

Embassy of India

Caracas

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No.CAR/ICC/661/02/22

28 May, 2025

**Notice Inviting Tender**

**Name of work: Invitation of competitive bids for packing, transportation and forwarding of personal effects to New Delhi, India by Air-freight on door-to-port basis, i.r.o Shri Alok Bharti, TIC**

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 official of this Embassy on transfer to New Delhi, India on a door-to-port basis.

2. Interested agencies may inspect the site for assessment of the job and formulate their quotation with a prior appointment with the Embassy of India, Caracas on 29.05.2025 between 12:00 hrs. to 14:00 hrs.

3. The NIT containing **eligibility criteria, scope of work, terms and conditions** can be accessed on the 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](http://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 the Head of Chancery, Embassy of India, Caracas at Quinta Tagore No.12, Avenida San Carlos, La Floresta, Caracas-1060A on or before 19.06.2025 by 15:00 hrs. and tender would be opened on 20.06.2025 at 10:00hrs.

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.



(K. Madhusudhana Rao)

Head of Chancery

Embassy of India, Caracas

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**K. Madhusudhana Rao**  
**Second Secretary & HOC**  
**Embassy of India**  
**Caracas Venezuela**

Embassy of India

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The eligibility criteria, scope of work and terms and conditions for packing, transportation and forwarding of personal effects by air-freight to New Delhi, India on a door-to-port basis 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 contracts 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 a formal agreement with the registered & reputed transport companies/firms for the provision of transport services and vehicles possessing fitness certificates for plying on roads;
- (v) The firm should have its registered office in Caracas and should have a self-owned or leased warehouse near 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 New Delhi, India on the basis of door-to-port 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-port basis;
- (iv) Arrangement of insurance as per prescribed procedures and facilitation in case of any claim on account of damage; Premium of Assured value of NIL/-

Contd..2/-

**C. Specific Terms and Conditions:**

The validity of the quotation is 60 days.

**D. Material to be shipped:** May include personal effects (some of which may be fragile in nature and require 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
- (vi) Other Miscellaneous items of household use.

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

Contd..3/-

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

PART-I

PART-II

<b>First - Technical Bid</b>	<b>Second - Financial Bid</b>
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\$.
	Payments Mode – whether by cheque or bank transfer on submission of invoice.
	Bid should be excluding VAT/Tax

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