

GENERAL TERMS AND CONDITION FOR SUBMISSION OF BIDS

Note: Bidders must read these conditions carefully and comply strictly while submitting their bids.

PREPARATION AND SUBMISSION OF THE BID DOCUMENT:

The Bidder is expected to examine all instructions, forms, terms & conditions and specifications stated in the Bid Documents. Failure to furnish all information required in the Bid Document or submission of a Bid not substantially responding to the Bid Documents in every respect will be at the Bidder's risk and may result in the rejection of the Bid. The following sections of the Bid Documents must be completed and submitted by the Bidder:

TECHNICAL BID: should contain the following

- a. Technical Bid Form. (Acceptance for Duties and responsibilities)
- b. Customer Performance Certificate from 3 Research Institutions
- c. Full organization flowchart with complete contact details of Senior Management.
- d. Valid AEO/LO certificate from Customs in the name of CHA. Self-Attested
- e. Certified copy of Registration certificate to act as forwarder.
- f. Certified Copy of IATA/FIATA membership certificate
- g. Valid Customs House Agent (CHA) license registered with Delhi, Mumbai etc with **minimum continuous experience of 07 years in CHA operations from Customs in their name.**
- h. Bidder must submit Annual Turnover for last 3 years
- i. Valid GST Registration and PAN card copy
- j. The Bidder should not have been banned/suspended/blacklisted for business dealing by any Institution/organization etc. A self-certification should be uploaded by bidder
- k. Complete Tender document (except price bid) duly signed and stamped on each page as a token of acceptance

Note: All the Annexures should be filled properly and neatly.

PERIOD OF VALIDITY. Bids shall remain valid for 90 days after last date for bid submission prescribed by ICGB which may be extended with mutually agreed terms. A bid valid for a shorter period may be rejected by ICGB as non-responsive.

Payment Terms:- 100% after submission of Invoice with complete related documents within 15 days.

Tender Rejection: ICGB Director reserves the right to reject any or all the tenders in full or in part without assigning any reasons whatsoever, and the decision of the center in this regard will be binding on all the bidders. Tenders not complying with any of the provisions stated in this tender document are liable to be rejected. Director, ICGB reserves the right to accept or reject any tender without assigning any reason and does not bind himself to accept the lowest tender

FORMAT AND PREPARATION OF THE BID:

The Bidder shall prepare the Technical Bid and Financial Bid and place them in two separate sealed covers, clearly marking each as "Technical Bid" and "Financial Bid". Name of firm / proprietor, NIT no, address & contact no should be mentioned clearly on both the envelopes. These should further be placed in a large size envelope with the same information on it. Both Technical & Financial Bids, along with documents required to be submitted, shall be signed by the Bidder and a person duly authorized by the Bidder to, on each page. Written power of attorney accompanying the Bid shall indicate necessary authorization. Any correction in the Bid shall be initiated by the person signing the Bid. If the cover containing the Bid documents is not sealed and marked as instructed above, no responsibility will be assumed for any misplacement of the Bid or beforetime opening of the envelope.

PERIOD OF CONTRACT: The period of contract will be for ONE year with the provision of further extension up to 1 year + 1 year by mutual agreement between ICGB and the contractor. In the event of Contractor not agreeing for extension, then the contractor will continue to work with the existing terms, rates and conditions for maximum three more months.

IMPORTANT NOTE:

1. Bid received through email/ non-sealed envelope and/or after the scheduled date and time will not be accepted.
2. ICGB reserves the right to accept any or reject all the tenders without assigning any reason thereof.
3. Selection will be done on competitive basis. Canvassing in any manner shall lead to disqualification of the Firm / Individual.
4. ICGB reserves the right to visit the sites mentioned by bidders as proof of experience to ascertain the quality of service rendered. The bidder will have to arrange for such visit.

BID EVALUATION:

The Bidder must have supplied the information required in the tender document. A Bidder not fulfilling any criteria stipulated, his bid will be considered non responsive and may be rejected. The Bidders who have duly complied with the Eligibility Criteria will be eligible for further processing. The Bids which have been established as responsive in all respects will be compared for its price competitiveness. On the basis of technical and financial evaluation, substantially responsive and most advantageous bid will be considered for the award of order/contract. The bidder is expected to examine all instructions, terms and conditions in the order/contract. Failure to furnish all information required in the bidding documents or submitting a Bid not substantially responsive to the bidding documents in any respect may result in the rejection of the Bid. THE BIDDER SHALL BEAR ALL THE COSTS associated with the preparation and submission of its bid, and ICGEB in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

PROFESSIONAL EXCELLENCE AND ETHICS: ICGEB requires that all Bidders participating in this Tender adhere to the highest ethical standards, both during the selection process and throughout the execution of the contract.

FAILURE OF THE SUCCESSFUL BIDDER to comply with all the requirements shall constitute sufficient grounds for the annulment of the award, in which event ICGEB may make the award to the next lowest evaluated bidder or call for new bids.

THE TENDERING AUTHORITY RESERVES THE RIGHT TO ACCEPT ANY BID not necessarily the lowest, reject any bid without assigning any reasons for entering into the Rate Contract.

CONDITIONAL BIDS: If a bidder imposes conditions, which is in addition to or in conflict with the conditions mentioned herein, his bid is liable to be summarily rejected.

The Director, ICGEB reserves the right to cancel any or all the tenders without assigning any reason. Tender once submitted will remain with ICGEB and will never be returned to the bidders.

TENDERER TO SIGN ALL PAGES:

The tenderer shall stamp and sign at the bottom right hand corner of every page of the tender documents in token of acceptance of tender conditions and for the purpose of identification.

ERASURES AND ALTERATIONS:

Tender containing erasures and alterations of the tender documents are liable to be rejected unless these are authenticated by the person signing the Tender documents.

AMENDMENT IN TENDER DOCUMENTS: ICGEB reserves the right to revise or amend the Tender Document up to the date prior to the date notified for opening of the tenders and also the right to postpone the date of submission and opening of tenders without assigning any reason, whatsoever

Address for sending sealed quotation:**Procurement Manager**

International Centre for Genetic Engineering and Biotechnology

ICGEB, Aruna Asaf Ali Marg,

New Delhi – 110067, India

Phone: 91-11-26741358 / 26741361 / 26742360 (Extn.-320/318)

Fax: 91-11-26741166 / 26742316

In case of any query, please contact Mr Praveen Rai (Procurement Manager)

Read, Understood and Agreed

Bidder's Sign with seal