कार्य या कम से कम ₹ 40,00,000/- लागत के तीन समान कार्य संतोष जनक ढंग से पूरे किए हों, अन्य आवश्यकताओं की पूर्ति के अलावा, आवेदन करने के पात्र हैं। इस प्रयोजन हेतु प्राप्त आदेशों/पूर्णता प्रमाण पत्रों की प्रतियाँ प्रस्तुत की जाएँ। इसके अलावा, निविदाकर्ता के पास 31 मार्च, 2025 को समाप्त होने वाले पिछले तीन वित्तीय वर्षों में से प्रत्येक के लिए कम से कम ₹ 60,00,000/- लाख का न्यूनतम वार्षिक कारोबार होना चाहिए। अन्य पात्रता शर्तों का उल्लेख निविदा दस्तावेज में किया गया है।

समान सेवाओं का तात्पर्य सरकार, विभाग/संगठन/सार्वजनिक क्षेत्र के उपक्रमों/स्वायत्त संगठनों में “वार्षिक सेवा अनुबंध के तहत आयातित शिपमेंट की सीमा शुल्क निकासी” से संबंधित कार्य से है।

इच्छुक बोलीदाताओं को बोलियों के साथ पैर, जीएसटी पंजीकरण, पूर्णता प्रमाण पत्र, कार्य/आपूर्ति आदेश/वित्तीय वर्ष 2022-23, 2023-24 और 2024-25 के लिए प्रमाणित बैलेंस शीट आदि जैसे दस्तावेजों की प्रतिसंलग्न करनी होगी।

1. निविदा दस्तावेज प्रक्रिया का एक अभिन्न अंग है और निविदाकर्ता के लिए तकनीकी बोली के साथ विधिवत हस्ताक्षरित/मुद्रांकित पूर्ण निविदा दस्तावेज प्रस्तुत करना अनिवार्य है। इस दस्तावेज को प्रस्तुत करने पर बोली अस्वीकृत कर दी जाएगी।

2. निदेशक, एनआईपीजीआर, बिना कोई कारण बता एस भी या किसी भी बोलियों को स्वीकार या अस्वीकार करने का अधिकार सुरक्षित रखते हैं।

क्रय एवं भंडार अधिकारी

BRIC – NATIONAL INSTITUTE OF PLANT GENOME RESERCH

TECHNICAL BID

NAME OF WORK: Appointment of agent for customs clearance of imported shipments
under Annual Service Contract

Tender No. 16(E)/2025-26/NIPGR/S&P

S.No.	Description	Rates in ₹
1.	Agency Commission (for non-perishable) per shipment by AIR Agency Commission (for perishable) per shipment by AIR Agency Commission (for non-perishable) per shipment by SEA Agency Commission for Foreign / Post Office shipments GST (If any) Conveyance charges (for collecting documents from NIPGR) Loading & Unloading Charges upto 25 kgs 25 to 50 kg 50 to 100 kg 100 to 200 kg 200 to 500 kg Above 500 kg Loading & Unloading charges by crane Cartage / Transport Charges upto 25 kgs 25 to 50 kg 50 to 100 kg 100 to 200 kg 200 to 500 kg Above 500 kg Customs Examination Sealing & Strapping charges Dry ice refilling charges per shipment Dry ice charges per kg Airfreight / DO / BE / Customs duty / CWC / AAI charges: Shall be paid as per actuals	Rates not be quoted

Name & Signature of Tenderers with seal

SPECIAL TERMS AND CONDITIONS:-

1. The tender shall be submitted online in two parts, viz., Technical bid and Financial bid. Submission of complete tender document duly stamped and signed by tenderer with technical bid is mandatory. Tender document is an integral part of the process and it is mandatory for tenderer to submit complete tender document duly signed/stamped along with Technical Bid. **Non submission of this document will lead to rejection of bid.**
2. An “Earnest Money Deposit (EMD)” to the tune of ₹ 2,00,000/- (Rupees Two Lakh only) in the form of Demand Draft from any scheduled bank drawn in favour of the “Director, NIPGR” payable at New Delhi shall be submitted (MSE exempted). Failure to submit the EMD will lead to rejection of Tender.
3. The successful Tenderer shall be required to deposit an amount equal to 5% of the estimated value as performance security after adjusting the EMD within 10 days from the date of issue of letter of acceptance. Performance Security may be deposited in the form of Demand Draft or Bank Guarantee from any Scheduled bank. In case of violation of any condition of tender, the security deposit will be forfeited/revoked.
4. **Eligibility Criteria:-** Quotations of only those Bidders who have fulfilled the Eligibility Criteria as mentioned below are to be considered and necessary documents in this regard must also be enclosed with the quotation. The bid shall be valid for a period of **90** days from the date of opening of tender.
5. The service provider/agencies based/having their own warehouse in Delhi along with EDI connectivity with Customs Department and completed either at least one similar contract costing not less than ₹ 80,00,000/- or two similar works of each costing not less than ₹ 50,00,000/- or similar three works each costing not less than ₹ 40,00,000/- during the last three years ending March 31, 2025 satisfactorily, in Government, Department/Organization/PSUs/Autonomous Organizations, besides fulfillment of other requirements, are eligible to apply. Copies of orders / completion certificates for the purpose received be furnished. Further, the tenderer should have a minimum annual turnover of at least ₹ 60,00,000/- lakhs for each of the last three financial years ending March 31, 2024. The other eligibility conditions are mentioned in the Tender Document.
6. Intending bidders must enclose copy of documents such as PAN, GST Registration, Completion Certificates, Work/Supply orders/certified Balance Sheet for the Financial Years 2022-23, 2023-24 and 2024-25, etc. with the bids.
7. The Bidder should have valid **Consolidation & CHA License in their own name (single name)**. Bidders not having these qualifications need not apply. Copies of documents evidencing this must be enclosed with the Bid.
8. The bidder should have the facility for Customs clearance at Delhi both for Air & Sea Cargo and Foreign Post Office. The Bidder must be registered in Customs at New Delhi.
9. The bidders should have their own warehouse in Delhi along with EDI connectivity with Customs Department.
10. The Director, NIPGR reserves the right to amend any of the terms and conditions contained in the Tender Document or reject any or all applications (offers) or not to award the contract to the lowest bidder without giving any notice or assigning any reason thereof. The decision of the Director, NIPGR in this regard will be final and binding.
11. The validity of the contract can be extended further subject to performance of the company.
12. The Price Bid must not be attached with the Technical Bid.

GENERAL TERMS AND CONDITIONS:-

1. The clearing Agent shall act as a clearing, forwarding and transporting agent for NIPGR, New Delhi for the stores imported from foreign suppliers / manufacturers, at customs IGI Airport, New Delhi
2. The Clearing Agent shall be required to perform activities as prescribed under the customs act, 1962 as amended from time to time and take such steps to ensure that the interest of the NIPGR, New Delhi is protected on the clearing of its stores.
3. The Clearing Agent will send his representative to the Institute to collect the documents such as duty exemption certificate in terms of customs notification No. 51/96, bank release order, bank attested invoice / Airfreight payment cheque etc. and to keep us informed about the status of the shipments pending at Customs for clearance at various stages.
4. The Clearing Agent shall be responsible for finalization of Bill of Entries and release of the shipments from the Airport within demurrage free period on arrival of the shipment or within 3 working days from the date of receipt of full documents from NIPGR (inclusive of the date of receipt of documents and date of delivery of consignment of the NIPGR). In case of any delay beyond 3 working days, the agent shall be liable to pay the demurrage, warehousing charges etc. if any provided the delay is attributable to the agent.
5. In consideration of the various services to be rendered by the Agent, the Institute shall pay the commission/charges as per agent's accepted quotation.
6. The Clearing Agent shall inform the concerned official of NIPGR about the condition of the packages/stores found damaged/missing at the time of examination / release of the shipment immediately and get it surveyed by an authorized surveyor's the fees and expenses incurred on conveyance from carrying out such survey, as and when necessary, will be reimbursed to the agent as per actual bills/receipt provided by the agent.
7. The Clearing Agent shall submit his bills on weekly basis and payment shall be made by NIPGR to the agent within 15 days of the receipt thereof subject to scrutiny/verification by the NIPGR official. The agent shall maintain day-to-day records of the clearance made and submit the report along with their bills. The decision of the Director, NIPGR in this regard will be final and binding on both the parties.
8. It is incumbent on the part of the agent to examine all packages of each shipment arrived at the Airport with the respective invoice and measurement/package list etc. If at the time of physical examination of the shipment any damage or loss of goods is noticed, the same shall be brought to the notice of NIPGR immediately for arranging a Surveyor for surveying the shipment.
9. If the shipment is not cleared within the stipulated time and found to be lost in transit or otherwise, its responsibility will be on the Agent.
10. The Clearing Agent will arrange repacking of damaged package where it is essentially required to consultation with NIPGR representative. Expenses incurred will be reimbursed based on certificate issued by the representative of NIPGR, New Delhi on production of actual bill.
11. Whenever any short landing cargo is noticed, the agent shall be required to promptly file "not found" or "Not traceable" notice with the Airport Authority of India and obtain a non traceable certificate and intimate the facts to NIPGR, New Delhi, immediately.
12. The Clearing Agent shall maintain close liaison regularly with the NIPGR. He shall collect the documents daily whenever called on phone and shall take steps for finalization of the Bill of Entry, file with the customs and finalized as early as possible and any hold up for want of documents etc. for such finalization should be promptly brought to the notice of NIPGR, New Delhi.
13. The Clearing Agent shall be held responsible for any delay on his part whenever he does not file the Bill of Entry with customs or does not communicate any discrepancy to NIPGR, New Delhi next working day.

The warehouse/warfare/demurrage charges (other than handling charges) will be recovered from the agent for any delay due to his negligence.

14. The agent shall have to make good to NIPGR, New Delhi any loss incurred due to negligence/failure on his part to take prompt action in finalization of Bill of Entry and clearance of shipment.
15. The NIPGR will be at liberty to get any shipment directly released through the Indian Agent who represent their foreign principals, in India or by making its own arrangements or by any other agents if and when considered necessary. The agents will be precluded from filing any claim for loss/damages on this account.
16. In the event of unsatisfactory service, stoppage of clearance work by the agent, the Director, NIPGR, New Delhi reserves the right to get the work done from outside agency at their risk and cost and also to terminate the contract any time without assigning any reasons. In case of any dispute about the interpretation of the clause, the decision of the Director, NIPGR, New Delhi will be final and binding.
17. Both the parties would consider force majeure with adequate proof. The decision of the Director, NIPGR, New Delhi will be final.
18. The jurisdiction of all suits shall be in the courts at Delhi/New Delhi.
19. The firm will charge for chain pulley for heavy shipments, which are high dimensional, or the shipments, which are sophisticated nature, for loading/unloading for which a chain pull is required, extra charge as per actual receipt will be paid on preferment of claims.
20. The following charges would be paid extra against actual receipt
 - (i) Packages required to be repacked as per actual cost approved by NIPGR
 - (ii) Stamping charges for plastic strap on normal size package and strap on steel binding or actualize on production of receipts whichever is lower.
21. The customs duty and other charges upto ₹1,50,000/- to be paid to customs directly by the Agent. However, in case the custom duty exceeding ₹1,50,000/-, the Demand Draft will be provided in the name of customs authorities / CHA.
22. The Shipment will be got cleared within 02 (two) working days (excluding holidays) and holidays on accounts of natural calamities from the date of receipt of complete documents. Perishable goods will be got cleared within 24 hours from the date of arrival of goods at Airport. Cost of damaged goods because of late clearance of shipment will be recovered from the clearing agent.
23. The Agents shall also do all the customs formalities such as filing & processing shipping bill with customs and get these examined and handed over to the airlines/ship for the damaged items to be sent abroad for replacement/repairs as and when required by the NIPGR on the same terms and conditions of the import shipment.
24. The Clearing Agent should have been authorized by Govt. of India for the last five years.

ANNEXURE-I

(Undertaking on a Non-Judicial Stamp Paper worth Rs. 100/- duly notarized)

I/We (bidder) hereby give an undertaking that:

- (a) I/We have not been backlisted/ not on holding list during last three years by any Govt. Department/Govt. Autonomous Body/Institution, etc.
- (b) I/We do not have any dispute with any of the Govt. Department/Govt. Autonomous Bodies/Institutions, etc.;
- (c) I/We have never been certified as “Unsatisfactory Performer” for the said services provided to the Govt. Department/Govt. Autonomous Bodies/Institutions;
- (d) I/We have not submitted any fake/forged certificates/documents and later, if any such ‘Certificates/Documents’ found to be fake/forged or contains willful wrong/incorrect information, suitable legal action may be initiated against me/us/agency besides ‘Blacklisting’ etc.
- (e) I/We shall not withdraw my/our bid after opening of Technical Bid and if done so, the NIPGR shall be authorized to take action as deemed appropriate against me/us.

(Signature of Authorized Signatory with Company Seal)

Place:

Date:

ANNEXURE – II

BID SECURING DECLARATION IN FAVOUR OF NIPGR, NEW DELHI

Tender/Bid No.:

Date:.....

I/we, the undersigned, declare that: I/we understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration. We accept that we will automatically be suspended from being eligible for bidding in any contract with the NIPGR, New Delhi for the period of 2 years starting from the last date of receipt of this bid/tender, if we are in breach of our obligation(s) under the bid conditions, because we:

(a) have withdrawn our Bid during the period of bid validity specified in the Tender Notice.

(b) having been notified of the acceptance of our Bid by the NIPGR, New Delhi during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with terms and conditions of the tender/bid.

I/we understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Name and Signature of the Bidder:

Registered Address of the Company:

Company seal

Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.