



INTERNATIONAL CENTRE FOR GENETIC ENGINEERING AND BIOTECHNOLOGY

ICGEB Campus, Aruna Asaf Ali Marg

New Delhi – 110067, India

<http://www.icgeb.org>

Tel: 91-11-26741358/61

91-11-26742357/60

91-11-26741007

Fax: 91-11-26742316

UIN No.: 0717UNO00161UNZ

Email: icgeb@icgeb.res.in

Duties and Responsibilities of Custom House Agent (CHA):-

1	All the relevant documents regarding clearing of consignment will be file within stipulated time for filling Bill of Entry (BOE) with Customs, Port authorities . After receipt of information from the suppliers, regarding arrival of consignment and Custom Clearance documents from ICGEB
2	Collection of DO, customs documents from Freight Forwarder & Courier Agency will be the responsibility of CHA
3	It will be the responsibility of clearing agent to clear the perishable consignments within 24 hrs & any delay shall be inform to ICGEB. Clearance of consignments at the earliest is the essence of contract and Agent shall take all measures in advance for ensuring the same.
4	Normal consignments shall be cleared within 02 working days.
5	In the event of delay in clearing the shipments, agent will responsible for paying demurrage charges against the same.
6	The clearing agent is responsible to interact with customs officials and clear the shipments in the event of any queries.
7	Delivery order charges shall be paid by the clearing agent in advance and will be reimbursed on submission of payment receipt in favor of ICGEB along with the Service Charges Invoice.
8	The bill payments will be on 15 th day basis only after submission Service Invoice along with all the supporting receipt & documents.
9	In the event of breach of terms of the contract, the contract is liable to be cancelled without notice.
10	You are liable to be penalized for inordinate delay in clearance and delivery of shipments.
11	Receipt and storage of goods, in secure and appropriate transit warehousing facilities. Warehousing charges for storage at clearing agents' premises/warehouse, in case the shipment requires storage for an extended period. Free period to be specified. Proper inventory control and reporting.
12	Collection and dispatch of consignments, local as well as those in a) above by airfreight / road transport/rail to destinations within India, advice to consignees; initiate follow up with Airlines/shipping company/transport company, etc. for undelivered and/or lost/damaged shipments.
13	Other incidental charges, viz. demurrage, repacking/deliver order fees, forklift/crane Insurance survey fees, etc. to be duly supported by original receipts.
14	Submission of Daily Shipment Register with actual status of each consignments.
15	Agents to ensure to provide the digitally signed E-OOC copies of BOEs within 1 day of the clearance of the shipment
16	The Agent shall keep themselves fully conversant and familiar with the laws, rules, regulations and procedures framed by Port Trust, Airport Authority, Customs, DGFT, Insurance and other concerned authorities for clearance and carriage of goods by Sea/ Air/ Post-Parcel/ Rail/ Road
17	The Agency shall be responsible for the safety of the equipment/materials and work to be performed by him. All safety regulations regarding handling equipment, loading / unloading and Road Transportation shall be the duty of Agency and no manual loading /unloading allow.

Read, Understood and Agreed

Bidder's Sign with seal