

DOMESTIC TENDER ENQUIRYDomestic Tender Enquiry No: **IISERBPr/S&P/2026-27/04****Date:** May 26, 2026

Indian Institute of Science Education and Research (IISER) Berhampur invites online bids (e-tender) in two bids systems, from the Indian manufacturers and or their authorized dealers/distributors of Indian origin for **“Empanelment of Customs House Agent”** for the IISER Berhampur as per the quantities indicated in the section IV – Schedule of Requirement. The bidder/manufacturer/supplier/authorized dealer/distributor should be an Indian and has to adhere to the specification, quality, make in India policy of Government of India and other terms & conditions mentioned herein in this NIT document, being issued after the pre-bid meeting, LOA and the POs.

Brief Details of Tender:

Service Description
“Empanelment of the Custom House Agents from the parties dealing with Custom Clearance, Import & Export Handling and International Freight Forwarding under Consolidation”

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> or Institute website www.iiserbpr.ac.in and the bid is to be submitted online only through the E-procurement portal up to the last date and time of submission of tender.

Critical Dates of Tender

S. No.	Particulars	Date	Time
1.	Date of Online Publication/Download of Tender	26-05-2026	16:00hrs
2.	Date of pre-bid meeting	01-06-2026	11:00hrs
3.	Bid Submission Start Date	26-05-2026	16:00hrs
4.	Bid Submission End Date	16-06-2026	16:00Hrs
5.	Opening of Technical Bids	17-06-2026	16:30Hrs

No manual bids will be accepted. All quotations (both Technical and Financial should be submitted to the E- procurement portal).

Any queries relating to the process of online bid submission or queries relating to CPP Portal, in general, may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 91-8826246593.

Note: This is a domestic Tender according to the DPIIT Order dated 15/07/2017 and subsequent amendments to the order for Public Procurement Preference & PROVISION FOR LOCAL SUPPLIERS TOWARDS PREFERENCE TO MAKE IN INDIA. The bidder required to declare the percentage of Local content for the quoted instrument as per Annexure – I and submit with the Technical Bid. Bidder should also give details of the location(s) at which the local value addition is made.

INDEX

S. No.	Description of Contents	PAGE No.
1.	INSTRUCTIONS FOR ONLINE BID SUBMISSION	3-4
2.	TENDER INFORMATION SUMMARY	5
3.	CHAPTER -1 : INVITATION FOR TENDER OFFERS	6-9
4.	CHAPTER -2 : INSTRUCTIONS TO BIDDERS	10-13
5.	CHAPTER -3 : CONDITIONS OF CONTRACT	14-19
6.	CHAPTER - 4: TECHNICAL SPECIFICATIONS	20
7.	CHAPTER -5 : PRICE SCHEDULE	21
8.	ANNEXURE – A - TECHNO-COMMERCIAL BID	22-26
9.	ANNEXURE – B - FORMAT OF COMPLIANCE STATEMENT OF SPECIFICATIONS	27
10.	ANNEXURE – C- BID-SECURING DECLARATION	28
11.	ANNEXURE – D- DETAILS OF ELIGIBLE SIMILAR NATURE OF WORKS COMPLETED DURING THE LAST SEVEN YEARS	29
12.	ANNEXURE – E – BIDDER INFORMATION FORM	30-31
13.	ANNEXURE – F - DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION	32
14.	ANNEXURE – G - FORMAT FOR CERTIFICATE & DECLARATION	33
15.	ANNEXURE – H - NO RELATIONSHIP CERTIFICATE	34
16.	ANNEXURE – I - ACCEPTANCE OF TENDER TERMS	35
17.	ANNEXURE – J - FORMAT FOR INTEGRITY PACT CERTIFICATE	36-40
18.	ANNEXURE – K – FORMAT FOR PERFORMANCE GUARANTEE BOND	41-42
19.	ANNEXURE – L- FINANCIAL INFORMATION	43
20.	ANNEXURE – M- BIDDER'S BANK DETAILS	44
21.	CHAPTER – 6: CHECKLIST: ELIGIBILITY CRITERIA FOR BIDDERS	45
22.	IMPORTANT NOTICE	46
23.	MANDATE FORM FOR INSTITUTE REVENUE ACCOUNT	47

INSTRUCTIONS FOR ONLINE BID SUBMISSION

This tender document has been published on the Central Public Procurement Portal ([URL: https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) & Institute website www.iiserbpr.ac.in. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL: http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / n Code / e Mudra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.
7. The CPP Portal also has user manual with detailed guidelines on enrollment and participation in the online bidding process. Any queries related to process of online bids or queries related to CPP Portal may be directed to the 24x7 CPP Portal Helpdesk.
8. The Institute will not be responsible for any type of technical issue regarding uploading of Tender on website.

SEARCHING FOR TENDER DOCUMENTS

9. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization, name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
10. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e- mail in case there is any corrigendum issued to the tender document.
11. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

12. Bidder should consider any corrigendum published on the tender document before submitting their bids.
13. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

1. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS formats. Bid documents may be scanned with 100 dpi with black and white option.
14. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

15. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
16. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
17. Financial Bids can be submitted in PDF format (As per Chapter 5). Any additional components, which the bidder wants to quote and if it's not available in BoQ, can be quoted in the PDF format. The bidder may add rows to include the prices of all components & warranties, installation etc. whichever applicable.
18. Bidders are requested to note that they should necessarily submit their financial bids in the format provided (as per Chapter-5) and no other format is acceptable. The Financial Bid can be submitted in PDF format also. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
19. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
20. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
21. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
22. Kindly add scanned PDF of all relevant documents in a single PDF file of the compliance sheet.

ASSISTANCE TO BIDDERS

23. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **0120-4200462, 0120-4001002, 91-8826246593**

TENDER INFORMATION SUMMARY

Basic Tender Details			
Tender Title	Service		
Tender Reference No	IISERBPr/S&P/2026-27/04		
Tender Type	Open tender		
Bidding System	Two Bid		
Procuring Organization	IISER Berhampur	Procuring Entity	Ministry of Education
Authority on whose behalf tender is invited	President of India	Through	Director, IISER Berhampur
Tender Inviting Authority	IISER Berhampur	Address	IISER Berhampur, At/Po: - Laudigam, Konisi, Police Station: - Golanthara, Dist.: - Ganjam, Odisha, India Pin:- 760003
Item Details	“Empanelment of the Custom House Agents from the parties dealing with Custom Clearance, Import & Export Handling and International Freight Forwarding under Consolidation”		
Quantity	As per technical specification		
Terms of Delivery	FOR IISER Berhampur		
Critical Dates			
Bid publishing Date	26-05-2026 16:00hrs	Bid Validity	120 days
Document download start date	26-05-2026 16:00hrs	Clarification end date & time	Not later than 5 days before the bid submission deadline.
Bid submission start date & time	26-05-2026 16:00hrs	Bid submission end date & time	16-06-2026 16:00hrs
Tender Opening (Techno commercial Bid) Date & time	17-06-2026 16:30Hrs	Tender Opening (Financial Bid)	To be intimated later
Eligibility to Participate	Refer para 2 of chapter 2 of the tender documents		
Is this item reserved for exclusive procurement from MSE		No	
Nature of Bidders eligible-		OEM/Dealers authorised by OEMs	
Documents related to Tender Processing Fee/ Bid Security/ Performance Security			
Tender Processing Fee	Rs. 1,180/- including of GST @18% (Non-refundable) Payment through (NEFT/ Demand Draft/ Direct online payment to the institute account) (Institute Bank Account details attached in the last page of NIT)		
Bid Security	Rs. 20,000/-		
Performance Security	Rs. 5,00,000/-		
Pre-bid Conference			
Pre-bid conference applicable or Not		Yes	
Place, time and date of pre-bid conference		01/06/2026, 11:00 AM (IISER Berhampur at Store and Purchase section and/or online Link for online meeting will be shared with bidders upon request)	

CHAPTER 1: INVITATION FOR TENDER

1. Indian Institute of Science Education and Research (IISER), Berhampur invites e-Tender for “Empanelment of the Custom House Agents from the parties dealing with Custom Clearance, Import & Export Handling and International Freight Forwarding under Consolidation”.

The Bidders are requested to give detailed tender in two Bids i.e.

- Part - I: Technical Bid.
- Part - II: Commercial Bid.

2. **TIME SCHEDULE**

S. No.	Particulars	Date	Time
1.	Date of Online Publication/Download of Tender	26-05-2026	16:00hrs
2.	Date of pre-bid meeting	01-06-2026	11:00hrs
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3. **AVAILABILITY OF TENDERS**

The tender document can be downloaded from <http://eprocure.gov.in/eprocure/app> and be submitted only through the same website.

4. **Technical Bid**

The online envelope clearly marked as "Technical Bid - Envelope No. 1" shall contain the all scanned copies of originals documents in PDF Format to meet eligibility criteria.

- Techno-Commercial Bid Annexure – ‘A’
- Compliance statement of specifications as per Annexure- ‘B’.
- Bid Security Declaration as per Annexure- ‘C’
- Details of eligible similar nature of works completed during the last Seven Years Annexure- ‘D’
- Bidder Information Form as per Annexure – ‘E’.
- Blacklist Certificate as per Annexure – ‘F’.
- Format for Certificate & Declaration Annexure – ‘G’.
- No Relationship Certificate Annexure – ‘H’.
- Acceptance of tender terms Annexure- ‘I’
- Integrity Pact (if the estimated cost of the tender is above ₹1.0 Cr) – Annexure- ‘J’
- Format for performance guarantee bond Annexure – ‘K’
- Financial information Annexure– ‘L’
- Bidder’s bank details Annexure- ‘M’
- Copy of GST No. and PAN No. allotted by the concerned authorities. If registered with the National Small Industries Corporation, the registration number, the purpose of registration and the validity period of registration, and a copy of DGS&D registration wherever it is applicable should also be provided in Technical Bid.
- Copy of Valid Registration certificate with customs for import consolidation and valid CHA License.
- Photocopy of Income Tax Returns filed in last 3 financial years.
- Certificate of registration of firm/Company & detail of partners (in case of Partnership Firm).
- A Well-defined and described solution document in adherence to the technical specifications documented in this tender along with technical literature/ leaflets and complete specifications of quoted model(s) along with commercial terms and conditions.

- (s) Micro and Small Enterprises if registered with any government bodies specified by Ministry of Micro, Small & Medium Enterprises (M/o MSME) with valid certificate duly issued by GOI are exempted for submitting the tender fee and earnest money deposit (EMD). It will be applicable for those bidders who shall produce their own goods or provide their own services, and not applicable for trading purpose.
- (t) In case of exemption from submission of Bid security, proof of registration with NSIC/MSME.
- (u) Details of supplies of similar Works, along with photocopies of previous Purchase/Work Orders and details of place of supply along with contact details.
- (v) Please quote the specific model number catalog number with a detailed description of the item quoted.
- (w) Also enclose the technical literature brochure of the quoted items.

5. **Contact for information:**

Commercial queries

Deputy Registrar, Stores & Purchase Office
Indian Institute of Science Education and Research Berhampur
IISER Berhampur,
At/Po: - Laudigam, Konisi,
Police Station: - Golanthara,
Dist.: - Ganjam, Odisha, India
Pin: - 760003
Email: purchase@iiserbpr.ac.in
Ph: 0680-222 7705/ 7709
Website: <http://www.iiserbpr.ac.in>

6. **The technical offer should not contain any price information.**

7. **Technical Specifications:**

- (a) Time & Specifications are the basic essence of the contract. It must be ensured that the offers must be strictly as per the tender specifications and must strictly adhere to the project/delivery timelines. At the same time, it must be kept in mind that merely copying our specifications in the quotation shall not make the parties eligible for consideration of the quotation.
- (b) A quotation has to be supported with the printed technical leaflet/literature of the quoted model of the item by the quoting party/manufacture and the specifications mentioned in the quotation must be reflected /supported by the printed technical leaflet/literature. Therefore, the model quoted invariably be highlighted in the leaflet/literature enclosed with the quotation.
- (c) The Technical bid should not contain any price information (or) anything related to Financial Bid. Any mention of commercials/prices in the technical bid shall lead to disqualification of the tender and shall not be considered for further evaluation process.
- (d) Non-compliance of the above shall be treated as incomplete/ambiguous bid and the bid will be ignored/rejected without giving an opportunity for clarification/negotiation etc. to the bidder

8. **Compliance Statements:**

- (a) Bidders must furnish a Compliance Statement of each and every required Specification of our tender in the format at ANNEXURE- 'B'. The deviations, if any, from the tendered specifications should be clearly brought out in the statement. Technical literature/leaflet showing the compliance of the specification may also be attached with the quotation.
- (b) Similarly, the Compliance Statement/questionnaire for Terms & Conditions of the tender may be furnished, as per the enclosed format at Annexure - 'A', along with quotation (with techno-commercial bid in case of two bid tender system).
- (c) The firms are advised to submit both the compliance statements essentially along with their quotation failing which their offer may not be considered.

9. **Envelope 2: “Commercial Bid” shall contain:**

- (a) Cost of all the items should be mentioned clearly and individually in the Commercial Offer (Part-II) only.
- (b) The BIDDERS are requested to quote for Educational Institutional Price for Equipment and software, since we are eligible for the same.
- (c) The prices should be shown against each item for the purpose of Insurance claims / replacements if any.
- (d) List of deliverables / Bill of materials and services.
- (e) In case of foreign quote, the address of Principal's / Manufacturer's and their Banker's details should be furnished.

Note:

- No request for extension of due date will be considered under any circumstances.
- No sub-contracting is allowed with regard to installation, commissioning, training, warranty maintenance and after sales service. This is the sole responsibility of the Principals'/their authorized agents.

10. IISER Berhampur may issue corrigendum to tender documents before due date of Submission of bid. The bidder is required to read the tender documents in conjunction with the corrigendum, if any, issued by IISER Berhampur. The bidder is not supposed to incorporate the amendment in the body of the tender document.

11. **Terms of the Technical Committee**

- (a) On the due date the Technical bids will be opened and referred to the Technical Committee which is duly constituted by the Director, IISER Berhampur. The committee will go through the technical aspects of the tender and recommend short listed firms. The recommendation of the technical committee is the final and binding on all the parties.
- (b) The technical evaluation will be an assessment of the Technical Bid. IISER, Berhampur representatives will proceed through a detailed evaluation of the Technical Bids as defined in **Chapter IV (Schedule of requirements, specifications and allied technical details)**, in order to determine whether they are substantially responsive to the requirements set forth in the tender. In order to reach such a determination, IISER, Berhampur will examine the information supplied by the BIDDERS, and shall evaluate the same as per the specifications mentioned in this tender.
- (c) The technical committee may formulate evaluation criteria in addition to the specifications and requirements indicated in the tender, in the interest of IISER Berhampur and these criteria/ recommendations will also form as a part of short-listing of the firms.
- (d) The Technical Committee will examine all the Technical aspects of the bids received. Further, the Technical Committee may seek additional information from the existing users at IISER, Berhampur or from other Institutes and also call for Technical presentations from the BIDDERS if it is required so.
- (e) The information received and the bids already submitted together will be examined with reference to the tendered specifications and evaluation is made by the Technical Committee.
- (f) After the technical evaluation is completed and approved, IISER, Berhampur shall inform to the BIDDERS whose bids have been rejected technically with the reasons for rejection on e-Procurement Portal (<https://eprocure.gov.in/eprocure/app>).
- (g) The successful BIDDERS will be informed regarding the date and time of Commercial bid opening.
- (h) the event of seeking any clarification from various BIDDERS by IISER, Berhampur, the BIDDERS are required to furnish only technical clarifications that are asked for. No amendment to commercial bid will be entertained at that stage. In case if a BIDDER fails to quote for a particular item it amounts to non-compliance and hence such bid will not be considered for further evaluation. Further during this process if any BIDDER indicates the

price during the clarification such bids also will not be considered for further evaluation.

- (i) The purpose of obtaining two bids (technical and commercial) is to evaluate all the firms on technical basis with reference to the tendered specifications, performance of similar Solutions/Applications elsewhere, obtaining users views with reference to the earlier supplies. This will enable the technical committee to arrive at a fair recommendation in the interest of the organization.
- (j) The Institute may call for Technical Presentation/mock-up/demo of the product as a part of the technical evaluation by giving sufficient time for the bidders to decide for the same.

12. **Commercial Bid Evaluation:**

Based on results of the Technical evaluation IISER Berhampur evaluates the Commercial Bid of those Bidders who qualify in the Technical evaluation.

(a) IISER Berhampur shall correct arithmetical errors on the following basis:

- i. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.
- ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. If there is a discrepancy between words & figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

(b) After arriving at final pricing of individual offers of all the short-listed firms, the lowest firm will be awarded with Contract/Purchase Order.

(c) If there are any discrepancies in price schedule and tender document please refer to the BOQ in the Central Public Procurement Portal, the BOQ item/words/conditions mentioned in BOQ prevails.

13. The Director, IISER Berhampur reserves the right to accept the offer in full or in parts or reject summarily or partly.

14. The relatives / near relatives of employees of the client are prohibited from participation in this bid. The near relatives for this purpose are defined as:

- (a) Members of a Hindu Undivided Family.
- (b) Their husband or wife.
- (c) The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

CHAPTER-2: INSTRUCTIONS TO BIDDERS

1. PREPARATION AND SUBMISSION OF OFFERS:

- (a) The bidder shall bear all costs associated with the preparation and submission of its bid irrespective of the conduct or outcome of the bidding process.
- (b) The bidder should not indulge in any corrupt, fraudulent, collusive, coercive practices during the entire process of procurement and execution of contract/order. Before the deadline for submission of the bid, IISER Berhampur reserves the right to modify the bidding document and to extend or not to extend the date of submission. Such amendment/modification will be hosted on e-Procurement portal (<https://eprocure.gov.in/eprocure/app>) or on IISER Berhampur website.
- (c) Conditional tenders will be summarily rejected.

2. Pre-Qualification criteria:

- i. The CHA should have handled import consignments (same or similar) to other **IISERs/IITs/Central Universities/Research/Reputed** institutes etc., of national repute in the last three years. Copies of Work Orders (**Three or more**) have to be submitted as evidence of supply.
- ii. The CHA should have handled import consignments of at least Rs. 5 to 10 crore per annum for last three financial years. A List of educational Institutes / Scientific Research Institutes with the name, & telephone numbers of contact person and value of import orders is required to be enclosed.
- iii. The Agency should have minimum turnover of Rs. 2.00 Crore p.a. related to custom clearing and handling services in last three financial years, for which Certificate of Chartered Accountant is required to be enclosed.
- iv. Certificates of successful running/completion of the contracts for the said services with at least three Govt. Institutes/organizations during the last 3 years. These certificates must bear the name and telephone nos. of the authorized signatory.
- v. The agency should have at least 3 years' experience in the business of consolidation and custom clearance. Work completion certificate from Govt Organizations/Centrally Funded Technical Institute etc must be enclosed.
- vi. List of overseas consolidators.
- vii. Undertaking for acceptance of all tender terms and conditions.
- viii. Copy of IATA rates.
- ix. The agency should indicate complete postal addresses of their offices along with details of telephone & fax nos., mobile nos., e-mail address etc. of all the offices.
- x. Copy of running contracts with IITs /NITs/ IISERs /similar public funded Research Institutes.
- xi. Compliance Form/Sheet for all eligibility requirements.
- xii. Details of partners/owners/proprietor of a firm and name of authorized signatory are required.
- xiii. Name and contact details of operational in charge and escalation matrix to be enclosed.
- xiv. The Firm should be a member of IATA and copy of membership should be enclosed.
- xv. The firm/company should not have been banned or suspended or Blacklisted or put on any holiday nor should presently be facing any service related dispute due to any reasons including adopting corrupt and fraudulent practices by them. Notarized Certificate of non-black listing / banning / suspension by any Govt. organization on non-judicial Rs.100 stamp paper.

3. Performance Guarantee (GFR 2017 Rule 171):

- a) Performance Guarantee Bond is mandatory.
- b) Successful tenderer/ bidder should submit performance guarantee as prescribed above to

be sent to Acting Stores & Purchase Officer, IISER Berhampur on or before 15 days from the due date of issue of order acknowledgment. The PGB to be furnished in the form of bank guarantee as per attached proforma with the tender documents, for an amount of Rs. 5 Lac.

- c) The Performance Guarantee should be established in favour of "The Director, IISER Berhampur".
- d) PBG to be established through any of the National Banks (whether situated at Berhampur or outstation) with a clause to enforced the same on their local branch of Berhampur or any scheduled bank (other than national bank) situated at Berhampur. Bonds issued by co-operative banks will not be accepted.
- e) Performance Guarantee Bond shall be for the due and faithfully performance of the contract and shall remain binding, notwithstanding such variations, alterations for extensions of time as may be made, given, conceded or agreed to between the successful tenderer and the purchaser under the terms & conditions of acceptance to the tender.
- f) The successful tenderer is entirely responsible for due performance of the contract in letter and spirit and all other documents referred to in the acceptance of tenders.
- g) The PBG shall be kept valid during the period of contract and shall continue to be enforceable for a period of 90 days beyond warranty period (i.e. Warranty period + 90 days) from the date of order acknowledgement. In case PBG needs extensions up to 60 days beyond warranty period then supplier shall initiate extensions to PBG one month prior to expiry of PBG.
- h) For successful suppliers, if PBG is not submitted within 15 days from the date of Order Acknowledgement, then the Purchase Order will be cancelled with forfeiting of EMD.
- i) No interest shall be payable by the buyer to the Bidder on PBG.

4. **Amendments to Tender Document.**

- a) At any time prior to the deadline for submission of bids, IISER Berhampur may, for any justified reason, whether on its own initiative or in response to the clarification sought by a prospective BIDDER may modify the bid document by issuing necessary corrigendum.
- b) All prospective BIDDERS who have downloaded the tender document are requested to visit IISER Berhampur website for any amendments / modifications and make a note of the same, which will be binding on them.

5. **Bid Validity Period:**

- (a) The prices must be valid at least for a period of **120 days** from the date of opening of the Tender. No changes in prices will be acceptable in any condition after opening of tender till the validity of the offer or execution of the order whichever is later
- (b) Bid evaluation will be based on the bid prices without taking into consideration the above corrections.

6. **Award of contract:**

- (a) IISER, BERHAMPUR shall award the contract to the technically qualified eligible BIDDER whose bid has been determined as the lowest evaluated commercial bid.
- (b) If more than one BIDDER happens to quote the same lowest price, IISER, BERHAMPUR reserves the right to award the contract to more than one BIDDER or any BIDDER.
- (c) Initially the contract will be awarded for one year, which can be further extended for two more years depending upon the performance of the firm. The contract can be curtailed as per the requirement of the Institute.

7. **Evaluation of Bid.**

- (i) IISER Berhampur will evaluate technical and commercial acceptable offers on landed net Price basis.
- (ii) In case any BIDDER is silent on any clauses mentioned in this tender documents, IISER

Berhampur shall construe that the BIDDER had accepted the clauses as per the invitation to tender no further claim will be entertained.

- (iii) No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.

8. **Price Bid**

- (i) Quoting of Price(s): Price quoted should be in Indian Rupees, free delivery at IISER Berhampur Campus at site.
- (ii) Price Bids must be submitted in enclosed Price Bid Form only.
- (iii) All the taxes including GST and other duties/levies should be shown separately.
- (iv) If the price is not quoted in Price Bid Form only provided in tender document then, IISER Berhampur will reject bid. If bidder wish to give pricing details, may be attached in separate sheet.
- (v) In case of Multiple options of same product, bidders are requested to quote only one best option and not multiple options.

9. **Fraud and Corruption:**

IISER Berhampur requires the bidders, suppliers, contractors and consultants, if any, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy,

- (a) The terms set forth below are defined as follows

- i. **“Corrupt practice”** means the offering, giving, receiving, or soliciting, directly or in directly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
 - ii. **“Fraudulent practice”** means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
 - iii. **“Collusive practice”** means a scheme or arrangement between two or more bidders, designed to establish bid prices at artificial, noncompetitive levels; and
 - iv. **“Coercive practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
- (b) IISER Berhampur will reject a proposal for award if it determines that Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent collusive or coercive practices in competing for the Contract in question

10. **Cancellation of Tender.**

- i. Notwithstanding anything specified in this tender document, Purchaser / IISER Berhampur in his sole discretion, unconditionally and without assigning any reasons, reserves the rights: -
 - a. To accept OR reject lowest tender or any other tender or all the tenders.
 - b. To accept any tender in full or in part.
 - c. To reject the tender, offer not confirming to the tender terms.
- ii. IISER Berhampur will give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.
- iii. Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected: -
 - a. Non-submission of complete offers as mentioned in the tender document,
 - b. Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
 - c. Receipt of offers in open condition.
 - d. Conditional Tenders and Unsigned Tenders will also be rejected.

Special Note: The price bid and other documents have to be Submitted separately online at <https://eprocure.gov.in/eprocure/app>. The date of Submission of online Technical and Financial will be as per tender notice.

11. **Interpretation of the clauses in the Tender Document / Contract Document**

In case of any ambiguity / dispute in the interpretation of any of the clauses in this Tender Document, **Director, IISER Berhampur's interpretation of the clauses shall be final and binding on all parties.**

CHAPTER - 3: CONDITIONS OF CONTRACT

SCOPE OF THE CONTRACT

1. Customs clearance of imported consignments from IAAI/ICD/Foreign Post Office at Delhi/Kolkata/ Hyderabad/Chennai/Bhubaneswar/Visakhapatnam or the nearest Airport/Seaports as the case may be. Custom Clearance of the consignment including all the stages of customs clearance.
 - (a) Obtaining Non-delivery certificate/short landing certificate in case the materials are short delivered by IAAI, or airlines and lodging of claims with them immediately on behalf of IISER Berhampur.
 - (b) Arranging insurance survey at airport/IAAI/ICD in case of damages/shortage to the consignment or partial delivery certificate.
 - (c) Immediate delivery of consignment at IISER Berhampur after custom clearance within 7 days from the date of clearance of the consignment. (A penalty of Rs. 1000.00 per day of delay shall be levied beyond 7 days' period, unless prior approval is taken in exceptional cases only on valid grounds beyond control of the CHA).
 - (d) Besides Kolkata the agency should facilitate for clearing the consignments at Delhi, Hyderabad, Chennai and other nearest Airport /Seaport, if required.
 - (e) Any other job in connection with the clearance of goods like customs clearance of IPP/ parcels from customs/foreign post office, Kolkata/Hyderabad/Bhubaneswar/Visakhapatnam.
2. Immediate clearance of highly perishable consignment under Kachcha Bill of Entry method and deliver it to IISER Berhampur on the next day of custom clearance. SOP is to be provided to adopt this method. The agency should have refrigerated contains to bring possible consignment to Berhampur.
3. Arranging insurance survey at airport/AAI in case of damages to the consignment and obtaining the damage certificate.
4. To identify the consignments of negative/banned listed & 100% Custom Duty Free items from day to day purchase orders issued by the Institute and advice the Institute accordingly.
5. To provide the damage certificate to the Institute for insurance claim, in case of damaged consignment and to coordinate with the Insurance agency for the said claim.
6. IISER Berhampur shall not be liable to pay any amount on account of demurrage/ penalty charges, if intimation & documents received in advance by the Agent/ contractor.
7. If, any nearby International Airport agent's associates happen to be not available, consolidation agent will be responsible for making arrangements for smooth shipment (for EX- WORK/FOB/FCA) from any country to Indian Airport/Seaport, and for that, agent shall not be entitled to claim any extra charges.
8. The consignment shall be moved within seven (07) days of receipt of the material from the foreign supplier/firm (For FOB/FCA/EX-WORK) and after clearance from airport/Sea Port, delivered at the institute's Central Stores within a week (7 days of landing at Kolkata /Delhi/ Hyderabad/ Chennai Airport (For FOB/FCA/EX- WORK/CIF etc.).
9. In case, the cargo is received in shortage/damaged condition/short landing cargo, no payment shall be released to the agent until IISER Berhampur receives the complete consignment/insurance claim. In all such cases, the agent shall be required to instantly file "Shortage" or "Damaged" or "Not Found" or "Not Traceable" notice with the Airport Authorities and further, obtain necessary certificate thereto or damage certificate from the Airlines / Sea liner besides lodging necessary claim with the authorities concerned, under intimation to the Institute. It shall be the duty of the agent to also follow up the matter with Insurance Company for claim settlement including obtaining damage certificate, surveyor inspection along with the Institute

representative, lodging the claim and taking other necessary action.

10. Consolidation of the consignments being imported from throughout the world.
11. Complete monitoring and supervision of the movement from date of order/Letter of Credit and regular feedback on the progress of order to IISER Berhampur. In case the same is not received before landing of the consignment, the delay in clearance will be on the part of the clearing agent. No demurrage shall be paid by IISER Berhampur.
12. To provide timely information (pre-alert) regarding dispatch and other relevant information to IISER Berhampur.
13. Transportation of special projects materials voluminous and heavy packages, radioactive, sensitive and hazardous materials.
14. Special care should be taken for faster delivery of perishable items (Separate SOP to be provided).
15. Any other service needed regarding consolidation from time to time.
16. Exports to various countries
17. Export of defective/damaged items to the countries of import.
18. Export of consignment imported temporarily for inter comparison of standard & other purposes.
19. Export of items for repair, calibrations and other scientific work.
20. Copies of documents as mentioned in the eligibility criteria must be enclosed. Separate freight forwarding offers through third party/sister concerns etc. shall not be entertained.
21. The Techno-commercial Bids must accompany details of EMD of Rs. 20,000/- (Rupees Twenty Thousand Only) EMD should be in the form of bank transfer (I-Collect) / Challan at any branch of SBI. If any assistance required: -Bidders may visit by copying the URL (<http://www.iiserbpr.ac.in/pdf-doc/SBI%20Collect%20Guide.pdf>) to download SBI Collect Guide. EMD of the successful bidder will be returned only upon furnishing of a PBG of Rs. 5 lacs in acceptable form which is mandatory for all vendors. No exemption is allowed.
22. Since most of the consignments will be shipped to and cleared in Kolkata/Hyderabad /Delhi /Airport/ Seaport only, therefore, the firm must have customs clearance operations in Delhi, Kolkata and Hyderabad during past Five years and preferably in respective locations.
23. Some of our job involves clearance and delivery of highly perishable CIF Consignments from Kolkata airport or from Kolkata Foreign Post Office. The firm will have to arrange for the Dry-Ice Stuffing of perishable consignments at Kolkata Airport and perishable/Dangerous Goods shipments will have to be delivered at IISER Berhampur immediately after clearance from the airport.
24. The perishable consignment will have to be got cleared from Customs within 24 hours from the date of arrival of the consignment. In addition, it must be ensured that sufficient dry ice is available for transporting to IISER Berhampur. In case, the perishable consignment is damaged on account of insufficient dry ice or delay in clearance, CHA will be held responsible for the complete loss and money will be recovered from them.
25. The firm may also be required to export certain items for repairs or replacement, which will be re-imported after repairs. The firm should do all the procedural formalities with customs for this purpose. Similarly, the firm will also require to actively follow cases of recovery of excess duty paid to customs.
26. FCA/FOB SHIPMENTS: Most of the orders will be placed with foreign suppliers on FOB / FCA terms. Your console Air freight rates must be based on FOB /FCA shipments i.e. from shipping Airports in the exporting country to Kolkata Airport or any airport as per the requirement of the Institute. Inland handling / forwarding charges in the exporting country shall not be payable separately by us.
27. EX-WORKS SHIPMENT: In case the foreign supplier agree to supply the goods on Ex- works basis, the consignment shall be lifted by the agent from the foreign supplier's end for onward shipment to IISER Berhampur. The inland handling/ forwarding charges shall be paid by us, only

if specific approval for same with detailed breakup of charges is taken from us and all supporting documents for inland transfer like AWB receipts etc. are submitted.

28. The order copy will be sent to you / your foreign associates who will follow up with the foreign supplier to ship the goods with in delivery schedule.
29. The agency should have network of cargo forwarding/consolidating agents in at least 20 - 25 countries viz USA, UK, Germany, Japan, France, Switzerland, Hong Kong, Canada, Norway, Australia, Sweden, Austria, Ireland, Singapore, Israel, Turkey, Russia, China, Denmark, Italy, Netherlands (Holland) etc. Rates for forwarding / consolidation should be specified with reference to the Air - India IATA rates from respective countries of import. Where Air India Flights are not available, then IATA rates of the national airline of that country would be considered. Consignment will be required to be shipped in the first available flight of any airline. Under no circumstances should these rates exceed than those specified in latest issue of the IATA TACT Book.
30. Inspection Facility: The firm may also be required to carry out or arrange to carry out the inspection (arrangement of third party inspection reports) of the ordered material at the country/port of shipments/supplier's premises and also the inspection of the packing/labeling/markings etc. (as per international packing standards & norms) on behalf of the IISER Berhampur, if required in case of any shipment(s).
31. Consolidator will be responsible for the safety of the cargo in all circumstances and handling complete & proper whether it may be the import or export consignment. In the event of non-availability of invoice or other relevant papers, if consignment incurs demurrage or penalty, the consolidator shall be solely responsible.
32. Pre-shipment advice must be intimated well in advance. A weekly statement Showing consignment shipped during last week & the proposed shipments during the next week should be submitted invariably.
33. Consignment must be cleared from custom within 24 hours by the consolidation cum clearing agent. The documents to this effect should be collected from us forthwith or in advance. The objective of consolidation cum clearance contract is to eliminate the demurrage charges. The quoting party should confirm that they will not allow any demurrage to incur.
34. The successful tenderers will have to give an undertaking that no consignment of IISER Berhampur will be detained/ withheld by them after the clearance under any circumstances.
35. The Tender shall be evaluated on overall L-1 basis however for any respective item(s), if any, the L-1 bidder may be asked to match emergent L-1 rates/discounts. Eligible bidders found technically qualified may be asked to match L-1 rates for empanelment as decided by the institute. The numbers of CHAs to be empaneled will be decided by the institute.
36. The CHA has to ensure Door Delivery to the institute from any Airport/Seaport in India. The scope of work includes complete loading /unloading and placement of shipment at respective locations in the institute as per instructions of the officials of the institute.
37. Bids of firms who have not executed any contract satisfactorily/ failed to execute any such contract/ have poor track record shall not be considered. Misrepresentation or suppression of facts will lead to cancellation of the bid and forfeiture of the EMD.
38. The successful tenderers will have to submit a Bank guarantee/ FD of any Scheduled Bank of Rs. 5.00 lacs as security deposit, which should be valid at least for Contract Periods + 90 days) from the date of commencement of contract. The said S.D. will be refunded/returned after satisfactory completion of contract. No exemption is allowed as CHA work requires handling of large value /cost of equipment's/ shipments and advances taken from the institutes.
39. Whenever any Short Landing Cargo is noticed, the Agent shall be required to file "Not found" or "Not traceable" notice with the Airport Authorities and obtain Not Traceable Certificate and also lodge formal claim on Airport Authorities/ Concerned Airlines with all necessary documents under intimation to IISER Berhampur.
40. It is incumbent on the Agent to examine carefully all packages marked for customs examination

of each consignment arrived at the airport with respective invoices and measurement/packaging list etc. if at the time of physical examination of the consignment any damage or loss of goods is noticed, the same shall be brought to the notice of IISER Berhampur immediately for arranging an Insurance Surveyor for surveying the consignment. The Surveyor's actual fees and expenses incurred on conveyance for carrying on the survey will be reimbursed to the Agent on submission of valid receipt. The agency shall fully support the institute in case of any insurance claim with all required documents including damage certificate of the transporter. If all requested documents/support is not provided in insurance claims, the shortfall, if any, received against insurance claims, will be recovered from agency bill.

41. The Agent shall maintain close liaison regularly with IISER Berhampur and shall be required to collect the documents whenever called over phone to do so and shall take immediate steps for the finalization of the Bill of Entry from time to time and shall see that they are filed with the custom authorities.
42. The Agent shall be held responsible for any delay on his part where he does not file the Bill of Entry with customs or does not confirm any discrepancy in documents furnished by IISER Berhampur. The demurrage charges (other than handling charges) for particular period of delay due to his negligence will be recovered from the Agent. Similarly, the Agent shall have to make good to IISER Berhampur any loss incurred due to negligence or failure on his part to take prompt action in finalization of Bill of Entry and clearance of consignments.
43. The Agent shall be responsible for safe custody and proper use of Import Duty Exemption Certificate provided to him by IISER Berhampur.
44. The cleared consignments will have to be delivered during office hours only as far as possible and practicable and manpower/ laborers for unloading/shifting/moving of consignments will have to be arranged by CHA. The agency must have the facility for storing the consignment, which could not be transported to IISER Berhampur after the custom clearance.
45. The agency should not have been black listed or banned by any government organization. A notarized certificate to this fact should be enclosed with techno- commercial bid. In case any such information is received later on, the bid contract will be considered invalid/terminated without any notice.
46. Agency shall have to provide Cargo/Courier services of agency like FedEx, DHL etc.
47. All the expenses incurred for custom clearance and transportation of consignments to IISER, Berhampur like custom duty, warehouse rent, freight charges, Airport/Port Trust dues, Transportation, Insurance charges etc. will be reimbursed on production of proper vouchers /bills/ receipts, However, if the expected expenditure of consignments is over Rs. 10.00 lacs per occasion, an advance may be given by the institute on proper requisition.
48. Final bill in two part (part- I for Reimbursement of expenses incurred & part- II for CHA service charges) along with all supporting bills, receipts, challans, and other documents after adjustment of advance (if any), should be submitted within a week after the delivery of consignment.
49. Undertaking on the bidding firm's letter head to the effect that the rates quoted in the bid are not more or higher than those specified in the latest IATA TACT book.
50. Airfreight charges. The freight forwarder will charge the freight cost on the basis of IATA rates which are fixed by the International Air Traffic Association (IATA). The parties must offer one and single discount on these rates which should be "in percentage (%)" only for all countries.
51. The agency, in the schedule of rates (Group-A) should offer a single standard/flat discount on IATA rates which should be 'in percentage' only, applicable for all countries and all weight slabs. The offers of the parties will be evaluated on the basis of the percentage of discount and not on individual rates for weight slabs. Offers / bids with discounts subject to any conditions imposed by the bidder or in any other format will be rejected of appointing a panel of agents for consolidation and customs clearance work by matching rates to L1. As such, all the agents who are duly empaneled, shall be bound to abide by all the terms and condition of tender document including going for signing the contract agreement as well in this behalf.

52. Institute reserves the right to appoint any other clearing agent during contract period for smooth work.
53. On receipt of consignment, the firm shall have to submit a clear copy of Master Air Way Bill (MAWB), House Air Way Bill (HAWB), Cargo Arrival Notice (CAN), Commercial Invoice & packing list for Bank Release Order (BRO).
54. The bidder must have its own arrangements of warehousing, insurance, pick- up and delivery by road within the country and also in the exporting country. Details of these facilities in India should be given. The agent will be responsible to deliver the goods to the respective indenter of the materials in the Institute
55. All the receipts should be provided in original including HAWB.
56. The Institute shall not be liable for payment of airfreight, customs duty, clearing charges and transportation charges, if the consignment is found in externally damaged condition/ short delivery. However, the payment will be released after the amount has been recouped in such cases from the insurance company concerned. It will be the responsibility of the agent to provide the damage certificate/short delivery certificate to the Institute, in case of damage/short delivery of the consignment.
57. Any kind of loss or damage to the consignment from foreign airport to the institute's Central Stores at Berhampur and of its recoupment will be firm's/agency's responsibility. However, necessary documents on this account (to be prepared by the agent) will be signed by the Institute in the capacity of consignee/importer.
58. If any damages/pilferage/theft/shortage occurs during the transportation or loading and unloading under the custody of the agent/freight forwarder after taking delivery from the AAI, the agent shall be entirely responsible for the total losses and the same will be recovered from the agent. This will be as per the IATA rules. In the event of damages/shortage/pilferage to the consignment, open delivery may be taken by the Institute subject to the condition that the same is detected in course of customs clearance. However, in such case, this fact must be got recorded on the Bill of entry and a copy of which will be provided by the agent to the Institute.
59. If, any nearby International Airport agent's associates happen to be not available, consolidation agent will be responsible for making arrangements for smooth shipment (for EX-WORK/FOB/FCA) from any country to Indian Airport/Seaport, and for that, agent shall not be entitled to claim any extra charges.
60. However, it is made clear that the airfreight by the agent shall be charged on the basis of either the "Gross weight" or otherwise "Volume Weight" of the consignment, whichever is higher. As such, the weight for the purpose of Airfreight will be deemed to be the "chargeable weight" of the consignment.
61. Bank Release Order (for consignments against irrevocable letter of credit) will be delivered after its receipt from the bank. Custom clearance should be initiated without waiting for bank release order which generally takes time.
62. The agent shall also be responsible for clearance of material shipped by any other console (CIF/CIP/C&F) or Direct Purchase Order, if all relevant documents and intimation has been provided to them in advance by IISER Berhampur. In such cases, no Demurrage/penalty shall be payable under any circumstances whatsoever. The Agent shall be fully responsible for proper monitoring of shipment from principal supplier and arrangement of Demurrage/penalty free clearance of consignment coming from other console including Direct Orders.
63. It shall be responsibility of the agent to ensure/check that the consignment has been properly insured before shipping it from the respective countries and airports/seaports in India. However, if advance payment as aforesaid, is delayed for certain reasons, the agent shall ensure to pay on his own the entire sum as may be payable which shall subsequently be reimbursed to the agent within three days.
64. Every six months, a copy of IATA rates will be required to be submitted by bidders. In case of shipment on FOB/FCA basis, no Terminal charges, Forwarder's fee; Charges for loading to carrier

in shipping country etc. will be paid separately. If there is any shipment on Ex-works basis, charges in shipper country will be paid on actual basis on submission of supporting documents in original.

65. The successful firm in whose favor, letter of acceptance has been issued by the Institute, shall be bound to sign an agreement in this behalf within 15 days of the receipt of the acceptance letter failing which, the Earnest Money Deposit of the bidder concerned shall be forfeited without making any communication in this regard.
66. No other charges except freight, fuel & security surcharges will be paid on FOB/FCA consignment. Bidders may quote their discount adjusting other charges if any. Fuel & Security surcharges may be paid as per MAWB, if admissible. The signed copy of MAWB should be enclosed with the bills.
67. Penalty Clause: The Institute reserves the right to deduct a penalty for Rs.1000 per day for delay in consolidation and Airfreight of its shipments and their delivery to IISER Berhampur. The period of delay will be calculated after 7 days from the date of intimation from the supplier about the readiness of Equipment/ Consumable for shipment. This will also be applicable for delays in shifting of material from the designated airport/seaport to IISER Berhampur after 07 days of clearance.
68. The security deposit/Bank Guarantee will be refunded / returned three months after the completion of contract subject to clearance and delivery of all the shipments to the Institute as per the terms and conditions of agreement and again on written request having been made in this behalf by the contractor. No interest would be paid on the security deposit or Bank Guarantee. In case, the contractor fails to provide satisfactory services during the contract period or discontinues fulfilling the contracted obligations in any manner or is found at fault, the performance bank guarantee shall be forfeited without assigning any reasons, whatsoever and the contractor shall have no right to claim for refund of performance security deposit. The Director, IISER Berhampur will have the discretion to invoke the payment from the bank in case of any breach of contract.
69. Arbitration. Except as otherwise provided anywhere in this offer, if any dispute, difference, question of disagreement or matter, whatsoever, before or after completion or abandonment of work, hereafter arises between the parties, as to the meaning, operation or effect of the Contract or out of or relating to the contract or breach thereof, the same shall be referred to a Sole Arbitrator to be appointed by the Director of the Institute at the time of dispute. The venue of the arbitration shall be at Berhampur.
70. The Director, IISER Berhampur, reserves the right to accept or reject any offer, without assigning any reasons thereof.
71. Jurisdiction. The disputes, legal matters, court matters, if any, shall be subject to Berhampur, Ganjam District Jurisdiction, Odisha only.
72. Transfer and Subletting. The seller shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.
73. Force Majeure. Force Majeure will be accepted on adequate proof thereof.

Stores & Purchase Officer

CHAPTER - 4: TECHNICAL SPECIFICATIONS

Tender No.: IISERBpr/S&P/2026-27/04

Date: 21-05-2026

Sr. No.	Description
1	"Empanelment of the Custom House Agents from the parties dealing with Custom Clearance, Import & Export Handling and International Freight Forwarding under Consolidation as per term and conditions of the NIT documents".

CHAPTER – 5: PRICE SCHEDULE

Sr. No.	Particulars	Charges in Percentage % of discount
1.	Agency and attendance for release of consignment/Clearance for Kolkata, Bhubaneswar, Visakhapatnam, Hyderabad Airports - (Charges in % of CIF/CIP Value with Minimum and Maximum Charges) Note: Charges shall include all Services like Consolidation, Pre-alert, Collection documents, Filing of custom Documents, Collection of Delivery Orders, DO charges, Airline/ Forwarder, Custom Clearance including Documentations, Customs examination Sealing, Fax, Courier, Postage, Telephone etc. All Statutory charges shall be payable at actual against proper receipt. Note : No Additional charges other than those quoted in fixed amount shall be considered.	
2.	Air Freight Charges	As per Actuals
3.	DO Charges on other than console consignment.	As per Actuals
I.	Go down /Warehousing charges shall be borne by the CHA.	As per Actuals
II.	Custom Duty/CWC Charges/Insurance if required	As per Actuals
III.	Bill of entry charges	As per Actuals
4.	Transport Charges along with Loading charges at origin and Unloading at designated place at IISER Berhampur (Permanent Campus at Loudi gam, Konisi, Dist.-Ganjam, Odisha)as specified by the Institute official with the help of requisite manpower, crane, pulley etc., (All inclusive)	From Kolkata (Amount in Rupees) From Hyderabad (Amount in Rupees)
I.	TATA 407 OR EQUIVALENT	
II.	EICHER 17 FT OR EQUIVALENT	
III.	FULL TRUCK LOAD	
IV.	MINI TRUCK/ BOLERO/ TATA ACE	

Note:

L-1 shall be selected mandatory based on the price quoted by vendors at Sr. No. 1 & 4 above. 60% & 40% weightage shall be taken for considering L1.

Annexure – ‘A’

TECHNO-COMMERCIAL BID

1.	Name of Tendering Company with Registration No. & Date issued by appropriate authorities (Please enclose copy of certificate of registration)	
2.	Do you possess trade license issued by Competent Authorities in India? If so, please enclose a copy.	
3.	Name of Proprietor / Director	
4.	Furnish following particulars of the Registered Office a. Complete Postal Address	
	b. Telephone No.	
	c. Fax. No.	
	d. E-Mail Address	
5.	Furnish following particulars of the Local Branch Office. (if any) a. Complete Postal Address	
	b. Telephone No.	
	c. Fax. No.	
	d. E-Mail Address	
6.	PAN No. (Attach Attested Copy)	
7.	TIN No. (Attach Attested Copy)	
8.	If Manufacturer – Pl. attach the certificate of Registration If Authorized Dealer / Distributer – Pl. attach relevant tender specific authorization certificate.	
9.	Financial turnover for the last three financial Years. (Please attach copy of certificate by Chartered Accountant in original)	
	Financial Year	Amount (` In Lakhs)
		Remarks, if any

	(Attach separate sheet if space provided is insufficient)				
10.	Give details of the major clients – Educational Institutes/Universities, Government Departments, Research Organizations, to whom item/material of same type have been supplied by the bidder during the last two years in the following format.				
	Sr. No	Name & address of the client with details - Name of the contact person, telephone no., Fax no., e-mail id	Name & quantity of the items sold	Purchase Order/Indent No. & Date	Amount
	1				
	2				
	3				
	4				
	5				
(If the space provided is insufficient, a separate sheet may be attached)					
11.	The agency should not have been black listed or banned by any Govt. Department, Government Organization, PSU, University, Autonomous Institute etc. A notarized certificate to this fact should be enclosed with techno-commercial bid as per attached format.				
12.	Are you an ISO certified manufacturer? If so, please attach a copy of the certificate.				
13.	Please specify the minimum time required to supply the item / material from the date of receipt of the Purchase Order				
14.	Additional information, if any (Attach separate sheet, if required)				
15.	EMD Details, if exempted please upload relevant certificate.				
16.	Approximate time required for clearance of consignment after the receipt of the documents				
17.	Can you get the consignment cleared at your cost initially and raise the bill later on (which will be cleared within 10 days)				
18.	Whether you will be able to arrange the transportation of cleared goods from port of				

	clearance to IISER Berhampur	
19.	Whether you will be able to provide full time assistance/service/ liaison office at Berhampur	
20.	Can you get the Insured consignment checked by the concerned authorized Insurance Authority at your end?	
21.	Whether you have storage/ warehousing facilities for equipment, instruments, and perishable chemicals.	
22.	Would it be possible for you to deliver the perishable consignments by courier /special messenger?	
23.	What strategy do you adopt for avoiding demurrage charge on consignments imported on FOB/FCA basis	
24.	What strategy do you adopt for avoiding demurrage charge on consignments imported on CIF basis	
25.	Is Price Bid enclosed in the format specified?	
26.	Have you enclosed all necessary documents as per tender document?	
27.	Have you enclosed the proof of submission of EMO	
28.	Do you agree to submit SD of Rs.5 Lakhs in form of BG (mandatory)	
29.	Have you enclosed SOP for custom clearance and delivery of perishable shipments?	
30.	Have you enclosed previous work orders and satisfactory performance certificate of at least 05 research institutes/Government organisations similar institute to IISER Berhampur.	
31.	Have you enclosed satisfactory performance certificate of at least 05 research institutes/Government organisations similar institute to I/SER Berhampur for handing Perishable items.	
32.	Do you agree to not claim any charges of inland handling and forwarding in case of FCA/FOB shipments?	
33.	We agree to ship the consignment within seven days after receiving from the principal supplier and after clearance from airport/seaport in India; it will be delivered to the premises of IISER Berhampur within 7 working days and will be distributed to the concerned indenter immediately. In case of perishable items, it will be	

	delivered within minimum time with proper arrangements.	
34.	We agree that we shall not claim any demurrage charges, if paid by us at the time of clearance for the shipments, if the material comes by our consol.	
35.	We agree that we shall submit the original House Airway Bill, copy of Master Airway Bill, Customs signed Invoice, Bill of Entry both Importer Copy and Exchange Control Copy along with the clearing charges bills within fifteen days of clearance of the shipment.	
36.	We shall prepare the air freight bill and clearing charges bills strictly in accordance with the approved rates. Under no circumstances airfreight rates charged by us shall exceed those specified in the latest issue of IATA TACT book	
37.	During inland transportations, any loss/damage shall be the sole responsibility of ours. In that case, we shall provide loss/damage certificate immediately and ensure following-up the insurance cases till reimbursement from the insurance company is received and only thereafter, we shall submit the clearance charge bill for payment.	
38.	We have no objection, if Institute appoints/empanel multiple clearing agent/ freight forwarders for the same works.	
39.	We agree and accept all the Terms & Conditions of the tender document.	
40.	We agree to ship the consignment within seven days after receiving from the principal supplier and after clearance from airport/seaport in India, it will be delivered to the premises of IISER Berhampur within 7 working days and will be distributed to the concerned indenter immediately. In case of perishable items, it will be delivered within minimum time with proper arrangements.	
41.	We agree that we shall not claim any demurrage charges, if paid by us at the time of clearance for the shipments, if the material comes by our consol.	
42.	We agree that we shall submit the original House Airway Bill, copy of Master Airway Bill, Customs signed Invoice, Bill of Entry both Importer Copy and Exchange Control Copy along with the clearing charges bills within fifteen days of clearance of the shipment.	

43.	We shall prepare the air freight bill and clearing charges bills strictly in accordance with the approved rates. Under no circumstances airfreight rates charged by us shall exceed those specified in the latest issue of IATA TACT book.	
44.	During inland transportations, any loss/ damage shall be the sole responsibility of ours. In that case, we shall provide loss/damage certificate immediately and ensure following-up the insurance cases till reimbursement from the insurance company is received and only thereafter, we shall submit the clearance charge bill for payment.	
45.	We agree and accept all the Terms & Conditions of the tender document.	
46.	We have no objection, if Institute appoints/empanel multiple clearing agent/freight forwarders for the same works.	
47.	Attach / upload valid IATA membership certificate.	

Annexure – ‘B’**FORMAT OF COMPLIANCE STATEMENT OF SPECIFICATIONS****Tender No.: IISERBpr/S&P/2026-27/04****Date: 21-05-2026**

Sr. No.	Description	Compliance (Yes/No)
1	“Empanelment of the Custom House Agents from the parties dealing with Custom Clearance, Import & Export Handling and International Freight Forwarding under Consolidation as per term and conditions of the NIT documents”.	

Note:

Bidders are required to fill this table as per the specifications given in the Chapter 4 of this Tender Document. The points need to be reproduced in the table at Column No 4 and then fill in the relevant details for each specification.

Signature of the Bidder

ANNEXURE- 'C'**BID-SECURING DECLARATION**
(In lieu of EMD)
(To be submitted on the Bidder's Letter Head)

Date: [insert date (as day, month and year)]

Bid No.: [insert number of bidding process]

Alternative No.: [insert identification No if this is a Bid for an alternative]

To: [insert complete name of Public Body]

I/We*, the undersigned, declare that:

I/We* understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration In lieu of Earnest Money Deposit.

I/We understand that if I/We withdraw or modify our Bids during the period of validity, or if I/We are awarded the contract and I/We fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/We will be suspended for the period of one year from being eligible to submit Bids for all future contracts.

I/We* understand this Bid Securing Declaration shall cease to be valid if I am/we are* not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our* Bid.

Signed: [insert signature of person whose name and capacity are shown] In the capacity of
[insert legal capacity of person signing the Bid Securing Declaration]

Name: [insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]

Corporate Seal (where appropriate)

[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.]

****Please delete as appropriate***

Annexure- 'D'

Details of eligible similar nature of works completed during the last Seven years

Sl. No	Name of the work/ Project and Location	Owner or Sponsoring Organization	Cost of work (In Rs. Crores)	Date of Commencement as per Contract	Stipulated date of Completion	Actual date of completion	Litigation or Arbitration Pending/ in Progress with Detail *	Name and Address/ Telephone number of officers to whom reference may be made	Whether the work was done on back-to-back basis Yes / No
1	2	3	4	5	6	7	8	9	10

(Ending up to previous day of last date of submission of online tender)

* Indicate gross amount claimed and amount awarded by the Arbitrator.

Signature of Tenderer(s)

ANNEXURE- 'E'**BIDDER INFORMATION FORM**

(On company letter head)

(Along with supporting documents, if any)

Bidder's Name_____

[Address and Contact Details]

Bidder's Reference No._____ Date.....

Tender Document No.: _____; Tender Title: Goods/ Services

Note: Bidder shall fill in this Form following the instructions indicated below. No alterations to its format shall be permitted, and no substitutions shall be accepted. Bidder shall enclose certified copies of the documentary proof/ evidence to substantiate the corresponding statement wherever necessary and applicable. Bidder's wrong or misleading information shall be treated as a violation of the Code of Integrity. Such Bids shall be liable to be rejected as nonresponsive, in addition to other punitive actions provided for such misdemeanours in the Tender Document.

*(Please tick appropriate boxes or strike out sentences/ phrases not applicable to you)***1) Bidder/ Contractor particulars:**

- (a) Name of the Company:.....
- (b) Corporate Identity No. (CIN):
- (c) Registration, if any, with The Procuring Entity:
- (d) GeM Supplier ID (if registered with GeM, it is mandatory at the time of placement of Contract)
- (e) Place of Registration/ Principal place of business/ manufacture
- (f) Complete Postal Address:
- (g) Pin code/ ZIP code:
- (h) Telephone nos. (with country/ area codes):
- (i) Mobile Nos.: (with country/ area codes):
- (j) Contact persons/ Designation:
- (k) Email IDs:

Company's Legal Status
(tick on appropriate option)

- 1) Limited Company
- 2) Undertaking
- 3) Joint Venture
- 4) Partnership
- 5) Others

Company Category

- 1) Micro Unit as per MSME
- 2) Small Unit as per MSME
- 3) Medium Unit as per MSME
- 4) Ancillary Unit
- 5) SSI
- 6) Others

2) Taxation Registrations:

PAN number:

Type of GST Registration as per the Act (Normal Taxpayer, Composition, Casual

Taxable Person, SEZ, etc.):

GSTIN number:in Consignor and Consignee States

Registered/ Certified Works/ Factory where the Goods would be mainly

manufactured and Place of Consignor for GST Purpose:

Contact Names, Nos. & email IDs for GST matters (Please mention primary and
secondary contacts):☐ We solemnly declare that our GST rating on the GST portal/ Govt. official website
is not negative/ blacklisted.*Documents to be submitted: Self-attested Copies of PAN card and GSTIN Registration.***3) Authorization of Person(s) signing the bid on behalf of the Bidder**

Full Name:

Designation:

Signing as:

☐ A sole proprietorship firm. The person signing the bid is the sole proprietor/ constituted
attorney of the sole proprietor,☐ A partnership firm. The person signing the bid is duly authorised being a partner to do
so, under the partnership agreement or the general power of attorney,☐ A company. The person signing the bid is the constituted attorney by a resolution
passed by the Board of Directors or in pursuance of the Authority conferred by Memorandum of
Association.*Documents to be submitted: Registration Certificate/ Memorandum of Association/ Partnership
Agreement/ Power of Attorney/ Board Resolution***4) Bidder's Authorized Representative Information**

Name:

Address:

Telephone/ Mobile numbers: Email

Address:

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of

[name & address of Bidder and seal)

ANNEXURE- 'F'**DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION**

(to be provided on letter head of the firm)

I hereby certify that the above firm namely _____ is neither blacklisted by any Central/State Government/Public Undertaking/Institute nor any criminal case registered / pending against the firm or its owner / partners anywhere in India (or) against any of its branches (or) partners abroad.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

ANNEXURE- 'G'**FORMAT FOR CERTIFICATE & DECLARATION**
CERTIFICATE & DECLARATION

1. I have carefully gone through the Terms & Conditions as mentioned in the above referred Tender document. I declare that all the provisions of this Tender are acceptable to my company.
2. It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. No forged / tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that IISER, Berhampur is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.
3. In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD/SD and or any penal action and other damages including withdrawal of all work / purchase orders being executed by us. Further IISER, Berhampur is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.
4. I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which are improper / illegal during the execution in case the tender is awarded to us.
5. Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the Institute.
6. Our Firm/ Company/ Agency is not being blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or Any Other Govt. Organization.

Date

Signature of the Tenderer

Place

Stamp

Note: This certificate should be executed on duly notarized` 100/- NJ Stamp Paper.

ANNEXURE- 'H'**NO RELATIONSHIP CERTIFICATE**

(On Company Letterhead)

1. I/We hereby certify that I/We* am/are* related/not related (*) to any officer of IISER Berhampur. (If Related provide the details of the employee)
2. I/We* am/are* aware that, if the facts subsequently proved to be false, my/our* contract will be rescinded with forfeiture security deposit and I/We* shall be liable to make goods the loss or damage resulting from such cancellation.
3. I//We also note that, non-submission of this certificate will render my / our tender liable for rejection.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

ANNEXURE - 'I'**ACCEPTANCE OF TENDER TERMS**

(To be given on Company Letter Head)

Date: __/__/__

To,
The Director
Indian Institute of Science Education & Research Berhampur
At-Laudigam, Konisi, Dist-Ganjam, Odisha-760003

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No:

Name of Tender / Work:

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) namely __as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ Organization too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ Organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including that we can be debarred for a period up to two years as, per Rule 151(iii) of GFR 2017, in case of false declaration.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

ANNEXURE- 'J'**FORMAT FOR INTEGRITY PACT****INTEGRITY AGREEMENT**

This Integrity Agreement is made at on thisday of 20.....

BETWEEN

Director IISER Berhampur represented through the Registrar, IISER Berhampur, (Hereinafter referred as the "Institute/Principal/Owner", which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

.....
(Name and Address of the Individual/firm/Company) through (Hereinafter referred to as the (Details of duly authorized signatory)

"Bidder/Contractor" and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

Preamble

WHEREAS the Principal / Owner has floated the Tender (NIT No.-----) (hereinafter referred to as "Tender/Bid") and intends to award, under laid down organizational procedure, contract for.....(Name of work) herein after referred to as the "Contract".

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "Integrity Pact" or "Pact"), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

Article 1: Commitment of the Principal/Owner

- i. The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:
 - a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through

which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.

- c) The Principal/Owner shall endeavor to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
- ii. If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

Article 2: Commitment of the Bidder(s)/Contractor(s)

- 1) It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
- 2) The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
 - a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.
 - b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
 - c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly, Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participates in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.
 - e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose (with each tender as per proforma enclosed) any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
- 3) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- 4) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent

practice means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.

- 5) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process).

Article 3: Consequences of Breach

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contractor its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/ Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

- 1) If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days' notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.
- 2) Forfeiture of EMD/Performance Guarantee/Security Deposit: If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the contract according to Article 3(1), the Principal/ Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/ Contractor.
- 3) Criminal Liability: If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a bidder or Contractor which constitutes corruption within the meaning of Indian Penal Code (IPC)/Prevention of Corruption Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

Article 4: Previous Transgression

- 1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
- 2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Principal/ Owner.

- 3) If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors

- 1) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subcontractors/ sub-vendors.
- 2) The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
- 3) The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

Article 6- Duration of the Pact

- 1) This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor 12 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded.
- 2) If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority, IISER Berhampur.

Article 7- Other Provisions

- 1) This Pact is subject to Indian Law, place of performance and jurisdiction is the Headquarters of the Division of the Principal/Owner, who has floated the Tender.
- 2) Changes and supplements need to be made in writing. Side agreements have not been made.
- 3) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- 4) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- 5) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

Article 8- LEGAL AND PRIOR RIGHTS

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contact documents with regard any of the provisions covered under this Integrity Pact.



IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

(For and on behalf of Principal/Owner)

(For and on behalf of Bidder/Contractor)

WITNESSES:

1.

1.

2.

2.

(signature, name and address)

(signature, name and address)

Place :

Place :

Date :

Date :

ANNEXURE – ‘K’**FORMAT FOR PERFORMANCE GUARANTEE BOND**

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT BERHAMPUR OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT BERHAMPUR OR ANY SCHEDULED BANK SITUATED AT BERHAMPUR.

BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.).

To,

The Director,
IISER Berhampur
At/Po : Laudigam, Konsi, Police Station : Golanthara
Dist- Ganjam, Odisha, Pin-760003

LETTER OF GUARANTEE

WHEREAS Indian Institute of Science Education and Research, Berhampur (Buyer) have placed an order for supply of (item name) vide Purchase Order Number..... Dt..... and NIT No. dt. ANDWHEREAS

the said Purchase Order requires that any eligible successful tenderer (seller) wishing to supply the equipment / machinery, etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of “The Director, Indian Institute of Science Education and Research, Berhampur” in the form of Bank Guarantee for Rs.....

(5%) five percent of the purchase value) and valid till 60 days beyond warranty period (i.e. Warranty period + 60 days) from the date of issue of Performance Guarantee Bond may be submitted within (Fifteen)15 days from the date of Order Acknowledgement as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document, Purchase Order / performance of the equipment / machinery, etc. this Bank shall pay to Indian Institute of Science Education and Research, Berhampur on demand and without protest or demur Rs (Rupees.).

This Bank further agrees that the decision of Indian Institute of Science Education and Research, Berhampur (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / Purchase Order shall be final and binding.

We, (name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or Indian Institute of Science Education and Research, Berhampur (Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs. (Indian Rupees only).
2. This Bank Guarantee shall be valid up to (date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if IISER Berhampur serve upon us a written claim or demand on or before (date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at... (Address of local branch).

Yours truly,

Signature and seal of the guarantor: Name of Bank:

Address:

Date:

Instruction to Bank: Bank should note that on expiry of Bond Period, the Original Bond will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond

ANNEXURE- 'L'**FINANCIAL INFORMATION**

I. Financial Analysis – Details to be furnished duly supported by figures in the Balance Sheet / Profit & Loss Account for 3 (three) years duly certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached).

Financial Years

(In Crores)

Sl.No	Details	(1)	(2)	(3)
		2024-25	2023-24	2022-23
i)	Gross annual turnover in works.			
ii)	Profit / Loss			

II. Financial arrangements for carrying out the proposed works.

Note: Attach additional sheets, if necessary

Signature of Chartered Accountant with seal

Signature (s) of Bidder(s)

ANNEXURE- 'M'**BIDDER'S BANK DETAILS**

(To be printed on Bidder's letter head)

Bank Account Details	
Name of Beneficiary	
A/c. No. CC/CD/SB/OD (beneficiary)	
Name of Bank	
IFSC No. (Bank)	
Branch Address and Branch Code	
Other Details	
Bidder's PAN No.	
Bidder's GST No	

Declaration: I undertake the responsibility to intimate the changes, if any, in above particulars.

Bidder Signature: _____

Bidder Name: _____

Place & Date: _____

Certificate by Bank

Certificate that the Bank Account Details furnished above are correct as per our records.

Bank's Stamp:

Signature of the authorized official of the Bank

Place & Date:

CHAPTER – 6: CHECKLIST: ELIGIBILITY CRITERIA FOR BIDDERS

Bidders to indicate whether the following are enclosed/mentioned by striking out the non-relevant option

Envelope-1(Technical-Bid) (Following documents to be provided as single PDF file)				
Sr. No.	Content	Document Attached (Yes /No)	Page No. in the attached document	
1.	ANNEXURE – A - TECHNO-COMMERCIAL BID			
2.	ANNEXURE – B - FORMAT OF COMPLIANCE STATEMENT OF SPECIFICATIONS			
3.	ANNEXURE – C- BID-SECURING DECLARATION			
4.	ANNEXURE – D- DETAILS OF ELIGIBLE SIMILAR NATURE OF WORKS COMPLETED DURING THE LAST SEVEN YEARS			
5.	ANNEXURE – E – BIDDER INFORMATION FORM			
6.	ANNEXURE – F - DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION			
7.	ANNEXURE – G - FORMAT FOR CERTIFICATE & DECLARATION			
8.	ANNEXURE – H - NO RELATIONSHIP CERTIFICATE			
9.	ANNEXURE – I - ACCEPTANCE OF TENDER TERMS			
10.	ANNEXURE – J - FORMAT FOR INTEGRITY PACT CERTIFICATE			
11.	ANNEXURE – K – FORMAT FOR PERFORMANCE GUARANTEE BOND			
12.	ANNEXURE – L- FINANCIAL INFORMATION			
13.	ANNEXURE – M- BIDDER'S BANK DETAILS			
Envelope-2 (Financial-Bid)				
Sr. No.	Documents	Content	File Type	Document Attached (Yes / No)
1	Financial Bid	Price bid should be submitted in Excel (BOQ) Format	.xls	

IMPORTANT NOTICE

TENDERERS RESPONDING TO THIS ENQUIRY SHALL BE DEEMED TO BE AGREEABLE TO THE TERMS AND CONDITIONS HEREIN CONTAINED. THESE TERMS AND CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL TENDERER. CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED. IISER BERHAMPUR WILL PROCESS THE TENDER AS PER IISER BERHAMPUR STANDARD PROCEDURES. THE DIRECTOR OF THE INSTITUTE RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON AND SHALL ALSO NOT BE BOUND TO ACCEPT THE LOWEST TENDER. IISER BERHAMPUR WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATIONS TO THE AGENCIES WHOSE BIDS ARE REJECTED.

I agree to all terms and conditions mentioned in the tender document of the Institute

Signature of the Tenderer

MANDATE FORM FOR INSTITUTE REVENUE ACCOUNT

1	PFMS unique code	ORGN00013874
2 (i)	Agency Name (Name of the Institute)	Indian Institute of Science Education and Research Berhampur
2 (ii)	Agency Type (statutory Bodies/Autonomous/NGO/Society etc)	Registered Societies Act (Government Autonomous Body)
2 (iii)	Hierarchy of Agency (Central/State/District/Block/Tahsil/Panchayat/Village)	Central
2 (iv)	Act/Registration No	GJMNO 8628-08
2 (v)	Date Of Registration	18-10-2016
2(vi)	Registering Authority	Society Registration Act (XXI of 1860)
2 (vii)	State of Registration	Odisha
3	TIN No	-
4	TAN No	BBNI01150C
5	Complete Contact Address of the Agency	
5(i)	Block No/Building/Name of Premises	ITI premises, NH_59, Berhampur, Ganjam, Odisha-760010
5(ii)	Road/Street/Post office	Engineering school road, NH-59
5(iii)	Area/Locality	Berhampur
5(iv)	City/District	Berhampur
5(v)	State	Odisha
5(vi)	Pin code	760010
6	Contact person	
6(i)	Designation	Swarup Narayan Behera
6(ii)	Phone Number (Land Line)	Assistant Registrar
6(iii)	Alternate Phone No/Mobile No	0680-2227783
6(iv)	Official E-mail address	8763258390
7	Bank account detail	
7(i)	Institution's Account Name	fna@iiserbpr.ac.in
7(ii)	Account No	IISER BERHAMPUR REVENUE ACCOUNT
7(iii)	IFSC code	37927733884
7(iv)	Bank Name (in full)	SBIN0000033
7(v)	Branch Name	State Bank Of India
7(vi)	Branch Address	Berhampur Main Branch
7 (vii)	Account Type	Utkal Ashram Road, Berhampur-760001
		Current

Certified that the Institute's account is an RTGS/ECS/NEFT enabled branch. I hereby declare that the particulars given above are correct and complete. The above Agency's Account No. and bank details are registered/mapped under PFMS.

Date: - Dec 21, 2023

Signature of the Competent Authority
 of the Agency with seal

Certified that the particulars furnished above are correct as per our records

Date: - Dec 21, 2023

Signature of the Authorised Bank Official with seal
 For State Bank of India
 Asst. Gen. Manager
 Berhampur, Ganjam (0033)

An Institute of National Importance Established under the Ministry of Education, Government of India
 Transit Campus : IISER Berhampur, Government ITI Premises, Engineering School Road, NH-59, Berhampur, Dist.: Ganjam, Odisha, India, PIN-760010
 Permanent Campus : IISER Berhampur, At/Po:- Laudigam, Konisi, Police Station - Golanthara, Dist.: Ganjam, Odisha, India, Pin - 760003
 Email : registraroffice@iiserbpr.ac.in, website : www.iiserbpr.ac.in; Telephone : 0680 222 7707/10