

**India Trade Promotion Organisation
(A Government of India Enterprise)
Pragati Maidan, New Delhi-110 001**

No.144-ITPO(790)/BDD/2013

Date : May 22 , 2014

**Empanelment of Custom House Agents (CHAs)
for Handling/Clearing of Exhibition Cargo.**

India Trade Promotion Organisation manages India's premier trade fair complex, Pragati Maidan in New Delhi. A large number of trade fairs/exhibitions mostly specialized events are held annually in Pragati Maidan. ITPO operates through a panel of CHAs for handling exhibition cargo of all fairs in Pragati Maidan (both for its own events & events organized by other organizers).

ITPO invites applications from experienced agencies for cargo handling and clearing work in Pragati Maidan, New Delhi for empanelment for the **period of two years i.e. August 1, 2014 to July 31, 2016 (subject to satisfactory performance in the 1st year)**. Only those CHAs having (i) regular & valid CHAs license, (ii) minimum 5 years experience in handling exhibition cargo, (iii) having material handling equipment and (iv) Proven financial capability and turn over, (v) with branches in India and counterpart abroad need only apply.

Interested and qualified agents may apply in the prescribed application form, alongwith supporting documents & Affidavit accompanied by two separate Demand Drafts as below:

1. Application money - Rs.1,00,000/- (Refundable)
2. Cost of application form - Rs.2,000/- (Non-refundable)

DDs should be in favour of India Trade Promotion Organisation, and payable at New Delhi. Applications should reach the Manager (BDD), India Trade Promotion Organisation, Pragati Bhawan, Pragati Maidan, New Delhi-110 001 by 13.06.2014 at 4.30 pm.

Application form and terms and conditions for empanelment can be down loaded from the **website:www.indiatradefair.com**. Applications not received in the prescribed format and not accompanied by two separate DDs, will be rejected. ITPO reserves the right to reject any or all applications without giving any reasons thereof.

**INDIA TRADE PROMOTION ORGANISATION
PRAGATI MAIDAN, NEW DELHI**

APPLICATION FOR EMPANELMENT FOR CLEARING & HANDLING OF CARGO

Last Date for Receipt of Application : 13th June,2014 by 4.30 pm

Cost of Application form: Rs.2000.00 (Rupees Two thousand only)

	Number	Date	Drawn on
DD No. 1 : Rs.2,000.00			
DD No. 2 : Rs.1.00 Lakh			

1.	Name & Address (Registered Office)	
2.	Telephone	
3.	Fax	
4.	E-mail	
5.	(a) PAN No. (b) Service Tax (c)TIN No. (Attach self certified copies)	
6.	Date of Establishment	
7.	Constitution, whether proprietorship / partnership or a limited company. Please indicate particulars of Partners/Directors	
8.	Branches in India with special reference to Delhi Branch Office. Please indicate complete address of the branches with telephone, fax and e-mail etc.(Affidavit to be given)	
9.	Issued/paid up capital	
10.	Whether member of any Business Association/ Federation/Conference or registered with Government Department or Organisation. (Membership number and date of Registration to be indicated. Copy of Registration Certificate to be attached). (Affidavit to be given)	

11	Exhibition Industry experience (Whether India and abroad). Please indicate particulars of exhibitions and fairs handled during the last five years. (As per Annexure-A).	
12	International arrangements - please give full particulars of business counterparts abroad.	
13	Details of important assignments handled during last three financial years.	<ol style="list-style-type: none"> 1. 2010-2011 2. 2011-2012 3. 2012-2013
14	Packing and unpacking facilities available including skilled labour force : <ul style="list-style-type: none"> • NCR Delhi • Outside Location 	
15	Capacity and details of material handling equipment/ transport owned & located in : <ul style="list-style-type: none"> • NCR Delhi • Outside Location (Affidavit to be given that the equipment/transport being used is not registered for more than 15 years as a commercial utility vehicle with fitness certificate).	
16	(a) Annual Business turnover - last 5 years. (Please attach certified copy of Audited Annual Report for last 5 financial years). (Affidavit to be given)	
	(b) Annual Turnover/Billing (in Rs Lakh) for CHA work for the last five financial years.	<ol style="list-style-type: none"> (i) 2008-09 (ii) 2009-10 (iii) 2010-11 (iv) 2011-12 (v) 2012-13
17	Important regular customers(List, if needed, to be annexed separately)	

18	Customs duty paid over the last five years.	(i) 2008-09 (ii) 2009-10 (iii) 2010-11 (iv) 2011-12 (v) 2012-13
19	Bank Reference (s)	
20	Income-Tax payment made during last five financial years. Please attach last income tax clearance certificate and copy of return filed (certified true copy).	
21	I.A.T.A. Code No. (Please attach certified true copy).	
22	Custom House Agent No. Mumbai, Delhi etc. (Certified True Photocopy of Valid Certificate (s) also to be attached).	
23	Warehouse address, and area in sq. mtrs. (in NCR Delhi). (Affidavit to be given)	
24	Please attach item-wise rates for various items of work – Annexure – B	
25	Please indicate the name and designation & contact details of Authorized Signatory (the person signing the Affidavit). If it is the limited company it should be supported by a resolution of the Board of Director. Affidavit is to be signed by the Proprietor/Partner/Promoter/Director	
26	Details of warehouse with documents	
27	Please attach item-wise rates for various items of work – Annexure – C	

Cont'd...

I/We hereby agree to the terms and conditions for empanelment of the handling and clearing of cargo for the ITPO and third party fairs to be held at Pragati Maidan, New Delhi. I/We also undertake to abide by any instruction(s) of the India Trade Promotion Organisation as given from time to time.

I/We also certify that we have not been blacklisted or debarred by any Government Department/Organization from undertaking any work.

(Signature of the Authorized Signatory)

Name _____ Designation _____

Date _____ Seal _____

APPLICATION TO BE SENT TO :

The Manager (BDD)

India Trade Promotion Organisation

Pragati Bhawan, Pragati Maidan,

New Delhi-110 001.

E.mail: bngupta@itpo.gov.in

Experience in Site Handling of Exhibition Cargo in India
(Financial Year 2008-2009 to 2012-2013)

S. No.	Year	Volume of Exhibition Cargo Handled	Weight of Exhibition Cargo Handled (Tons)	Billing Amount for the Event	Remarks
1.	2008-2009				
2.	2009-2010				
3.	2010-2011				
4.	2011-2012				
5.	2012-2013				

(To be certified by a Chartered Accountant)
(An affidavit is also to be given)

ON SITE HANDLING RATES

ITEM OF WORK	INDIAN EXHIBITS (Rs.)	FOREIGN EXHIBITS (US\$)
Offloading from vehicle, shifting to booth (one lift only) upto 3000 kgs. (Min. 500 kgs / 1 CBM or part thereof)		
Unpacking & Placement of exhibits upto 3000 kgs. (Min. 500 kgs / 1 CBM or part thereof - including depalletisation)		
Repacking upto 3000 kgs. (Min. 500 kgs / 1CBM or part thereof - including re-palletisation)		
Shifting from booth & loading on the vehicle (one lift only) upto 3000 kgs. (Min. 500 kgs / 1 CBM or part thereof)		
Shifting of empties from booth to storage area & return – per CBM (Minimum 2 CBM) L x W x H = CBM (Cubic Meters)		

HEAVY LIFT SURCHARGE - ADDITIONAL	PERCENTAGE OF ABOVE RATES
Single piece weighing between 3000 kgs to 5000 kgs	
Single piece weighing between 5000 kgs to 8000 kgs	
Single piece weighing between 8000 kgs to 12000 kgs	
Single piece weighing more than 12000 kgs	

HIRING CHARGES FOR EQUIPMENT OF ASSEMBLY AND ERECTION ONLY	INDIAN EXHIBITS (Rs. per Hour)	FOREIGN EXHIBITS (US\$ per hour)
Hydraulic Palette - 2 Ton Capacity (Minimum for one hour)		
Fork Lift - 3 Ton Capacity (Minimum for one hour)		
Fork Lift - 5 Ton Capacity (Minimum for one hour)		
Fork Lift - 10 Ton Capacity (Minimum for one hour)		
Crane - 10 Ton Capacity (Minimum for one hour)		
Crane - 20 Ton Capacity (Minimum for one hour)		
Crane - 25 Ton Capacity (Minimum for one hour)		
Labour (Minimum – 2 hrs.)		

Actual Weight or Volume Weight, whichever is higher will apply.

Govt. Taxes Payable Extra

Name _____
(Authorised Signatory)
With Stamp

Rates of Porter Charge to be Charged from Exhibitors in Pragati Maidan

(A) WHEN CHAs PROVIDE THEIR VEHICLES

	Particulars	Quoted rates per trip inclusive taxes(Rs)
1	Aggregate weight up to 25 kgs.	
2.	Aggregate Weight 26 kgs. to 50 kgs.	
3.	Aggregate Weight 51 kgs. to 100 kgs.	
4.	Single packet 50 kgs. to 100 kgs.	
5.	Single packet more than 100 kgs.	

(B) WHEN VEHICLE PROVIDED BY ITPO/THIRD PARTY FAIR ORGANISER

S.No.	Particulars	Quoted rates per trip inclusive taxes(Rs)
1	Aggregate weight up to 25 kgs.	
2.	Aggregate Weight 26 kgs. to 50 kgs.	
3.	Aggregate Weight 51 kgs. to 100 kgs.	
4.	Single packet 50 kgs. to 100 kgs.	
5.	Single packet more than 100 kgs.	

Name _____
(Authorised Signatory)
Stamp

Terms and Conditions

1. The application in prescribed format should be sent to :

The Manager (BDD)
India Trade Promotion Organisation
Pragati Bhawan, Pragati Maidan,
New Delhi-110 001.

Application should be submitted with supporting **documentary evidence (duly certified by Chartered Accountant or as true copy in case of photocopies)** wherever required. Applications sent through fax or e-mail would not be accepted. **Each page has to be signed and stamped.**

2. No column in the application should be left blank. Incomplete application may be rejected summarily. Use additional sheets, wherever necessary to provide complete information. Each additional sheet has to be signed and numbered.
3. Selection of Agencies for empanelment will be done by ITPO and its decision would be treated as final & binding. ITPO reserves the right to accept or reject any or all the applications without assigning any reason whatsoever.
4. Maximum of **five** CHAs will be empanelled.
5. ITPO reserves its right to decide the eligibility criteria for selection of Agencies for empanelment. The criteria included, but are not limited to the following:
 - Valid CHA License. (Self certified photocopy to be submitted)
 - Minimum of five years experience in site handling of exhibition cargo. **(An Affidavit to this effect is to be submitted)**
 - Having own material handling equipment like truck, pallet truck, containers, fork-lifts, cranes and pneumatic tools etc., adequate for handling large exhibitions. **(An Affidavit to this effect is to be submitted)**
 - Quantum of the exhibition cargo handled. Details to be provided as per table in the application.
(Total billing for CHA work in F/Y 2008-09 to 2012-2013 in Rs. Lacs. **-An Affidavit to be submitted**)
 - Having branches in different parts of India. **(An Affidavit to this effect is to be submitted)**
 - Having a sound financial background.(With supporting proof) Please provides Balance-sheet s for the financial year 2008-09,2009-10,2010-11,2011-12 & 2012-13.
 - Having international tie-ups/associates. **(An Affidavit to this effect is to be submitted)**
 - Having warehousing facilities in NCR Delhi region **(An Affidavit to this effect is to be submitted)**.
 - Minimum annual turnover (average) for the last five years – Rs. 5 Crores in F/Y 2008-2009 to F/Y 2012-2013. Certificate to this effect from CA is to be submitted.
 - Membership of Important Trade Associations. **(An Affidavit to this effect with details is to be submitted)**.
6. The annual non-refundable empanelment fee for each CHA is Rs. 25,00,000/- plus applicable Service Tax (Rupees Twenty five lakh only). Empanelment Fee for the second year will be enhanced by a minimum of 10%. Application money (refundable) amounting to Rs.1,00,000/- is payable by all applicants.

7. The bid is to be submitted in a sealed envelope containing Application Form including supporting documents and two demand drafts mentioned in para 6 favouring “**India Trade Promotion Organisation**”.
8. The empanelment period of CHAs would be valid for a period of 2 years from the date of empanelment subject to satisfactory performance in the 1st year, this is further extendable by one year, on mutually agreed terms & conditions at the discretion of ITPO.
9. Before undertaking any work in Pragati Maidan, the empanelled CHAs are required to:
 - a. Pay interest free Security Deposit of **Rs.5,00,000/-** (Rupees five lakh only).
 - b. Pay Annual Registration Fee.
 - c. Sign an acceptance to the selection offer (acceptance letter).
10. The Agency shall not assign or sub-contract to any third person or party including its subsidiary and / or sister concern or any related persons (blood relation).
11. In case the applications are received from subsidiary/sister concern / related person of a company and in the event of both being considered suitable, ITPO will give an option to empanel any one of them. Under no circumstances two companies of the same Group or sister companies or related person will be empanelled.
12. Empanelment does not in any way entitle the Agency to have any exclusive rights and privileges.
13. The empanelment of CHAs is applicable only for handling/custom clearance/facilitation of goods for fairs held in Pragati Maidan, New Delhi and no custom clearance/warehousing of goods will be done at Pragati Maidan premises for fairs/exhibitions/events which are not being organised in Pragati Maidan, New Delhi. ITPO, however, can direct CHAs for custom clearance/warehousing outside Pragati Maidan also, in exceptional cases, if required.
14. ITPO reserves its right to cancel the empanelment in the event of agency not honouring terms & conditions or not providing satisfactory services to the Exhibition Organizers or found to be in breach of terms and conditions of the agreement violating the local government laws. Under such circumstances, no refund of registration fee for the balance period shall be considered, besides ITPO reserves the right to forfeit the amount of Security Deposit of **Rs.5.00 Lakh**.
15. Rates quoted by successful applicants alongwith other details, for various services, will be uploaded on the website of ITPO.
16. All applicants must have :
 - Valid CHA license. (Self –certified photocopies to be attached)
 - Minimum of five years experience in site handling of exhibition cargo.
 - Minimum average annual financial turnover of Rs. 5 crores for the F/Y 2008-2009 to F/Y 2012-2013 (duly attested by Chartered Accountant).
 - Service Tax no., TIN no. & PAN no. (Self Certified photocopies to be attached).
 - Own the following equipment - Forklifts, Cranes, Trucks, Pallet Trucks and Containers etc., adequate for handling large exhibitions. The agency shall specify the registration number and quantity of these equipment owned by them and provide neat and legible photocopies of the ownership / registration documents (duly certified). Equipment/Commercial Utility Vehicles with more than 15 years registration will not be permitted for use in Pragati Maidan.

- Warehouse facilities in Delhi / NCR Delhi. (An Affidavit to be submitted).
 - Articles of Association/Memorandum of the company.
17. All applicants must indicate details of their network in India and counterpart abroad, as well as their branches and membership of important trade associations.
18. Grading – Weightage to be awarded as per the following:

S. No. Head Maximum points

1.	Experience in site handling of exhibition cargo in India	20
2.	Financial turnover	10
3.	Warehousing facilities	10
4.	Networking 1.Branch offices in India (0.5 marks for each branch) 2. Counter parts abroad (0.5 marks for each counterparts)	10

19. ITPO will provide 100 sq.mtr. of area at Warehouse in Pragati Maidan. In case of re-development of Pragati Maidan, the CHAs may be adjusted in a re-located area in the other place of Pragati Maidan which could even be a reduced area.
20. Additional space for warehousing / storage will be allowed to empanelled CHA only in designated areas, on payment of additional license fee as per details below:

S. No.	Particulars	Rate per sq mtr/per week (Rs)
1	1-2 weeks	275/-
2.	3 -4 weeks	385/-
3.	5 weeks & more	750/-

A minimum of 50 sq meter of additional space and in multiples thereof could be considered for allotment on need basis/availability and subject to prior approval of ITPO. A penalty at 3 times of the normal rates will be charged in case of unauthorised occupancy of space in Pragati Maidan by CHA's.

21. Rates quoted in Annexure – **B & C** will be displayed on ITPO's website as indicative prices for those empanelled CHA's.
22. The space permitted to be used by the empanelled CHAs for warehousing / site office in Pragati Maidan, shall be used only for the purposes of events / shows in Pragati Maidan.
23. Upon termination / expiry terms of empanelment, the CHAs should forthwith, remove all their belongings, including containers, cargo, material handling equipment, etc.
24. The ingress and egress of companies / or cargo / vehicles/ any other material of CHAs shall be subject to the rules and regulations of ITPO.
25. Empanelled CHAs will not be permitted to set up facilitation counter/site office in any area inside Pragati Maidan except in their allotted area.
26. Mandatory advance intimation will be given by empanelled CHAs, in the format prescribed to Security Division of ITPO for obtaining permission before entry of goods meant for fairs to be held in Pragati Maidan.
27. Applicants are required to submit a declaration that they have not violated Customs Acts/Regulations while carrying out CHA's activities (An affidavit to be submitted).

28. All equipment of empanelled CHAs including cranes, fork-lifts, trucks, containers etc. to be stationed in the allotted area. Any additional area occupied beyond allotted area will be considered as unauthorised occupation.
29. Empanelled CHAs need to clear the outstanding dues, if any, to ITPO before signing the acceptance letter and getting into this arrangement.
30. During the currency of all fairs in Pragati Maidan, CHAs will provide services of uniformed porters at gates/parking area as per requirement of the fair organisers depending upon the size of the fairs. The rates will be different where the transport is provided by ITPO/third party fair organisers or where porters/vehicles both are provided by CHAs.
31. ITPO/third party organiser will provide a booth as per requirements near parking/gates which will have the following facilities/services.
 - ❖ Weighing scale
 - ❖ Booking Receipt Book
 - ❖ Identity stickers to facilitate delivery
 - ❖ Porters
 - ❖ Rate Chart

Each CHA will have a booklet containing minimum three copies of each receipt. One copy to be pasted on the packet of articles, second copy will be given to the exhibitor and third copy will be retained by the CHA. They will collect the copy of the exhibitor at the time of delivery of goods at respective stands as token of having received the goods.

32. It will be responsibility of each CHA to verify the antecedent of their workers and shall be fully responsible for security and safety of exhibitor's goods and indemnify ITPO against any loss.
33. In case of violation of terms and conditions, the CHAs shall be penalized by way of penalties, forfeiture of security money, the balance empanelment fees, and / or dis-empanelment and termination and / or debarment from participation in the empanelment process of ITPO in future for a period to be specified by ITPO.
34. For security reasons, the CHAs will accept goods only from bonafide exhibitors with photo badges. No stores shall be accepted from any unknown persons who are not the exhibitors.
35. **Removal from the empanelled list:** The name of the empanelled agency may be removed from the approved list of ITPO, if empanelled CHA:
 - (A) has on more than one occasion failed to execute a job or executed it unsatisfactorily;
or
 - (B) has proved to be responsible for delays; or
 - (C) fails to abide by the conditions of empanelment; or
 - (D) is found to have given false particulars at the time of empanelment; or
 - (E) has indulged in any type of forgery or falsification of records; or
 - (F) changes constitution of the firm or individual or the name of the firm without prior approval of the ITPO; or
 - (G) changes permanent address/business address without intimation to ITPO; or

- (H) has declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
 - (I) persistently violates the labour regulations and rules; or
 - (J) has involved in complaints of serious nature received from other departments which, prima-facie, appear to be true; or
 - (K) defaults in settlement of tax dues like income tax, Contract tax, sales tax, octroi, duties etc; or
 - (L) has already been notified for other reason(s) by Govt. Deptt.; or
 - (M) ceases to fulfill eligibility criteria based on which empanelment/revalidation was done; or
 - (N) is/are considered not required to be in list of ITPO for any other reason considered fit by ITPO.
36. **Revalidation Procedure**-The revalidation after one year shall be done on the basis of Review of *performance of the Agency during the period of empanelment. This shall be based on evaluation of performance reports as decided by the ITPO.*
37. **Obligation during the empanelment period-** The CHAs should fulfil all their obligations under these rules in time and manner as specified, failing which they shall be liable for the action. Some of the obligations are summarised below:
- a) Prior approval shall be obtained from the ITPO before changing the name of constitution of the firm/company.
 - b) Intimation of change of address should be given in advance or within one month alongwith acknowledgement from Banker, Income Tax and Sales Tax authorities.
 - (c) Agency shall continue to possess, throughout the period of enlistment/revalidation a valid CHA licence appropriate level/volume issued by appropriate authority.
 - (d) Agency should have secured works of specified magnitude during the period of enlistment/revalidations.
 - (e) Agency shall abide by these rules.
 - (f) Agency should not indulge in unethical practices and maintain good conduct.
 - (g) Agency shall execute the job awarded to them strictly as per the terms and conditions of the contract and specifications from the empanelment & other organisations.
38. Last date for receipt of application is 13th June, 2014 at 4.30 pm.
39. All disputes shall be subject to the jurisdiction of Courts in Delhi/New Delhi.
