



**Friedrich-Ebert-Anlage 26,
60325 Frankfurt am Main, Germany**

TENDER NOTICE

Consulate General of India, Frankfurt invites sealed quotations for Empanelment of Packers (by Air/Sea) for packing/forwarding and clearing of personal effects.

The last date for receipt of bids is 23 August 2023.

Consulate General of India Frankfurt

Subject: Tender invitation for empanelment of Packers & Forwarders for packing, clearing and forwarding personal effects, household goods and other consignments in the name of office of the Consulate General of India, Frankfurt

The Consulate General of India, Frankfurt (hereinafter referred as CGI) invites sealed tenders having financial bids and credentials of the firm from Firms/Companies situated within Frankfurt for packing, clearing and forwarding personal effects of its personnel and other consignments in the name of office of the Consulate General of India, Frankfurt to India or third country. The tender should be submitted in prescribed format as laid down in the tender document.

CHAPTER-I

1. Instructions to Bidders:

1.1 Bidders are requested to submit complete information regarding their credentials (**Annexure - I**) along with their financial bid as per **Annexure - II**. All pages of the tender document must be signed by the authorized signatory.

1.2 Price quoted must be in Euro and should be inclusive of all charges/taxes in the prescribed format. The quotations shall be furnished in a sealed envelope.

2. Conditions of Empanelment Contract:

2.1 The empanelment contract will be initially valid for 2 years from the date of award and extendable for further one year at a time subject to continuous satisfactory performance (maximum tenure of 05 years).

2.2 The Consulate General of India, Frankfurt reserves the right to accept/reject the bid and does not bind itself to accept the lowest bid or any bid and can reject any or all the bids or to scrap the tender in whole or in part, without assigning any reason whatsoever.

2.3 In case of failure of the contractor/firm/company to comply with the provision of the term and conditions mentioned in the Tender Document or the Agreement to be signed between Consulate General of India, Frankfurt and the successful bidders, the competent Authority of this Mission reserves the right to terminate the contract.

2.4 The Consulate General of India, Frankfurt also reserves the right to terminate the empanelment contract, without giving any notice or reason.

2.5 Bids may be hand delivered or sent by post at the below mentioned address so as to reach on or before the prescribed date and time. Consulate General of India, Frankfurt will not be responsible for any postal delay.

The important schedules and dates are as under:

S. No.	Key Event	Dates
1.	Date of publication of bids	10 August 2023
2.	Last date of Submission of bids	23 August 2023
3.	Date of opening of Bids	24 August 2023
5.	Venue for opening of bids	Consulate General of India, Friedrich-Ebert-Anlage 26, 60325, Frankfurt am Main.

Bids should reach in a sealed envelope to the following address by 23 August 2023:

Head of Chancery, Consulate General of India, Frankfurt, Friedrich-Ebert-Anlage 26, 60325 Frankfurt am Main.

3. Eligibility Criteria:

3.1 The bidder should be a registered firm/entity legally authorized and competent to engage in the business of packing, moving and forwarding operations, based in Germany having its Head Office/Branch office in Frankfurt am Main.

3.2 The bidder should have an experience of at least Three (3) years in similar works of packing clearing and forwarding of consignments.

3.3 Firms should possess the ability to provide “Door to Port/Door to Door” service for international as well as domestic shipments.

4. Scope of work:

Outbound Consignment

4.1 Packing (Including stuffing) of personal effects and household goods.

4.2 Material to be shipped may include household goods (some of which may be fragile in nature requiring special care) such as furniture and fixtures, kitchenware and foodstuff, clothing, linen, shoes, books, toys, glassware, paintings, art pieces, decorative, personal sports goods, electronic items, etc.

4.3 Standard and good quality packing material should be used by the packer depending on the nature of the stuff to be packed.

4.4 The packing work should be done keeping in view the climatic conditions of Frankfurt as well as the climate of the destination to minimize the potential damage to the goods in transit.

4.5 Forwarding of personal effects and household goods from residence in Frankfurt to its final destination in another country (or within Germany) upto the nearest port (including inland port)/door either by sea, air or road, as the case may be.

4.6 Customs formalities at the port of origin/destination as required by the Consulate on case to case basis.

4.7 Export documentation and insurance of the Cargo as per the prescribed procedures and facilitation in case of any claim on account of damage.

Inbound Consignment

1. Handling of all formalities relating to clearance of personal effects household goods and other consignments at Airport/Seaport and delivery at the residence/Office in Germany.

2. Clearance of diplomatic cargo and other consignments received in the name of Consulate General of India, Frankfurt.

5. Price Schedule:

5.1 The Bidder(s) shall quote price in clear terms in the prescribed format as described in Annexure - II. Bids having any hidden costs *or* conditional costs are liable to be rejected.

5.2 Prices shall be quoted in Euro only.

5.3 Payment: The contractor, after completing the work, will be required to submit his bill. The payment will be released by the Consulate General of India, Frankfurt by Bank Transfer after satisfactory completion of the work.

5.4 The rates once accepted by Consulate General of India, Frankfurt shall remain unaltered throughout the period of contract, except change in government tax.

5.5 It may be noted that this bid is called only for Empanelment of firms. It may further be noted that mere empanelment does not guarantee getting work order in future. Consulate reserves right to award work order to any firm.

COMPANY CREDENTIALS

1. Name of the Contractor/firm/company :
2. Contact Details
(i) Registered Postal Address :
(ii) Mobile Phone No. :
(iii) Telephone No. :
(iv) Fax No. :
(v) Email Address :
3. Name of the Contact person to whom all reference shall be made regarding tender :
4. Contact person and details in case of Emergency :
5. License/Registration No. (attach Incorporation Certificate and other Standards' Affiliation Certificate) :
6. Experience In packing, clearing and forwarding of consignments (**attach list of client's proof. Preference will be given for past experience with other Embassies/High Commissions/ Consulates, UN Organizations, International NGOs, etc.)** :
7. Any other information (to be supported by necessary documents) :
8. Whether the company has Branch / Head Office in Frankfurt (may furnish proof) :

UNDERTAKING

I, the undersigned, certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them. The rates quoted by me are valid and binding upon me for the entire period of contract.

I hereby undertake to render the service as per directions given in the tender document.

Date:

Place:

Signature of the Bidder
/Authorized Signatory

Full Name:

Designation:

(Office seal of the Bidder)

Name of the Mission: Consulate General of India, Frankfurt

- (i) Name and Address of the Firm:
- (ii) Quotation for cost of packing of personal and household effects weighing as follows:

(A) By Ship

Approx Weight	Packing charges per 100 Kgs	Total cost of packing material including lift van	Labour charges for packing
In Kilograms	In EURO	In EURO	In EURO
4850			
2600			
1475			

(B) By Air

Approx Weight	Packing charges per 100 Kgs	Total cost of packing material including lift van	Labour charges for packing
In Kilograms	In EURO	In EURO	In EURO
1100			
560			
400			

All the above rates are inclusive of Tax

Signature

Name of Person

Name of Company

Date

**Consulate General of India
Frankfurt**

Empanelment of packing, moving and forwarding agencies/firms

Acceptance of Terms & Conditions

In response to Consulate General of India, Frankfurt's acceptance of our bid for empanelment for the purpose of packing, moving and forwarding services, on behalf of M/s. ,the undersigned, in her/his capacity as, conveys the company's willingness to be on the panel of the Consulate General of India, Frankfurt and accepts the following terms and conditions for provision of services:

1. The empanelment contract, if awarded, would be initially for two years from the date of award and extendable for further three years on year to year basis subject to continuous satisfactory performance.
2. **Scope of Work:** The firm fully understands that its scope of work would include but not be limited to the following functions:

Packing (Including stuffing) of personal effects and household goods.

Material to be shipped may include household goods (some of which may be fragile in nature requiring special care) such as furniture and fixtures, kitchenware and foodstuff. Clothing, linen, shoes, books, toys, object d'art (paintings, art pieces, decoratives, etc.) personal sports goods, white goods, electronic items etc.

Standard and good quality packing material should be used by the packer depending on the nature of the stuff to be packed.

The packing work should be done keeping in view the climatic conditions of Yangon (warm and humid) as well as the climate of the destination to minimize the potential damage to the goods in transit.

Forwarding of personal effects and household goods from residence in Yangon to Yangon Sea Port, if the baggage is to be transported by sea. The bidder shall give his price for transport of the baggage from Yangon Sea Port to the specific destination port on a case to case basis.

Customs formalities at the port of origin

Export documentation and insurance of the Cargo as per the prescribed procedures and facilitation in case of any claim on account of damage.

Forwarding of personal effects and household goods from residence in Frankfurt to Frankfurt Airport if the baggage is transported by air cargo. The bidder shall give his price for transport of the baggage from Frankfurt Airport to the specific destination Airport on a case to case basis.

Inbound Consignment

Handling of all formalities relating to clearance of personal effects & household goods and other consignments at Airport/Seaport in Germany and delivery at the residence in Frankfurt. Clearance of diplomatic cargo and other consignments received in the name of Consulate General of India, Frankfurt.

3. **Material to be shipped:** May include household goods (some of which may be fragile in nature requiring special care) as per an indicative list given below:

(i) Furniture and fixtures;

- (ii) Kitchenware and foodstuff;
 - (iii) Clothing, linen and shoes, etc.;
 - (iv) Books and toys;
 - (v) Object d'art (painting, art pieces, etc.);
 - (vi) Personal sports goods;
 - (vii) Vehicles of various types
 - (viii) Electronic items, etc.
 - (ix) Delicate Musical instruments / any other items
4. **Packing material and quality:** Will be standard and good quality depending upon the nature of the stuff to be packed.
5. **Quotation details for out-bound consignments:** All empanelled agencies / firms will be free to quotes for any shipment proposal giving the following detailed break-up:
- (i) Packing charges;
 - (ii) Transportation from residence to the port;
 - (iii) Sea freight/Air freight (In US\$)
 - (iv) Agency and handling charges;
 - (v) Transportation and Porterage within docks / check-points;
 - (vi) Customs examination charges;
 - (vii) Crane charges, escort fees;
 - (viii) Inland haulage, if any, including documentation;
 - (ix) Insurance charges as per limit prescribed by the Government, in each case at the time of invitation of quotations, these limits shall be mentioned;
 - (x) Applicable taxes, if any
 - (xi) Agency charges
 - (xii) Any Other Charges
6. **Compliance with eligibility criteria:** The company also undertakes to conform to the eligibility criteria at all times during their empanelment with the Consulate General of India, Frankfurt and in case the company fails to meet any of the prescribed criteria at any time, it will bring the same to the attention of the Embassy forthwith. Withholding of such information will automatically lead to disqualification.
7. **Validity of quotation:** Once the company quotes the rates, it would be under obligation to perform at those rates. In the event the company subsequently refusing to discharge the services at quoted rates, for any reason (s), the Consulate would reserve the right of taking suitable action against such company including disqualification. **The quotes will remain valid for a period of 180 days.**
8. **Adherence to the deadline:** Non-adherence to the deadline to submit the quotation in respective individual cases would deem to be a matter of grave concern. Subsequently, all the empanelled packers, who are asked to submit quotations, if not interested in submitting the quotation due to any reason, should intimate within the stipulated time. Moreover, repetitive non-adherence to the deadline or non-submission of the quotations by the empanelled packing/forwarding agents may lead to their de-empanelment.

Signature: _____
Name _____
Designation: _____
Date: _____
Place: _____