



सीएसआईआर-कोशिकीय एवं आणविक जीवविज्ञान केन्द्र
CSIR-CENTRE FOR CELLULAR & MOLECULAR BIOLOGY

(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्)

(COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH)

उप्पल रोड, हैदराबाद/Uppal Road, Hyderabad – 500 007 (तेलंगाना/TELANGANA) भारत/India

File Ref: CCMB/GEN/RA-Consignment/2020

Date: 07.08.2020

NOTICE INVITING TENDER (NIT)

Online Bids are invited on behalf of Director, CSIR-CCMB, Hyderabad in **Two Bid** format for the following Annual contract:

Sl. No.	Name of Work	Nature of work	Estimated cost	EMD (Rs.)
1	Agency Service for air booking of Radioactive and non-Radioactive consignments by air through Air India	Collection of cargo of radioactive material / bio-molecules along with documents for booking of consignment, handling cargo and delivery	Rs. 13,00,000/- annually	26,000/- by way of Demand Draft in favour of Director, CCMB, payable at Hyderabad

CRITICAL DATE SHEET

Tender No.	CCMB/GEN/DISPATCH/2020
Tender Submission Start Date and Time	07.08.2020 (Friday) at 01.00 PM
Tender Submission End Date and Time	27.08.2020 (Thursday) upto 3.00 PM
Date and Time for Opening of Tenders	28.08.2020 (Friday) at 3:00 PM
Address for Communication	Administrative Officer CSIR – Centre for Cellular & Molecular Biology (CCMB) Uppal Road, Habshiguda Hyderabad 500007, TELANGANA E-mail: ado@ccmb.res.in

Tenders shall be submitted only using this online web portal <https://etenders.gov.in> and tenders in hard copy by mail / hand shall not be considered.

EMD in favour of Director, CCMB, may be submitted in an envelope duly super-scribed "Agency Service for air booking of Radioactive and non-Radioactive consignments by air through Air India" to Administrative Officer, CCMB, Hyderabad 500 007. Tender received without EMD will be summarily rejected.

[Y Srinivasa Rao]

Administrative Officer

Terms and Conditions

PART – I (SCOPE OF WORK)-

1. CSIR-CCMB is an internationally acclaimed research centre of CSIR situated in Hyderabad. BRIT Regional Centre, Hyderabad situated in its campus is one of six **Regional Centre of Board of Radiation & Isotope Technology (BRIT)**.
2. CSIR-CCMB is interested in engaging the services of a competent, reliable, experienced and efficient Courier agency for booking of radioactive consignments (Class 7 under DGR) by Air India by the Agency for material provided by BRIT, CCMB Campus Hyderabad.
3. The items booked for consignment includes Radioactive materials such as [32P] labelled nucleotides, [35S] Labelled Amino Acid (in different formulations) and non-radioactive materials such as Molecular Biology kits, Taq DNA Polymerase etc..
4. The agency will have to receive the Radioactive Consignments from authorised personnel of BRIT, at Hyderabad Airport, Shamshabad.
5. BRIT Regional Centre, Hyderabad will provide the air booking documents along with DGR declaration duly signed by authorised officers. The agency needs to collect the documents for booking, generate air consignment notes, arranging payment of terminal handling charges including security and X-ray examination, DGR check list as per the norms laid down by IA TA for dangerous goods.
6. Agency have to take necessary step to book the consignments by the first available flight, as the consignments are perishable in nature and packed in dry ice. In case the consignment is not booked by first available flight, the same has to be brought to the notice of sender immediately.
7. The Air Consignment Number and flight details are to be communicated to BRIT, Regional Centre, Hyderabad immediately for transmission to consignee.
8. The package should be transported by the most direct route.
9. The package should not be transported along with other dangerous good such as explosives and inflammables.
10. The package containing the material shall be handled by the agency in such a way that during the whole process of transport, the radioactive material remains contained to prevent contamination and remains shielded to avoid unacceptable radiation exposure to cargo handlers and public.
11. At the destination, it should be ensured that the package is delivered to the consignee to whom it is indeed addressed.

12. If the package is not claimed by the consignee at the destination, it should be brought to the the notice of Officer in-charge, BRIT, Regional Centre, Hyderabad and such measures as recommended in this regard by OIC, BRIT, Regional Centre should be duly implemented.
13. All payments have to be made by the agent initially and invoices to be submitted for payment with relevant documents viz. Air consignment note copy and original invoices for terminal charges.

PART – II (GENERAL TERMS & CONDITIONS)

14. The agency should have experience in handling of Radioactive material **with required statutory permissions**. The tenderer should fill the Technical details in Annexure-A & rates for services in Annexure –B.
15. Technical Bid shall contain all the necessary documents and fulfill the terms & conditions mentioned in the Tender document. Annexure A can be used as a checklist to ensure that the minimum required details are submitted.
16. The enclosed Technical Bid in the prescribed format should be accompanied with Earnest Money Deposit (EMD) having validity for a period of 90 days from the date of opening of tender as notified in this document in the form of Demand Draft/ Bankers cheque issued by any Nationalised/scheduled bank drawn in favor of “The Director, CCMB” payable at Hyderabad.
17. Submission of EMD of Rs. 26,000/- is a must and should be submitted along with the tender. In the absence of EMD the tender shall be summarily rejected.
18. The earnest money deposit shall be refunded to all the unsuccessful Tenderers, without any interest after finalization of the contract. EMD shall be refunded to the successful Tenderer on receipt of Security Deposit. No interest is payable on the EMD to either the successful Tenderer or the unsuccessful Tenderer. Exemption from payment of EMD is applicable as per the existing law if accompanied by the relevant orders/instructions issued by the appropriate authorities.
19. The Financial bids of only those Tenderers who qualify in Technical Bid evaluation shall be opened. The financial bids of all those Tenderers who fail to qualify in the technical bid will not be opened under any circumstances.
20. The bidder among the technically qualified bidder with the lowest quote (L1 bidder) will be selected as the successful bidder. In the event of any difference between figures and words, the amount indicated in words shall be taken into account.
21. In case the successful Tenderer declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
22. The Quotations indicating the technical & rates for Consignment Booking Services should be submitted in prescribed formats only. Agents may quote clearly indicating their mode of collection and any agency commission payable by consignor and any other such details also.

23. The bid shall be valid for 90 days from the date of opening. Tender incomplete in any form will be rejected outright. Conditional tenders will also be rejected outright.
24. The list of clients to whom the agency has served/ serving for such Radioactive Consignment Service should be enclosed as a supporting document.
25. The **rates quoted should be inclusive of all charges** and should be valid for a minimum period of one year and no enhancement under any circumstances will be accepted.
26. The Goods & Service Tax (GST) as applicable shall be payable to the agency. The agency will have to submit the bill along with GST Number and GST challan at the CCMB office on monthly basis for reimbursement.
27. The Contract period shall be for one year initially and is likely to be extended further subject to satisfactory and prompt services on mutual agreement for a further period upto two years but not more than 3 years total at the discretion of the Director, CSIR-CCMB. The Agreement at tenderer's cost is to be executed on Rs.100/- Stamp Paper within 10 days of acceptance of the work award. The draft agreement may be collected from the General Section, Administration of CCMB.
28. The Tenderer shall enter into a formal contract with CSIR-CCMB within 15 days from the date of receipt of intimation of their selection. The successful Tenderer will have to make the security deposit and commence the work within 15 days of acceptance of tender.
29. The successful Bidder will have to submit a security deposit of Rs 1,30,000/- in the form of Demand Draft / Bank Guarantee / FDR for a period of 16 months from the date of commencement of contract in favour of the Director, CCMB in the prescribed format. Otherwise the contract will be cancelled and EMD will be forfeited.
30. Each page of the tender document should be signed and stamped by authorized signatory of the Tenderer as a token of acceptance of the terms and conditions laid down by the Office of CSIR-CCMB.
31. The empanelment will be done based on the lowest bid (L-1) quoted by the Tenderer and fulfillment of all the terms and conditions.
32. The Director, CCMB reserves the right to accept any quotation, reject the lowest or to accept them in part without assigning any reason.
33. Payment will be made once in a month on submission of pre-receipted bill in duplicate along with complete statement showing date, destination, weight, category, date of actual delivery etc.
34. Bills should be raised in the name of Director, CSIR-CCMB, Uppal Road, Hyderabad and submitted in the first week of every month in the Despatch Section in CSIR-CCMB.
35. Proof of delivery for all the consignments has to be submitted, failing which for such mail/consignment no payment will be made. In case the firm has a policy of not submitting PODs or of submitting PODs with delivery sheets with the bill, the same may be clearly specified in the quotation.

36. In case of loss of cargo or where the delivery period is not adhered to, compensation as decided by this Institute is liable to be paid by the firm in addition to any other action including termination of contract.
37. The contract period may be terminated at any time by giving two months notice on either side.
38. In case of breach of terms and conditions by the Tenderer, the Security Deposit will be forfeited at the discretion of the Director, CCMB.
39. The agency representative should be available at Hyderabad Airport, Shamshabad to receive the consignments whenever required.
40. The agency should submit company's Registration Certificate, Licence No, etc. along with the quotation. In addition to that you have to submit company's profile, offers and other facilities helpful to CCMB.
41. The undelivered cargos/ consignments, not delivered for any reason, should be returned within one week of date of booking and the non-delivery should be informed along with reasons.
42. Notwithstanding any other provisions made in the contract, the CSIR-CCMB reserves the absolute right to terminate the contract with a notice of two months, if it is found that continuation of the contract is not in Public interest.
43. If at any later date, it is found that the documents and certificates submitted by the agency are forged or have been manipulated, the contract agreement executed with the agency shall be cancelled at the discretion of CSIR-CCMB and the agency is liable for action as appropriate under the extant laws.
44. Successful tenderer shall sign an agreement on Non-Judicial stamp paper of Rs. 100/.

I accept the terms and conditions of the contract mentioned above.

Signature of Tenderer

(With seal)

TECHNICAL BID

**AGENCY SERVICE FOR AIR BOOKING OF RADIOACTIVE AND
NON-RADIOACTIVE CONSIGNMENTS BY AIR THROUGH AIR INDIA**

1	Name of the firm/Company	
2	Complete Business Address of the firm with Telephone Email & Mobile No.	
3	List of clients like the CSIR labs/ National Laboratories / Government Sector/ PSUs/corporate sector to whom the firm has provided specialised cargo service within the city/ Telangana/ AP in the last three years (also attach copies of experience certificates/documents in support of satisfactory completion of the contract)	
4	Mention the Annual turnover of the agency for the last year (attach proof in the form of CA's Certificates of last year's Balance Sheet/Profit and Loss A/c statement)	
5	Copy of latest Income Tax return and PAN Number	
6	GST Number(with proof of registration)	
7	Copy of Registration No. / Licence No. of the firm	

This is to certify that I/We before signing this tender have read and fully understand all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature and Seal of the Tenderer with Date

FINANCIAL BID

**QUOTATION FOR AGENCY SERVICE FOR AIR BOOKING OF RADIOACTIVE AND
NON-RADIOACTIVE CONSIGNMENTS BY AIR THROUGH AIR INDIA**

S.No	Description	Quantity (approx)	Rates (to be quoted by the Agency)
1.	Agency Service for air booking of Radioactive and non-Radioactive consignments by air through Air India	Upto 15 consignments fortnightly	At actuals payable as per Air India Airway Bill
2.	Agency Commission (in percentage of the freight charges)		

- Rates quoted in the Schedule above should be inclusive of all charges.
- GST as applicable shall be paid separately.

Signature and seal of the Tenderer

Date:-

AFFIDAVIT

I/We, (Name) _____

Contractor/ Partner/Sole Proprietor (Strike out word which is not Applicable) of the (Firm)

do hereby solemnly affirm and declare that the individual firm/companies are neither blacklisted by the Union or State Government nor any Partner/Shareholder thereof is directly or indirectly connected with or has any subsisting interest in business of my/our firm.

DEPONENT:

Address: _____

VERIFICATION:

Verified that the contents of above affidavit are true and correct to the best of my knowledge and belief. No part of it is false and nothing has been kept concealed there from.

DEPONENT:

Place: _____

Dated: _____

(Note: To be furnished on non-judicial stamp paper duly attested by the Oath Commissioner)

DECLARATION

I.....Son/Daughter of Shri
Proprietor/Partner/Director/Authorized Signatory of..... am competent
to sign this declaration and execute this tender document.

I have carefully read and understood all the terms and conditions of the tender and hereby
convey my acceptance of the same.

3. The information/document furnished along with the above application are true and
authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that
furnishing of any false information/fabricated document would lead to rejection of my tender at
any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Full Name:

Place:

Company's seal:

**N.B. The above declaration, duly signed and sealed by the authorized signatory of the
company should be enclosed with Technical tender.**