

**JAMIA HAMDARD**  
**(Deemed to be University)**  
**(Reaccredited by NAAC in Grade 'A')**  
**Hamdard Nagar, New Delhi 110062**

**Request for Quotation**  
**JH/PS/Quot-728/July-21**

Sealed quotation are invited for engagement of the Custom Clearing Agent, for Jamia Hamdard ,New Delhi .Offer will be considered only having valid license for the same on the approved list of empaneled/listed Govt/Public undertaking.

Bonafide and reputed Clearing Agent may download the RFQr" from the University website [www.jamiahamdard.edu](http://www.jamiahamdard.edu). Detailed information are given in Annexure-A.

Last date for submission of quotations on 26.07.2021 upto 3.00 P.M.

**Website:[www.jamiahamdard.edu](http://www.jamiahamdard.edu)**

**Phone:011-26059688(12Lines) Extn:5326**

**REGISTRAR**



**JAMIA HAMDARD**  
(DEEMED TO BE UNIVERSITY)  
**(REACCREDITED BY NAAC IN GRADE 'A')**  
HAMDARD NAGAR, NEW DELHI-110062

Phone: 91-011-26059688 (12 Lines): Telefax: 26059663 Ext.- 5326

Website: [www.jamiahamdard.edu](http://www.jamiahamdard.edu)

**REQUEST FOR QUOTATION**

**(JH/PS/Quot-728 /July-2021)**

Sealed quotations are invited by the Registrar, Jamia Hamdard for engagement of Custom Clearing Agent for undertaking the jobs detailed below. Offers will be considered only from Clearing Agent having valid license for the same on the approved list of empaneled/listed Govt./Public Undertakings. Quotation should reach the Purchase Section on or before 26.07.2021.

**JOBS:**

a. Clearing of Import consignment involving the following:-

- Filling of bill of entry and other Custom documentation
- Agent shall act as clearing, forwarding and transporting Agent for the Jamia Hamdard, Delhi for clearing , forwarding and transporting of packages of Machines, Tools, Scientific, Consumable goods, Chemicals and Equipments etc. received from foreign countries at Airport, New Delhi/ICD/FPO/TKD/Delhi, New Delhi.
- Obtaining of Non –Delivery certificate/short Landing certificate in case the material is not delivered by IAAI, or Air lines and lodging of claims with them immediately on behalf of Jamia Hamdard.
- Arranging insurance survey at Airport, New Delhi/ICD/FPO/TKD/Delhi, New Delhi.
- Delivery of consignment at Jamia Hamdard, New Delhi
- Export of items for repair, calibration and other Scientific observations.
- Clearance of APP Parcels from Customs at Foreign Post Office ,New Delhi.
- Any other job in connection of clearance of Goods from Customs.
- Clearance of consignment of Perishable items under K.B.E. in the same day.

b. **TERMS & CONDITIONS:**

1. The rate must be quoted against each items.
2. Quotation should accompany a photocopy of each of (1) Customs Licence. (2) Income Tax Verification Certificate along with the list of organization whose clearance is being done.

Registrar

