

DIRECTORATE OF FILM FESTIVALS
Ministry of Information & Broadcasting

TENDER NOTICE FOR HIRING OF CUSTOMS BROKER

Sealed Tenders are invited for hiring of Customs Broker/Clearing agent for providing door to door customs clearing service to the Directorate of Film Festival at **Delhi** and International Film Festival of India Camp Office in **GOA** or any other place in India for incoming and outgoing shipments containing of Film Prints in 35mm/16mm Films & 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 (extendable upto two years) . Those who have experience in clearance and dispatch of exhibition goods will be given preference.

Tender Form along with terms and conditions for the tender can be collected from the Directorate office: **Sirifort Auditorium Complex, Gate No. 1, August Kranti Marg, New Delhi-110049**, during office hours on all working days up to 19th August 2014 by 4.00p.m. Tender form along with Terms and conditions can also be downloaded from the directorate's website:www.dff.nic.in.

Complete form with desired documents should be submitted to the Dy.Director (Admn) , Directorate of Film Festivals, Gate no.1, Sirifort Auditorium Complex, August Kranti Marg, New Delhi-110049 by **20th August 2014 upto 2.00p.m.** alongwith two separate Bank Drafts one for **Rs. 500/-** (Rs. Five Hundred only) towards cost of tender form (non refundable) and another for **Rs. 5000/- as EMD (refundable)** in favor of "**Pay & Accounts Officer [MS], M/o I & B**". The tender cover should be super scribed "**Tender for HIRING OF CUSTOMS BROKER**". The technical and financial bids must be kept in separate envelops. The tender will be opened on **20th August 2014 at 3.00 P.M.** in the presence of agencies/ Firms who wish to be present. The competent authority reserves the right to cancel any item or the entire tender or postpone without assigning any reason.

Dy.Director (Admn)

TERMS AND CONDITIONS OF THE TENDER

FOR HIRING OF CUSTOMS BROKER/ FREIGHT FORWARDER

1. The Customs Broker will provide door to door service, i. e. for in & outwards, (Import and export)/Re-Import and Re-Export) picking up of cargo from the Clearance place/Airport to our Office at Delhi office of 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 5 years 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, local 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, of this office for speedy clearance & Dispatch etc. throughout the period of Contract , in Delhi office & 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 Films & DCP/ Digital Beta/MDVC/DVC/Blu ray/DVD & other digital formats & 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 any.

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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 to the Incharge Print Unit/Print Co-Ordinator, 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 year** from the date of accepting/signing the contract/ award letter which can be extended upto **two years** subject to satisfactory completion of the assigned job and 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/-** towards **E.M.D.** should be in favor of "P.A.O. (MS), Ministry of I & B".
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 accept the contract, the EMD shall be forfeited.
20. The tenders are to be submitted in sealed covers. The first sealed cover will contain Technical Bid having demand drafts , all details, documentary proofs and signed terms & conditions of the tender document. This cover will clearly be super-scribed with "Technical Bid" . The second sealed cover will contain only the price bid filled in and signed/stamped and will be superscribed with "Financial Bid". All these should be put into a sufficiently large envelope which must be sealed and super scribed with "Hiring of Custom Broker" and addressed to :

Dy. Director (Admn)
Directorate of Film Festivals
Ministry of Inforamtion & Broadcasting,
Siri Fort Auditorium Complex ,
August Kranti Marg, New Delhi -110049

(K.Prashant Kumar)
Deputy Director (Admn.)

TECHNICAL BID

Following documents proof should be submitted along with technical bid.

Sl.no.	Particulars	Yes / No	Deviation if any
1.	DD of Rs. 500/-		
2.	EMD in form DD of Rs.5000/-		
3.	Proof of (CHA License) Mandatory		
4.	Proof of IATA Membership		
5.	Full details of Branch Office in India & Abroad		
6.	Office Address of Delhi & Mumbai		
7.	5 years experience in custom clearance		
8.	PAN No.		
9.	Service Tax no.		

Note : Financial bid of only those bidders will be opened who qualify on the basis of particulars as mentioned in Technical bid.

Signature with Stamp of bidder

1. DOOR TO DOOR CUSTOMS CLEARING SERVICE FOR - DELHI

S. NO.	JOB CHART	CHARGES
1.	Charges for Export Or re-export: pickup of shipment from Sirifort Cultural Complex, New Delhi up to handing over to Airlines including loading, transportation, offloading, Telephone, Fax, documentation, customs clearance & all Misc. job.	Rs.
2.	Charges for import Or re-import: clearance of shipment from Customs at Delhi Int'l Airport/Cargo Office & delivery of the same in Directorate of Film Festivals, Sirifort Auditorium Complex, August Kranti Marg, New Delhi-110049, including loading, offloading, transportation, Telephone, Fax, customs clearance, documentation, all Misc jobs, & cancellation of Bond/ Undertakings etc.	Rs.
3.	Credit Facility	60days

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 (at Old GMC Building,Campal, Panaji) 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: clearance of shipment from Customs at Mumbai/Goa Int'l Airport/Cargo Office or any other place in India & delivery the same at Camp Office Directorate of Film Festivals in Goa or any other place in India, including loading, offloading, transportation, Telephone, Fax, customs clearance, documentation, cancellation of Bond/Undertakings & all Misc. jobs.	Rs.
3.	Credit Facility	60days

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.

Signature with seal