



भारतीय खेल प्राधिकरण  
SPORTS AUTHORITY OF INDIA

Jawaharlal Nehru Stadium Complex,  
Gate No.10, Lodhi Road, New Delhi – 110003.

Tender No. 11-1/2011/E.S. Div.

## **TENDER NOTICE**

### **NOTICE INVITING BIDS FOR APPOINTMENT OF CUSTOM HOUSE AGENT**

Sports Authority of India invites sealed Bids for appointment of CUSTOM HOUSE AGENT.

The Bid Document containing detailed terms and conditions for appointment of “**CUSTOM HOUSE CLEARING AGENT**” can be obtained from the DDO (HQ), Sports Authority of India, Jawaharlal Nehru Stadium Complex, Gate No.10, Lodhi Road, New Delhi – 110003, India on any working day from 1000 hrs to 1500 hrs commencing from 01.06.2011 to 30.06.2011 (upto 1300 hrs on 30.06.2011) on payment of ₹.1,500/- (Rupees One Thousand Five Hundred Only).

The Bidding Document in prescribed format along with all relevant documents sealed and complete in all respect must be submitted by **30.06.2011 upto 1500 hrs.** in the Tender Box placed in the office of Director (Equipment Supports), Sports Authority of India, Jawaharlal Nehru Stadium Complex, Gate No.10, Lodhi Road, New Delhi – 110003. Technical Bids will be opened same day at 1530 hrs i.e. 30.06.2011 in the presence of the bidders.

Bidding Document can be downloaded from website [www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in) but the requisite fees prescribed for the same must be accompanied alongwith the bidding document otherwise the tender will be rejected.

**Sd/-**  
**Director (Equipment Support)**  
**For & on behalf of Director General,**  
**Sports Authority of India**



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**Jawaharlal Nehru Stadium Complex,  
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**BIDDING DOCUMENTS FOR APPOINTMENT OF**

**“CUSTOM HOUSE AGENT”**

**TENDER No. 11-1/2011-13/E.S. Div.**

**DATE OF ISSUE: 01.06.2011**

**Date and time of receipt of Tender: 30.06.2011 by 1500 hrs.  
Date and time Opening of Tender: 30.06.2011 at 1530 hrs.**

**Price ` .1500/-**



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**SPORTS AUTHORITY OF INDIA**

**Jawaharlal Nehru Stadium Complex,  
Gate No-10, Lodhi Road, New Delhi – 110003.**

**TENDER DOCUMENT FOR APPOINTMENT OF .CUSTOM HOUSE AGENT”**

Tender No 11-1/2011-13/E.S. Div.

Last Date & Time of Receipt of Tender: 30.06.2011 : by 1500 hrs.

Date & Time of Opening of Tender: 30.06.2011 : at 1530 hrs.

Cost of Tender Document: ` .1500/-

**CHAPTER – 1**

**INSTRUCTIONS TO BIDDERS**

- 1.1 Sports Authority of India (SAI), invites sealed tenders for appointment of CUSTOM HOUSE AGENT for handling and forwarding of various consignments within the country on behalf of Sports Authority of India, Jawaharlal Nehru Stadium Complex, Gate No.10, Lodhi Road, New Delhi – 110003, as per details in the Tender Document.
- 1.2 The Word “Tenderer” as used in the Tender Document shall mean the one who has signed the Tender Form. The tenderer shall be Custom House Agent.
- 1.3 It is clarified that the individual signing the tender or other document in connection with the tender must submit authorization/power of attorney.
- 1.4 The Tender Document duly completed in all respect should be submitted in 3 separate sealed envelopes addressed to Director (ES), Sports Authority of India, Jawaharlal Nehru Stadium Complex (Gate No. 10), Lodhi Road Complex, New Delhi – 110 003, India as under:

### **ENVELOPE – „A”**

Shall contain Demand Draft/Pay Order of Earnest Money of Rs.34,000/- only. The Earnest Money should be deposited in the form of Pay Order/Demand Draft in Indian Rupees for Rs.34,000/- issued in favour of **Secretary, Sports Authority of India**, New Delhi (Annexure – I).

In case of downloading of tender from website, the Pay Order/Demand Draft for Rs. 1500/- in the favour of Secretary, Sports Authority of India, New Delhi towards cost of tender form shall also be submitted through separate Demand Draft and enclosed in Envelope – “A”.

### **ENVELOPE – „B”**

Shall contain the Technical bid i.e. Tender Document duly signed by the Tenderer or his authorized signatory in each page and other information/services of CUSTOM HOUSE AGENT offered as mentioned in the format given at Annexure – II.

### **ENVELOPE – „C”**

Shall contain the Financial/Commercial Bid indicating Item wise rate for the items mentioned in the Technical Bid. The format for submitting the Financial/Commercial Bid is given in Annexure-III.

All the three sealed Envelopes should be submitted in one big cover duly sealed and dropped in the tender box placed in the office of Director (ES), Sports Authority of India, Jawaharlal Nehru Stadium Complex, Gate No.10, Lodhi Road, New Delhi – 110003. Envelop „A” & „B” submitted by the Tenderers will be opened on the time and date as given in the Tender Document. **Envelope „C”** i.e. Financial Bid of only technically acceptable bidders will be opened. Date and time for opening of the Envelope „C” will be decided later on and will be communicated to the concerned technically acceptable bidders.

- 1.5 The Words “Tender for appointment of CUSTOM HOUSE AGENT” be subscribed on the top left corner of envelop bearing name and address of the tenderer.
- 1.6 The language used in the tender will be English and in case supporting documents are in other Language, their duly attested English version be attached with the tender.
- 1.7 Rates should be quoted in Indian Rupees only.
- 1.8 The tender should be submitted by 30.06.2011 by 1500 hrs and Technical bids (Enclosure „A” & „B” except Envelop „C”) will be opened in the Conference Room, Sports Authority of India, Jawaharlal Nehru Stadium Complex, Gate No.10, Lodhi Road, New Delhi – 110003, India on 30.06.2011 at 1530 hrs in the presence of the bidders or their authorized representative.

- 1.9 Each page of the Tender Document should be signed by the tenderer or his duly authorized signatory and the name and designation should be mentioned in block letters. Individual signing the tender must indicate whether he/she is the sole proprietor/partner of the firm/constituted attorney of the firm alongwith due authorization.
- 1.10 Mere submission of the tender does not imply that Tender is qualified and it also does not amount to any commitment on the part of Sports Authority of India. The decision of Sports Authority of India in this regard would be final and be entirely, at its discretion.
- 1.11 Late Tender/Vague Tender /Conditional Tender/Incomplete Tender/ not conforming to the laid down conditions/Tender without required Earnest Money/Tender without cost of Tender Form (in case of downloading from website) will be rejected. Mere acceptance of tender shall not amount to a binding contract and it is only upon placement of work order that a binding contract shall come into existence.
- 1.12 The tenderer should also submit signed undertaking in Annexure II that that they have read the complete tender documents, understood it and will abide by its terms and conditions.
- 1.13 The tender documents are neither transferable nor the cost of tender documents is refundable under any circumstances.
- 1.14 Offers sent by Fax /Email will not be accepted.
- 1.15 Those who are downloading the Tender Documents from our website, are required to pay Rs.1,500/- (Rupees One thousand five hundred only) in the form of Demand Draft/Pay Order in favour of **Secretary, Sports Authority of India** as cost of Tender Document. In case the bid is received without the cost of Tender Documents, the same would not be considered. The Demand Drafts/Pay Order as aforesaid must be contained in "Envelope A".
- 1.16 The validity of the rates offered in Tender should be valid for a minimum period of 90 days from the date of opening of the Tenders i.e., the Commercial Bid. No escalation in price on any account will be payable.
- 1.17 The bid shall not contain any overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be authenticated by the person or persons signing the bid.

1.18 **Scope of Work:-**

SAI is importing various sports equipment, sports goods, medical equipment, ammunition/guns etc. for its use from various countries. A Custom House Agent is required to handle the said consignment coming from abroad on behalf of SAI and get

it cleared from the various agencies involved at the airport/port. The Custom House Agent should get the said consignment released within the stipulated time in order to avoid demurrage and other unwanted charges and deliver the same at the required destination in safe and sound condition.

**1.19 Eligibility Criteria:-**

1. The bidders should have the experience of working as Custom House Agent for the Govt./semi govt./public sector undertaking for a period of three years with minimum annual turnover of Rs. 25 lacs. The following documents are required to be submitted alongwith Technical Bid mentioned at Annexure – II :-

- i) Valid CHA (Custom House Agent) License.
- ii) Registration No. of the Firm alongwith its photocopy.
- iii) Permanent Account Number (PAN) No. alongwith its photocopy.
- iv) Annual turnover certificate during the last three preceding financial years duly certified by C.A. or Audited Accounts balance sheets for the last three financial years.
- v) Photocopy of Income Tax Return filed in the last 3 financial years, or other suitable document be attached with the tender.
- vi) Certificate of Registration of Service Tax.
- vii) Documents with regard to experience and also list of institutes handled during the last three years with name, tel. no. and contact person. (Min 2 Govt. Organizations")

**1.20 Selection Criteria:-**

1. Technical Bids will be evaluated in the light of eligibility criteria given in the Tender Document. Financial Bids/Commercial bids of only those bidders will be opened, whose documents are found in order and are approved for acceptance by the competent authority of SAI. For acceptance of Financial Bids, lowest bid criteria shall be followed.

2. SAI reserves the right to reject any tender.

3. After opening the price bids of technically qualified bidders, the following weightage will be given for evaluating the Tender Document for various services quoted by the bidder:-

(i)	Agency commission by Air & Sea: (at all ports in India) Minimum Maximum	80% [The items mentioned opposite from serial no. (i) to (vi) ]
(ii)	Documentation Charges:	
(iii)	Opening, Sealing and Repacking Charges: Minimum Maximum	
(iv)	Transportation per kg irrespective of the volume and size {Should not exceed	

<p>rates given by Transport department, Delhi for local and Transport Corporation of India (TCI) rates for other inland point}:</p> <p>(v) Rate per kg for utilizing:</p> <p>(a) Crane,</p> <p>(b) Fork lift,</p> <p>(c) Loading</p> <p>(d) Unloading,</p> <p>(e) Labour charges at port/Airport and delivery place.</p> <p>(vi) Agency commission for clearing Post Parcel:</p>	
<p>(vii) Number of days required for clearing consignment:</p>	<p>20%</p>

4. However, SAI, if it deems fit, reserves the right to invite the lowest bidders for negotiations.
5. In the matter of award of contract the decision taken by SAI will be final.

## **CHAPTER – 2**

### **CONDITIONS OF CONTRACT**

- 2.01 The bids must be accompanied by a Bank Draft/Pay order issued by Nationalized/scheduled bank for Rs. 34,000/- (Rupees Thirty four Thousand only) as Bid security/EMD in favour of **Secretary, Sports Authority of India** and furnish details in the format given in Annexure-I fully refundable after award of Contract.
- 2.02 The successful bidder has to furnish Performance security for an amount of Rs.1,00,000/- (Rupees One Lac only). The Performance security may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt or Bank guarantee from a Public Sector bank in an acceptable form safeguarding the interest of SAI. Performance Security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the Contractor viz. Custom House Agent.
- 2.03 The Bid Security/EMD of the unsuccessful bidders will be returned to them within 30 days after final decision on the tenders. The Bid Security/EMD of the successful bidders shall be refunded on receipt of Performance security as per Clause 2.2 above.
- 2.04 The Custom House Agent will be entitled to undertake the work for clearance of various items and forwarding the various consignments within the country on behalf of SAI.
- 2.05 The Custom House Agent shall undertake jobs i.e. preparation of document for clearance of consignment on the basis of documents provided by SAI and submit to respective agencies, custom authorities, airport authorities, airlines port agencies and shipping lines etc.
- 2.06 The Custom House Agent should take prior approval for any other charges related to clearance, forwarding and transportation of consignments, other than rates quoted in the bid. It will be paid to Custom House Agent only after prior approval from SAI in writing. In case to avoid demurrage charges if same has been paid by Custom House Agency then it will be reimbursed against documentary evidence subject to approval from SAI.
- 2.07 The Custom House Agent will make all payments related to clearance of consignments, except duty, ocean freight, air freight, octroi charges which would be payable in advance. To avoid demurrage charges if some payments has been paid by CHA then it will be reimbursed against documentary evidence.

- 2.08 Payment of demurrage charges, if any resulting due to late collection of documents/delayed action on the part appointed Custom House Agent who fails to get the consignment cleared within stipulated time, the same will be borne by Custom House Agent. In case the demurrage charges is due to reasons beyond the control of Custom House Agent the same will be examined by SAI based on the justifications given by Custom House Agent. The decision of SAI in this regard will be final.
- 2.09 Incoming or outgoing consignment should be insured by Custom House Agent on door to door basis, if required by SAI. However, in case of any delay penalty can be imposed as deemed fit by SAI, damage or loss due to negligence on the part of Custom House Agent, they will be held solely responsible.
- 2.10 The Custom House Agent shall comply with all central and state laws, rules and regulations in force in the state of Delhi with no procedural lapses etc. Custom House Agent shall be responsible for payment of all taxes, duty, licenses fee etc. related to handling and clearance of consignment as may be payable to the various Authorities in Union Territory/NCT of Delhi. SAI is bound to reimburse these charges to Custom House Agent against documentary evidence like receipt of payments etc.
- 2.11 The SAI will make all payments in Indian Rupees on submission of bill(s) in duplicate alongwith original receipts and other supporting documents on completion of job assigned by SAI.
- 2.12 The payments of consignments which have been handled by CHA, shall also be made by SAI on the basis of same terms and conditions being agreed upon.
- 2.13 Any dispute arising out of in connection with the contract between SAI and CHA it shall be referred to the DIRECTOR GENERAL, SAI as Sole Arbitrator whose decision/award shall be final and binding on both the parties. The parties shall make endeavors to settle by mutual conciliation any claim, dispute or controversy (“Dispute”) arising out of or in relation to the contract including any dispute with respect to the existence or validity of contract the interpretation of contract, the activities to be performed there under or any breach thereof. Any dispute which cannot be resolved through, such conciliation within 30 days or such extended period as the parties may agree, shall be finally settled in accordance with the provision of the Arbitration and Conciliation Act, 1996.
- 2.14 The contract shall be for a period of two years w.e.f. the date of signing of the agreement, which can be extended for a further period of one year with the mutual consent of the Custom House Agent and SAI, if the services are found satisfactory. SAI reserves the right to terminate the contract by giving 30 (thirty) days notice if the work/services offered by the successful bidder are not found satisfactory.

- 2.15 Custom House Agent shall be required to contact this office within 24 hours after receiving telephone message for the collections of relevant documents.
- 2.16 For perishable consignments, other charges such as dry ice etc. will be separate as per actual.
- 2.17 No advance shall be given for getting the consignment cleared under any circumstances.
- 2.18 The charges quoted for any items of work should not exceed the recommended/ notified rates of the customs/ports, but can be less than that.
- 2.19 The amount, if any required to be recovered due to non compliance of the terms and conditions will be adjusted/ deducted from the bill amount.
- 2.20 Items mentioned at (a) to (c) of Annexure III requires written permission from the competent authority failing which bills will not be cleared.
- 2.21 The contract is subject to jurisdiction of courts at Delhi/New Delhi only & exclusively for deciding case according to Indian Law in force.



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**Tender No. 11-1/2011-13/E.S. Div.**

**CHAPTER – 3**

Tender for appointment of “Custom House Agent” for Sports Authority of India, New Delhi

**PARTICULARS OF BID SECURITY/ EMD:**

3.01. NAME OF AGENCY/TENDERER :

3.02. DETAILS OF EMD:

- a) AMOUNT :
- b) NAME OF BANK :
- c) PAY ORDER/BANK DRAFT NO. & DATE :

3.03. In case bidder has downloaded the Bidding Document from our website, the details of Demand Draft/Pay Order towards cost of Bidding Document may be furnished as follows:-

Name of Agency/ Tenderer

a) Amount

b) Name of Bank

c) Pay order/bank draft no. & date

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(SIGNATURE OF BIDDER OR HIS AUTHORIZED SIGNATORY AGENCY ALONG WITH SEAL)

Telephone : \_\_\_\_\_  
Fax No. : \_\_\_\_\_  
E-mail : \_\_\_\_\_  
Website : \_\_\_\_\_

**SPORTS AUTHORITY OF INDIA**  
**Jawaharlal Nehru Stadium Complex (Gate No-10)**  
**Lodhi Road, New Delhi – 110003.**

Tender No. 11-1/2011-13/E.S. Div.

**CHAPTER – 4**

Tender for appointment of “Custom House Agent” for Sports Authority of India, New Delhi

**(TECHNICAL BID)**

4.01 NAME OF TENDERER:

4.02 ADDRESS OF TENDERER:

4.03 As per tender, details of pre qualification to be submitted:

- i) Valid CHA (Custom House Agent) License.
- ii) Registration No. of the Firm alongwith its photocopy.
- iii) Permanent Account Number (PAN) No. alongwith its photocopy.
- iv) Annual turnover certificate during the last three preceding financial years duly certified by C.A. or Audited Accounts balance sheets for the last three financial years.
- v) Photocopy of Income Tax Return filed in the last 3 financial years, or other suitable document be attached with the tender.
- vi) Certificate of Registration of Service Tax.
- vii) Documents with regard to experience and also list of institutes handled during the last three years with name, tel. no. and contact person. (Min 2 Govt. Organizations“)

4.04. We hereby confirm that we have read the complete tender documents, understood it and will abide by its terms and conditions.

4.05. The information given by us in our Tender and Documents enclosed are correct. In case any of the information/documents furnished by us is found to be false or misleading at a later stage, our tender may be rejected straightway.

4.06 ANY OTHER DETAILS:

(SIGNATURE OF BIDDER OR HIS AUTHORIZED SIGNATORY ALONG WITH SEAL)

Telephone : \_\_\_\_\_  
Fax No. : \_\_\_\_\_  
E-mail : \_\_\_\_\_  
Website : \_\_\_\_\_

**SPORTS AUTHORITY OF INDIA**  
**Jawaharlal Nehru Stadium Complex (Gate No-10)**  
**Lodhi Road, New Delhi – 110003.**

Tender No. 11-1/2011-13/E.S. Div.

**CHAPTER – 5**

**ANNEXURE – III**

Tender for appointment of “Custom House Agent” by Sports Authority of India, New Delhi

**PRICE SCHEDULE/FINANCIAL BID**

(to be utilized by the bidders for quoting their prices)

Tender No. 11-1/2011-12/E.S. Div.

- 5.01 No bidder will be permitted to alter or modify their bids after expiry of the deadline for receipt of the bids.
- 5.02 The Bid should be valid for a period of Ninety days from opening of the Financial Bids.
- 5.03 The rates/cost should be quoted inclusive of all type of taxes, where applicable.

**BID PARTICULARS FOR TENDER NO:**

- |       |   |   |                      |                      |
|-------|---|---|----------------------|----------------------|
| 1.    | NAME OF BIDDER  | : |                      |                      |
| 2.    | ADDRESS OF BIDDER   | : |                      |                      |
| 3.    | PRICE QUOTED (Rate in Indian Rupees)  | : |                      |                      |
|       | <b><u>Item</u></b>  |   | <b><u>Import</u></b> | <b><u>Export</u></b> |
| (i)   | Agency commission by Air & Sea:<br>(at all ports in India)  |   |                      |                      |
|       | Minimum   |   |                      |                      |
|       | Maximum   |   |                      |                      |
| (ii)  | Documentation Charges:  |   |                      |                      |
| (iii) | Opening, Sealing and Repacking Charges:   |   |                      |                      |
|       | Minimum   |   |                      |                      |
|       | Maximum   |   |                      |                      |
| (iv)  | Transportation per kg irrespective of<br>the volume and size {Should not exceed<br>rates given by Transport department, Delhi<br>for local and Transport Corporation of India (TCI)<br>rates for other inland point}: |   |                      |                      |

- (v) Rate per kg for utilizing:
  - (a) Crane,
  - (b) Fork lift,
  - (c) Loading
  - (d) Unloading,
  - (e) Labour charges at port/Airport and delivery place.
  
- (vi) Agency commission for clearing Post Parcel:
  
- (vii) Number of days required for clearing consignment:

(Signature of Bidder or his authorized signatory with seal)

Telex : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Fax No. : \_\_\_\_\_  
E-mail : \_\_\_\_\_  
Website : \_\_\_\_\_

**SPORTS AUTHORITY OF INDIA**  
**Jawaharlal Nehru Stadium Complex (Gate No-10)**  
**Lodhi Road, New Delhi – 110003.**

Tender No. 11-1/2011-13/E.S. Div.

**CHAPTER – 6**

**ANNEXURE – IV**

Tender for appointment of “Custom House Agent” by Sports Authority of India, New Delhi

6.01 Survey attendance expenses:

6.03 (i) Storage,

(ii) Security,

(iii) Warehouse charges  
If any, when necessity arises

6.03 Night detention charges on transportation, if required