

Embassy of India
Caracas

No. CAR/ADM/661/04/2018

26 November 2021

Notice Inviting Tender

Name of work: Invitation of competitive bids for packing, transportation and forwarding of personal effects to Tallinn (Estonia) by sea-freight on door to door basis.


Embassy of India in Caracas invites competitive bids from reputed and experienced agencies for the services of packers and movers for packing, transportation and forwarding of personal effects of the officer of this Embassy on transfer to Embassy of India, Paris on door to door basis in **20 ft. single container**.

2. Interested agencies may inspect the site for assessment of the job and to formulate their quotation with prior appointment with the Embassy of India, Caracas on 29.11.2021 between 12:00 hrs. to 14:00 hrs.

3. The NIT containing **eligibility criteria, scope of work, terms and conditions** can be accessed on website of Central Public Procurement Portal (ePublishing) at <https://www.eprocure.gov.in/epublish/app> or website of Embassy of India, Caracas www.eoi.caracas.mea.gov.in

4. The interested agencies are requested to submit their competitive bids in two separate sealed envelopes and addressed to Head of Chancery, Embassy of India, Caracas at Quinta Tagore No.12, Avenida San Carlos, La Floresta, Caracas-1060A on or before 02.12.2021 by 13:00 hrs. and tender would be opened on 03.12.2021 at 15:00 hrs.

5. The bids will be accepted only upon verification and fulfillment of the eligibility criteria mentioned in the tender document. The Embassy is not bound to accept the lowest tender and reserves the right to partially accept or reject any or all the tender(s) or part thereof, without assigning any reasons.


(Subrata Maity)
Head of Chancery
Embassy of India, Caracas
Phone: (58-212) 285 7887/ 285 3806
E-mail: hoc.caracas@mea.gov.in

Embassy of India

Caracas

The eligibility criteria, scope of work and terms and conditions for packing, transportation and forwarding of personal effects by sea-freight to Paris will be as follows:-

A. Eligibility Criteria: The bidder should furnish the following along with the documents:

- (i) The agency needs to use its own packing materials, professional workers and transport.
- (ii) The bidding firm should be a registered firm/entity legally authorized or competent to engage in the business of packing, moving and forwarding operations in Venezuela for at least the last five years;
- (iii) Firms should possess experience of at least 5 years of executing contract for packing and transportation of personal effects of officials in other Diplomatic Missions in Caracas and other places.
- (iv) The bidding firm should have either own vehicles or formal agreement with the registered & reputed transport companies/firms for provision of transport services and vehicles possessing fitness certificate for plying on roads;
- (v) The firms should have its registered office in Caracas and should have a self-owned or leased warehouse near at Sea Port and the facility should be clean, dry and equipped with proper security with adequate insurance against fire, theft, etc; and
- (vi) The number of working staff used for packing and movement of goods on regular payroll of the firms should be at least 5 (five);

B. Scope of Work:

- (i) Packing and transportation from residence to the port of origin in Caracas (Venezuela) to concerned sea port at Paris (France) on the basis of door to door of personal effects;
- (ii) Customs formalities at the port of origin & port of destination;
- (iii) All formalities relating to handling of consignment for surface from Caracas (Venezuela) on door to door basis;
- (iv) Arrangement of insurance as per prescribed procedures and facilitation in case of any claim on account of damage; Premium of Assured value : **US\$1974.98** which is equiv. to Rs.150,000/-)

Contd..2/-

C. Specific Terms and Conditions:

- (i) The validity of the quotation is 60 days.
- (ii) The agency should be apprised of the **latest guidelines on COVID-19** and should comply with the international health protocols, related to packing & shipping;

D. Material to be shipped: May include personal effects (some of which may be fragile in nature requiring special care) as per an indicative list given below:

- (i) Furniture, electronic appliances and fixtures;
- (ii) Kitchenware and foodstuff;
- (iii) Clothing, linen and shoes;
- (iv) Books and toys; and
- (v) Personal sports goods, if any

E. Quotation for packing, transportation and forwarding may be given in US\$ on door to door basis.

Embassy of India
Caracas

Tenders are invited for packing, transportation and forwarding of personal effects of the officer of this Embassy on transfer to Embassy of India, Paris. The bids should be in two parts and include the points indicated under each category of the bids:

PART-I

PART-II

First - Technical Bid	Second - Financial Bid
Name of the agency proposed to be deployed. Validity of the offer should be clearly indicated in the bid.	Rate may be mentioned in US\$ for 20 ft. Single container.
	Payments Mode – whether by cheque or bank transfer on submission of invoice.
	Bid should be excluding VAT/Tax

Embassy of India
Caracas

The performance Guarantee would remain valid for entire work of the contract.

Declaration by the Tenderer:

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of the authorizes signatory of the Tenderer
with seal of the agency)

Name: _____

Address: _____

Phone & Mobile No: _____

Date: _____
