

Tender Inquiry No.36/2/2013-FFD  
GOVT. OF INDIA  
DIRECTORATE OF FILM FESTIVALS  
Ministry of Information & Broadcasting

HIRING OF CUSTOMS BROKER- FOR THE YEAR -2013-14.

Sealed Tenders are invited for hiring of Customs Clearing agent for providing door to door customs clearing service to the Directorate of Film Festival Min. of I&B at Delhi and International Film Festival of India Camp Office in GOA or any other place in India for incoming and out going shipments containing of Film Prints in 35mm/16mm & DCP/Digital Beta/ MDVC/DVC/Blu ray/DVD or any other available formats publicity Material etc. (Temporary Import against Ad-hoc Exemption-Re-Export/Temporary Export Re-import etc.) for a period of one year i.e. 2013-14. Those who in clearance and dispatch of exhibition goods will be given preference.

Tender Form along with Rules & Regulations for the tender can be collected from the Directorate office Sirifort Cultural Complex, Gate No.1, August Kranti Marg, New Delhi-110049 with the payment of Rs.1000/- towards cost of tender form which is a non refundable in the form of Bank Draft in favor of **Pay & Accounts Officer (MS), M/o I&B, Shastri Bhawan, New Delhi** during office hours on all working days up to 1-06-2013 by 4.00p.m.

Tender form along with rules & regulation can also be downloaded from the Directorate's website, **www.dff.nic.in**. Downloaded application should be accompanied with DD of Rs.1000/- .

Complete form with desired documents should be submitted to Directorate of Film Festivals by **5<sup>th</sup> June 2013 till 2.00 p.m.** with an EMD of Rs.5,000/- in the form of Bank draft in favor of Pay & Accounts Officer (MS), M/o I&B, Shastri Bhawan, New Delhi. The tender cover should be super scribed "tender for "**HIRING OF CUSTOMS BROKER- FOR ONE YEAR -2013-2014**". The tender will be opened on 5<sup>th</sup> June 2013 afternoon at 3.00 pm in presence of desirous parties & his representatives.

**TERMS AND CONDITIONS OF THE TENDER  
FOR HIRING OF FREIGHT FORWARDER/CUSTOMS BROKER**

1. The Customs Broker will provide door to door service, i e. for in & outwards, (Import and Re-export/Re-Import and Export) picking up of cargo from the Clearance place/Airport to our Office at to the Directorate of Film Festivals, or International Film Festival of India camp office in Goa or any other Place in India same system will be applied for Temporary Export or Re-Import for which no additional charges will be paid to them & should have at least 5years experience in the field.
2. Directorate of Film Festival is liable to pay the actual Freight Charges, CMC, Air India, AAI, Store & handling Charges, Delivery Order Fees, Taxes, Surcharges, approved service charges etc., only and no other payment on any other account will be paid to the Broker.
3. Rates quoted should be inclusive of all charges like freight customs clearance, special Handling fees, transportation or any other fees etc. and the taxes shall be as applicable.
4. Even after the Export-Re-export of the shipment all the endorsements/verification etc. from the Customs/Airlines etc. on the body of the Shipping Bills would be part of the Job of the Broker without additional payment.
5. Hired Customs Broker will depute one supervisor/coordinator who will co-ordinate with the In-charge Film Print Unit/Print Coordinator, for speedy clearance & Dispatch etc. throughout a period of a year i.e. 2013-14, in **Delhi & IFFI Camp Office in GOA or any other place in India for incoming and out going shipments.**
6. Hired Customs Broker will be held responsible for any delay caused in clearance after the submission of relevant information or required documents of shipment and will be liable to pay the demurrage if any.
7. Hired Broker will be responsible for any emergency clearance import of film(s) under KBE etc. and will also be responsible for completion of regular B/E for Export/ Re-export all the film prints by Air Freight mode and cancellation of undertaking bond etc. thereof if any.
8. All claims arising from the fulfillment of this contract shall be settled between the Directorate and the Broker. The Directorate of Film festivals, Ministry of Information & Broadcasting's decision will be final and binding on the broker.

9. In addition to the above Customs Broker will also be responsible for any import and Re-export of film prints in 35mm/DCP/Digital Beta/DVD/DV Cam or any other formats available Publicity Material/ letters Doc. and other material through Air Freight mode In Delhi, Mumbai, Goa and other place of India cancellation of Undertaking bond etc. thereof if an
10. After dispatch/Export or Re-export Broker will keep track on the shipment till it reaches its final destination on priority basis without fail and will up date the Directorate of Film Festivals accordingly.
11. Should furnish full Information about appointed Staff as part of profile and details of their Branch Offices in India and abroad, if any.
12. Under no circumstances, advance money will be paid to the Broker.
13. All the payments will be made by crossed cheque in favor of Customs agency/ Company and they will also provide 60 days credit facility to this office for all payments.
14. The rates & Contract will apply for a period of one form date of signing the agreement which can be extended for a periods of a further two years subject to satisfactory completion of the assigned job & approval of the competent Authority.
15. The Directorate of Film Festivals reserves the right to reject any tender without assigning any reason.
16. The Directorate of Film festivals reserves the right to terminate the contract any time without assigning any reason.
17. The tender should be submitted with all relevant documents and a Demand Draft for Rs.5, 000.00 towards E.M.D. should be in favor of **“Pay & Accounts Officer (M S), M/o I&B, Shastri Bhawan, New Delhi.**
18. EMD amount of awarded agency shall be transferred towards security deposit which shall return after accomplishment of the assigned Job failing which EMD will be forfeited.

19. If shortlisted agency fails to enter the agreement the EMD shall be forfeited.
20. The Tenders will be evaluated on two bid system and is to be submitted in sealed covers. The first sealed cover will contain Technical Bid(as mentioned in annexure-A) having all details and documents. This cover will clearly be super-scribed with “**Technical Bid**” along with due date. The second sealed cover will contain only the price bid (as mentioned in annexure-B) duly filled in and signed and will be super-scribed with “**Financial Bid**” along with due date. All these should be fully sealed and put into a sufficiently large envelope. The large envelope should be sealed and super scribed with “**Annual Maintenance Contract**” The Envelop Containing the complete tender should be addressed to:  
Deputy Director (Adman.)  
Directorate of Film Festival  
Government of India  
Sri Fort Auditorium, August Kranti Marg  
New Delhi-110049

(Rizwan Ahamd)  
Deputy Director (Admn.)  
Ph.011-26499378

## Technical Bid

Following documents proof should be submitted along with technical bid.

Sl. no.	Particulars	Yes/no.	Deviation if any
A.	DD of Rs.1000/-		
B.	EMD of Rs.5000/-		
1.	Proof of (CHA License) Mandatory		
2.	Proof of IATA Membership,		
3.	Full details of Branch office in India & abroad		

Stamp & Signature of bidder

## Annexure-B

**1. DOOR TO DOOR CUSTOMS CLEARING SERVICE FOR - DELHI**

S. NO.	JOB CHART	CHARGES
1.	Charges for Export/re-export: from pickup of shipment from Sirifort Cultural Complex up to handing over to Airlines including loading, transportation, offloading, Telephone, Fax, documentation, customs clearance & all Misc. job.	Rs.
2.	Charges for import/re-import: from New Delhi Airport up to Sirifort Cultural Complex up to handing over to Airlines including loading, transportation, offloading, Telephone, Fax, documentation, customs clearance & all Misc. job.	Rs.
3.	Credit Facility	60days

**Note:- [Directorate of Film Festival is liable to pay only Airport Authority Charges, Air freight, Delivery Order Fee, Customs Duty & Taxes if any on actual as per official receipts.]**

**2. CAMP OFFICE - IN GOA OR ANY OTHER PLACE IN INDIA**

S. NO.	JOB CHART	CHARGES
1.	Charges for Export/re-export: from pickup of shipment from camp office in Goa or any other place in India to handing over to Airlines including loading, transportation, offloading, Telephone, Fax, documentation, customs clearance & all Misc. job.	Rs.
2.	Charges for import/re-import: from New Delhi Airport /goa, or any other place in India up to Sirifort Cultural Complex up to handing over to Airlines including loading, transportation, offloading, Telephone Fax, documentation, customs clearance & all Misc. job.	Rs.
3.	Credit Facility	60days

**Note:- [Directorate of Film Festival is liable to pay only Airport Authority Charges, Air Freight, Delivery Order Fee, Customs Duty & Taxes if any on actual as per official receipts.]**

Stamp & Signature of bidder

