



**PAWAN HANS LIMITED (NR)**

**ROHINI HELIPORT**

**NEW DELHI-110085**

**COVERING LETTER**

**Type of Organisation: (SERVICE PROVIDER (AVIATION INDUSTRY))**

**TITLE : APPOINTMENT OF CHA ON TWO YEARS CONTRACT FOR CUSTOM  
CLEARANCE OF IMPORT/ RE-IMPORT / RE- EXPORT CONSIGNMENTS  
FROM DELHI CUSTOMS & DELIVERY AT PHL STORE.(ROHINI HELIPORT)**

Tender Enquiry No. :	PHL/NR/MAT/7023/TE-76 dated 29-11-2023
Product Category:	SERVICE
Tender Type:	SEALED QUOTATION
Type of Bidding :	SINGLE BIDDING
Enter Location:	Rohini Heliport, NEW DELHI-110085
First Announcement Date:	29-11-2023
Last Date of Submission:	20-12-2023 (1430 Hours)
Opening Date:	20-12-2023 (1500 Hours)
Work Description	HIRING OF CUSTOM HANDLING AGENT
For further information, contact:	Name: SH SN MAHADEVAPPA M.No. 9821577105 & 9891050285 PAWAN HANS LIMITED, Rohini Heliport, Sector-36, Rohini, NEW DELHI-110085

1. TENDER NO: PHL/NR/MAT/7023/TE-76
2. DATE: 29-11-2023
3. PRIORITY: URGENT
4. TENDER DUE DATE : 20-12-2023 (1430 Hours)
5. TENDER OPENING DATE: 20-12-2023 (1500 Hours)

**SUBJECT: APPOINTMENT OF CHA ON TWO YEARS CONTRACT FOR CUSTOM CLEARANCE OF IMPORT/ RE-IMPORT / RE- EXPORT CONSIGNMENTS FROM DELHI CUSTOMS & DELIVERY AT PHL STORE.(ROHINI HELIPORT).**

Dear Sir/Madam,

On behalf of Pawan Hans Limited, Northern Region, Rohini Heliport, New Delhi — 110 085, sealed tenders are invited for appointment of Custom House Agent for custom clearance of PHL'S IMPORT, RE- IMPORT and EXPORT from Delhi customs & delivery at PHL store.

**IMPORT:**

Vendor items pertaining to our Helicopters are imported from various foreign countries. They are shipped on freight prepaid basis (i.e. CPT DELHI basis as per INCOTERMS) by our suppliers through their forwarding agencies. Such consignments are required to be cleared from custom and delivered to PHL stores.

**RE-IMPORT:**

When the exported items are returned back after repair/ Overhaul by the respective agencies through their own freight forwarders (the consignments will be shipped to Delhi on freight Pre-Paid basis) these are to be customs cleared from Delhi customs departments and delivered to PHL Stores.

**RE-EXPORT :**

We export components/parts of our Helicopter for repair/ overhaul etc. to various foreign agencies abroad. These are to be custom cleared and shipped to the respective destination through Air India or Airlines appointed by PHL. We will provide you with the necessary documents such as DGCA permission, Export Invoice, Packing List etc.

**Schedule- A**

**Eligibility Criteria:**

1. CHA/Firms must possess a valid CHA License of his own (copy of License to be Enclosed)
2. CHA/Firms must possess a minimum experience of 3 years in the clearance of:
  - a). Aircraft/Helicopter spares
  - b). Re-Import of Aircraft/Helicopter Repairable items.” (Copy of order/ Contract showing 3 years experience should be enclosed with the quotation)
3. Performance certificate preferably issued by Aviation Company should be enclosed with the Quotations.
4. Schedule B,C & D should be duly Signed & Stamped as token of acceptance of all clauses.
5. All above documents/Certificates from Sr. No.1 to Sr. 4 should be strictly submitted, without which your quotations shall be rejected & will not be considered for any purpose.

**Contd-2**

**Schedule- B**

**The scope of services required:**

1. All the consignments received in Delhi customs are to be cleared within the free period and demurrage charges if any paid due to fault of CHA, have to be borne by the CHA. In case of fault of PHL/ Third party the supporting Documents/Justification report has to be submitted along with bills.
2. Collection of import documents along with delivery order from freight forwarder/Airlines or the office of the HOD (Materials), NR, including collection of re- export documents in case of re-import consignments from the office of JGM (Mats),NR.
3. Filing Bill of Entry correctly on the basis of import documents received. In case of Any doubt regarding the content, currency, invoice value etc it will be responsibility of CHA to consult PHL staff before filing Bill of Entry.
4. Submission of import documents including Bill of Entry, custom attested invoice AWB copy, delivery challan to PHL Store along with import consignments.
5. Collection of RE-Export consignments from PHL Rohini Heliport, New Delhi 110085
6. Custom clearance at Delhi Airport and handing over of consignments to concerned Airline/Air India/Freight forwarder approved by PHL.
7. Transportation of Consignment from Air Cargo to PHL stores and vice versa including loading & unloading will be responsibility of the CHA.
8. The helicopter spares are exempted from the payment of customs duty. In order to comply the customs requirement for the exemption of duty payment, UT Bond will be provided by PHL. You should arrange notarization and should process accordingly. In the case of any other dutiable items, you shall always inform the correct custom duty leviable after consultation with relevant officers from customs department. PHL will not bear any customs duties if incurred due to the mistake of CHA i.e mentioning the wrong tariff /HSN code etc.
9. Air India is issuing the export Air Way Bill directly to PHL for dispatching the Consignments from Delhi to various destinations. It is the responsibility of CHA to provide IATA details and support as required by Air India to enable them to issue the Air Way Bill.
10. Submission of import documents including Bill of Entry, custom attested invoice AWB copy and Challan to PHL Store along-with import consignments.
11. Firm should have authorized DGR personnel to handle PHL DGR shipments.

**Schedule- C**

**Rates**

- 1) Firm quote for agency charges for customs clearance and delivery per Bill Of Entry or Shipping Bill should be in Rupees only and not in the percentage of value of import consignment (value of helicopters, spares and tools) or Re-Export Invoice value.
- 2) Firm may further note that if the quotation is received by us in the percentage of value of import consignment, the same shall be rejected and will not be considered for any purpose.
- 3) The Rates should be quoted strictly in below format ONLY. You may please note that if the quotation is not submitted as per the below format, your quotation shall be rejected and will not be considered for any purpose.

SL.NO.	NATURE OF WORKS	RATES IN INDIAN RUPEES PER BOE/SHIPPING BILL
1.	Agency charges for Import/ Re-Import / Re-Export of consignment including any loading charges at Air Cargo complex	
2	Delivery charges from IGI Cargo , New Delhi to Rohini Heliport, Delhi after custom clearance depending upon the weight in Kgs.	Minimum charges for delivery of the consignment : Up to Kgs charges will be in Rs. ----- Beyond 10 kgs Consignment, charges will be @ Per Kg in Rs.-----
3	Delivery charges from PHL , Rohini Heliport, Delhi to IGI Cargo New Delhi for re-export consignments	Minimum charges for delivery of the consignment : Up to Kgs charges will be in Rs. ----- Beyond 10 kgs Consignment, charges will be @ Per Kg in Rs.-----
4	Taxes, if any (at actual upon submission of the original bills for supporting documents	
5.	Agency charges for Duty drawbackclaim from customs (if any)	
6	Total	

Cont'd...4/

**Schedule- D**

**Terms & Condition :**

1. Duration of Contract will be for 02 (Two) year and extendable for a further period of one year on the same Rates, Terms and Condition, depending upon satisfactory performance and on discussion with PHL.

2. An amount of ₹.12,000/- (Rupees twelve thousand only) as EMD favouring "PAWAN HANS LIMITED" should accompany the Tender by A/C Payee Demand Draft drawn on any Commercial Bank payable at New Delhi. **Quotation without EMD (Earnest Money Deposit ) will be rejected**

The EMD will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. If the successful tenderer fails to furnish the required performance security within the specified period mentioned in Clause No.3, their EMD will be forfeited.

3. Firms are required to submit a bank guarantee of ₹. 50,000/- {Rupees fifty thousand only) from a Nationalized Bank which should be valid for more than 3 months over and above the contract period on awarding the contract. Confirmation regarding acceptance of Bank Guarantee clause should be clearly mentioned in your quotation otherwise your quotation will be rejected.

4. Quotations will be acceptable only on Firm's letter head & it should be sent in Sealed Envelope. **Quotation received by Fax or Email will not be considered**

5. Copy of valid PAN card issued by Income Tax Department and copy of service tax Registration should be enclosed with the Quotation.

6. Firm should arrange Airport passes for your employees and PHL employees to attend the customs clearance process if required.

7. All charges e.g. Customs Duty etc, less than Rs.20,000.00 should be paid by CHA and the same can be claimed and reimbursed from PHL, and charges above Rs.20,000.00 payment should be collected from PHL/made by PHL.

8. All statutory charges i.e. Delivery order charges, cartage charges will be paid on actual basis.

9. Submission of bills in original and duplicate with all supporting documents and receipts along with justification report in case of payment of demurrage charges -

a) CHA's original and duplicate bill

b) Photocopies of AWB, customs attested Invoice copy (two sets)

c) Original receipts of payments made in customs, DIAL, Air India, or any other agencies on behalf of PHL and set of photocopy of the receipts.

d) Original certificates on CHA's letter head if any payment is made on approval of HOD Materials, NR.

e) Justification letter, if any demurrage is paid.

10. Payment will be released within 30 days from submission of complete bill along with required documents

11. Your quotation duly signed, stamped and sealed should be received in the office of HOD Materials(NR), Pawan Hans **Limited**, Rohini Heliport, **Sector-36, Rohini**, New Delhi - 110 085, on or before 1430 Hrs on 20-12-2023. You should mention the tender enquiry number on the envelope. The tenders will be opened on 20-12-2023 at 1500 Hrs In the Tender **Opening room of Materials** Department, NR.

12. The persons who want to attend the tender opening have to furnish an authorization letter issued by their Company/Firm in name on Company's Letter Head.

13. Pawan Hans Limited reserves the right to reject any or all offers without assigning any reason thereof.

Thanking you,

Yours faithfully,

For PAWAN HANS LIMITED

**HOD (MATERIALS) NR**