

## GENERAL TERMS AND CONDITIONS OF CONTRACT

1. Tenders with item wise rates in sealed cover are invited on behalf of TELK, Angamaly South.P.O PIN-683573, Ernakulam District, Kerala from Registered Customs House Agents (CHA) at Air Cargo Complex (Cochin International Airport Ltd.), Nedumbassery, and Ernakulum for Clearing and Forwarding the consignment from the port (Cochin International Airport) to our Stores at Angamaly.
2. **SCOPE OF THE CONTRACT :**  
The scope of the contract will be completeness of the work on the basis of a single Bidder's responsibility, completely covering all the functions of clearing and forwarding of each consignment, including transportation of the consignment to our Works/Stores at Angamally after customs clearance.
3. **PRE-QUALIFYING REQUIREMENTS OF BIDDERS :**

Bidders who fulfill the following minimum requirements shall be eligible to participate in the tender :

- a) Minimum five years experience as registered CHA at Cochin and also should have office at Cochin.
- b) Shall be working as CHA for minimum two companies each year preferably *Public Sector undertakings/Govt. Depts. /Govt. Institutions/Govt. Organizations or reputed companies* (Limited Company) in last five years continuously.
- c) Shall have at least two number of running contracts *preferably Public Sector undertakings/Govt. Depts. /Govt. Institutions/Govt. Organizations or reputed companies* (Limited Company)
- d) The bidder should possess GST Registration and PAN allotted by the Income Tax Department.
- e) Bidder should have their own valid CHA license at Cochin. Valid CHA license copy or ICEGATE WEBSITE printout to be provided.

#### 4. CONTRACT PERIOD:

The Period of Contract will be two years with effect from 01.11.2018

#### 5. TWO PART BIDS :

Bidders shall submit the offer in three inner envelopes (covers) and on outer envelope (cover) as indicated below. , all the pages duly signed and sealed by the authorized person.

- I. **Envelope I :** This sealed envelope should contain all the documents related to technical bid, un-priced commercial terms & conditions and the general terms & conditions documents signed and stamped by the contractor for its acceptance. This envelope should be clearly marked as "Part I – Technical and commercial bid", indicating Bid Document No., Name of Work, Due Date and Name & Address of the Bidder.
- II. **Envelope II:** This sealed envelope should contain only the price bid in the prescribed price schedule format. This envelope should be clearly marked "Part II – Price bid", indicating Bid Document No., Due Date and Name & Address of the Bidder.

<p>Customs Clearance and forwarding Air Freight Consignments from Cochin Airport to our stores/works at Angamaly BID DOC.NO: TELK/C&amp;M/CHA/181/2018</p>	<p><b>GENERAL TERMS AND CONDITIONS OF CONTRACT</b></p>	<p><b>SECTION: GCC</b></p>	<p><b>Page 1 of 8</b></p>
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- III. **Envelope III:** This sealed envelope should contain Demand Draft for cost of Tender, and Bank Guarantee/Demand Draft for the bid security (EMD). This envelope should be clearly marked "**Envelope III**" indicating Bid Document No., Due Date and Name-Address of the Bidder. The Envelope III shall be opened first. If any vendor has not submitted Bid Security & cost of Tender then their Part-I Bid will be disqualified.

All the envelopes shall be put in one envelop, duly sealed, super scribed as Part I and Part II of Bid Document No., Name of Work, due date of opening, name & address of the officer inviting Tender and the address and Name-Address of the Bidder.

➤ PART I – TECHNICAL AND COMMERCIAL BID

• **Technical**

This part shall include / indicate the following :

Complete scope of Work with all technical details and other terms and conditions. Point by point confirmation for the Technical Specification and Pre-Qualifying requirements specified in the General Terms and Conditions. If there are any deviations, the same shall be clearly specified. Offers received without confirmation to our General Terms and Conditions will be rejected.

• **Commercial.**

This part shall include / indicate the following :

- i. Terms of payment
- ii. Taxes & duties applicable.
- iii. Offer validity
- iv. A copy of "Un-Priced Part II" i.e., a copy of the Price Bid without price particulars and commercial terms & conditions. Instead of the price, the Tenderer shall write 'quoted' against the item for which price have been quoted in the Price Bid.

➤ PART II (PRICE- BID)

This part shall contain the price particulars as per the price schedule format enclosed.

The Part I Technical & commercial bid alone would be opened on the Tender opening date.

The Part II - Price bid of those Bidders who have been found qualified as per the specified techno-commercial requirements would only be opened at a later date. Qualified Bidders will be informed about the PRICE BID opening date.

Clarifications, if any, required by TELK for technical and commercial evaluation may be sought from Bidders before opening of Part II - price bid.

In case, it becomes necessary for the Tenderer to make any changes in his original price bid (Part-II) on account of technical/commercial confirmations/clarifications, against the changes advised by the purchaser to bring the offer in line with the requirement of the specifications, the impact of such changes on price shall be submitted in the form of a revised price bid, if asked for by the Purchaser.

CUSTOMS CLEARANCE AND FORWARDING AIR FREIGHT CONSIGNMENTS FROM COCHIN AIRPORT TO OUR STORES/WORKS AT ANGAMALY BID DOC.NO: TELK/C&M/CHA/181/2018	GENERAL TERMS AND CONDITIONS OF CONTRACT	SECTION : GCC	Page 2 of 8
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