

**NORTH EASTERN HILL UNIVERSITY
PERMANENT CAMPUS SHILLONG.**

F.6-5/Admn/2010-7144-A

Dated: 30. 11. 2018

NOTIFICATION

The Vice- Chancellor, North Eastern Hill University, Shillong, is please to appoint the M/S G.Ranganath, P-117 Lake Terrace, Kolkata-700029, as Clearing Agent, for clearance of imported consignments belonging to different Departments of this University, at Kolkata, for a period of one year w.e.f. 29.10.2018, on the following terms and conditions.

TERMS

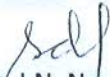
Sl.No	Particulars	Terms of Payment
1.	Govt. duty payable, if any	Actual, Govt. duty paid supported by original receipts
2.	Terminal charges, rent, demurrage, fine, penalty and other statutory charges	Actual terminal charges demurrage, fine/penalty and other statutory charges supported by original receipts
3.	Cost of transportation of goods within the city (i.e. from Kolkata Airport/ Port to godown/ office of the Agent).	Actual freight charges supported by original receipts.
4.	Transportation of goods from Kolkata to destination by Air/Road/Rail. (The mode of transportation preferred to be intimated in writing in advance)	As sl.no 3 above.
5.	Transit insurance of goods for transportation thereof from Kolkata to destination (NEHU) also insurance survey (required if any)	Actual amount of fees as may be charged by the insurance company/insurance surveyor supported by original receipts.
6.	In case, if the goods are to be escorted/ by their employees/representative, on the request of the University.	On receipt of advice by the Clearing Agent a consolidated amount (depending on the various expenses incurred by the person accompanying the goods/carriers) is to be paid in addition to the freight charge against Sl.No.4. above)
7.	Handling commission (inclusive of expenses towards documentation, passing through customs and airport, sealing and passing , if required, handling of labour at the airport/port etc and certain other minor expenses of miscellaneous nature).	1% (percent) of the Cost, Insurance & Freight (CIF) value of the goods (i.e. the value as may be acceptable by customs in the Bill of Entry), subject to a minimum of Rs.900/- per Bill of Entry, whichever is higher.

Conditions:

1. All necessary documents duly completed in all respect, shall be forwarded to the Clearing Agent well in advance.

2. On receipt of the documents and after being scrutinized, the agent will send a requisition to NEHU to remit to the Clearing Agent, by a Demand Draft/ Online transfer, a substantial amount in advance, to enable them to meet heavy expenses involved (e.g. Govt. duty rent, demurrage, port charges, Fine/Penalty, etc.) Necessary action towards clearance will be initiated by the Agent on receipt of the Demand Draft/Online transfer. The advance so received will be adjusted against the final bill.
3. In case any consignment is required to be bonded/de-bonded for some reason or the other, NEHU will pay to the Agent the actual expenses supported by original receipt.
4. The University will ensure that the Agent's bill will be paid in full within 30 days by a Demand Draft/Online transfer.


Convener


(Dr. J.N. Nayak)
Registrar.

Copy to:

1. P.S. to the V.C. for V.C.'s information.
2. SPA to the Registrar, NEHU, Shillong.
3. All Deans of School, NEHU, Shillong.
4. The Finance Officer/Controller of Examination, NEHU, Shillong.
5. The Librarian, NEHU, Shillong.
6. All Heads of Teaching Deptts., NEHU, Shillong.
7. All D.R's, NEHU, Shillong.
8. All A.R's, NEHU, Shillong.
9. The M/S G.Ranganath, P-117 Lake Terrace, kolkata – 700029.
10. Mr. W.Thongni, Computer Operator, Bio-Informatics Centre NEHU, Shillong for uploading in the NEHU, website.


Convener