



**EMBASSY OF INDIA,
MONROVIA**

INVITES QUOTATIONS

**FOR EMPANELMENT OF PACKERS & FORWARDERS FOR PACKING,
CLEARING AND FORWARDING PERSONAL EFFECTS, HOUSEHOLD
GOODS AND DIPLOMATIC/OFFICIAL CONSIGNMENTS OF THE EMBASSY
OF INDIA, MONROVIA**

TENDER NO. MON/ADMN/670/01/2023

LAST DATE FOR SUBMISSION OF BIDS

May 06, 2024 UP TO 1700 HRS (LST)

DATE OF OPENING OF BIDS

May 07, 2024 AT 1000 HRS (LST)

PLACE OF OPENING OF BIDS:

**EMBASSY OF INDIA
NO. 16 & 18, COCONUT PLANTATION, MAMBA POINT,
MONROVIA**

**Embassy of India
Monrovia**

Tender Notice No. MON/ADMN/670/01/2023

The Embassy of India, Monrovia invites sealed tenders/quotations from reputed packing and forwarding agencies for **Empanelment of Packers and Movers for packing, clearing and forwarding of Personal effects and Household goods of the Embassy officials and the diplomatic/official consignments of the Embassy of India.**

2. The tender documents can also be downloaded free of cost from the Embassy's website : <https://www.indianembassymonrovia.gov.in>

3. The quotation/bid along with duly filled-in Annexure-I, Annexure-II and supporting documentary evidence should be submitted in a sealed envelope superscripted "**Tender for providing packing, clearing and forwarding services to the Embassy of India, Monrovia**" addressed to the **Head of Chancery, Embassy of India, No.16 & 18, Coconut Plantation, UN Drive, Monrovia** and must reach on or before April 30, 2024 by 1700 hrs. It should also be superscripted at the bottom left corner with the full name, postal address, email and telephone number of the firm/dealer. Bids may be hand delivered or sent by post at the aforementioned address so as to reach on or before the stipulated date and time. The Mission will not be responsible for any postal delay.

4. The important schedule and dates are as under:

Sl. No.	Key event	Dates
3.	Bid submission start date	April 10, 2024 (0900 hrs)
4.	Last date of enquiries	May 03, 2023 (1200 hrs)
5.	Bid submission end date	May 06, 2024 (1700 hrs)
6.	Date, time & place of opening of bid (Participant bidder or their representatives may wish to be present)	May 07, 2024 (1000 hrs.) Embassy of India, No.16 & 18, Coconut Plantations, UN Drive, Monrovia

5. The bid has to be submitted as per the format specified at 'Annexure-I' and Annexure-II (Financial bid). Quotation/bid and copies of the credentials/documents are required to be signed/self-attested by the applicant with official seal. The financial bids of only technically qualified companies shall be evaluated.

6. The Bidder shall quote the price towards packing materials including lift van and labour charges (strictly as per the format given in Annexure-II – Financial bid). Price quoted should be on an all-inclusive basis and shall include the cost of all services, material, consumables, labour, transportation of labour and packing materials, insurance of the workers, VAT etc. The Embassy of India would not be responsible for any dues other than the agreed contract rate. Bids having any hidden costs or conditional costs are liable to be rejected.

7. The quotations/bids would be rejected due to incorporation of any false information and furnishing fake or truncated documents.

8. The validity of the quotation shall be at least 90 days from the last date of submission of bid.

9. Bid received after the closing date and time as prescribed in the tender notice, shall NOT be accepted under any circumstances.
10. If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.
11. The Embassy of India reserves the right to reject any or all the bids without giving any notice or assigning any reason and the decision of the Mission in this regard shall be final and binding.

Scope of Work:

12. Outbound consignments: The services provided by the agency in respect of outbound consignments shall include packing, local transportation from residence to the airport/seaport, custom clearance, airfreight/ocean freight on the basis of either Door to Port or Door to Door as per the requirement of the Embassy of India.
13. Inbound consignments: The services provided by the agency in respect of incoming consignments shall include custom clearance and delivery of the consignments at the residence/Embassy as the case may be.
14. The agency will be responsible to pay entire cost of manpower, equipment and supply of packing materials (including stuffing). The total weight of the luggage shall be taken into consideration including the weight of packing material, crates, hoops, receptacles etc.
15. The 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, glass items, toys, paintings, art pieces, decorative, personal sports goods, white goods, electronic items etc.
16. Good quality packing material should be used by the packer depending on the nature of the goods to be packed and the packing work should be done keeping in view the climatic conditions of Liberia as well as the climate of the destination to avoid any potential damage to the goods in transit.
17. The company shall be responsible for the insurance of the outbound consignment as per the prevailing rates and to facilitate the client in case of any claim on account of damage.
18. The agency will provide the services on working days from Monday to Friday or any other day as and when required.

Eligibility criteria and other terms and conditions:

19. The bidding companies/firms should have the following requirements:
 - (i) The Company should have all valid permit/registration from a competent local authority for providing packing, clearing and forwarding services in Liberia.
 - (ii) The Company should have experience in providing packing/clearing and forwarding services for a minimum period of 2 years and should be having strong credentials in the relevant field.
20. The Company should be providing packing, clearing and forwarding services to the Diplomatic Missions/UN organizations and other well-known and reputed business entities in Liberia.

21. The bidding agency should not be a sub-contractor of the other company providing the same services.
22. The Contract shall be valid for a period of two (02) years. No escalation of service charges during the period of contract. The contract may be extended annually on year to year basis as per the contract signed, on same terms and conditions and the same rates, subject to satisfactory services provided by the provider. Either party can terminate the Contract by giving another party a month written notice.

Settlement of invoices:

23. On completion of the awarded job, the bills towards packing charges shall be invoiced by the agency as per the agreed rates while the other incidental costs/freight charges which involve the services of the third parties shall be charged as per the actual on production of the receipts issued by the third parties involved. The invoice shall be submitted along with service report duly signed by the concerned Officer of Embassy of India, Monrovia.
24. The payment will be made either through Bank Transfer or Account Payee Cheque after satisfactory completion of the work.
25. Queries, if any, may be addressed to the Administration Division of the Mission at email adm.monrovia@mea.gov.in.


(Jitendra S. Rawat)
Head of Chancery

Details of the company providing packing, forwarding and clearing services for the Embassy of India, Monrovia

Sl. No.	Particulars	Details to be filled by the Agency
2.	Name of the Firm/ Agency	
3.	Name of Contact Person(s)	
4.	Telephone and Email of the contact person(s)	
5.	Whether the company has valid permit/registered with the competent local authority for providing packing, forwarding and clearing services in Liberia (Supporting documents as evidence to be attached)	
6.	Registered office/ business address of the agency	
7.	Duration of the period the company is operating in this field (Supporting documents as evidence to be attached)	
8.	Company's annual turnover and the strength of the staff (Supporting documents as evidence to be attached)	
9.	Whether the agency is providing the packing, forwarding and clearing services to reputed customers like Embassies, UN offices, NGOs, Multinational Companies etc. If yes, please mention the names of the organizations where the agency is empanelled/ providing such services. (Supporting documents as evidence to be attached)	

I/ We _____ do hereby declare that the entries made in the above form are true to the best of my/ our knowledge and also we shall be bound by the acts of my/our duly constituted attorney.

I/ We hereby understand that the submission of application does not guarantee for award of contract as service provider of Embassy of India, Monrovia.

I/We further understand that in case of any information submitted by me / us, found to be incorrect either before or even after the contract, Embassy of India, Monrovia will have the right to summarily reject the application/ cancel the contract at anytime without assigning any reason whatsoever.

Signature of authorized signatory

Name: _____

Office Seal

Place/Date:

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE BID (FINANCIAL BID)

The bidder should provide quote for cost of packing of personal effects and household goods, strictly in this format.

1.	Name and address of the Bidder Agency/Company.	
2.	Period of the validity of the Bid	90 days

By Sea/Road:

Approximate Weight	Packing charge per 100 kgs. (US\$) (1)	Total cost of packing material including lift van (US\$) (2)	Labour charges for packing (US\$) (3)
4850 kgs			
2600 kgs			
1475 kgs			

By Air:

Approximate Weight	Packing charge per 100 kgs. (US\$) (1)	Total cost of packing material including lift van (US\$) (2)	Labour charges for packing (US\$) (3)
1120 kgs			
560 kgs			
400 kgs			

Note 1: The rates shall be inclusive of all charges viz. labour charges, input costs, material charges, service charges, etc. and any other statutory obligations/charges as the case may be.

Note 2: The quotations should be given for the gross weight and price should be quoted separately and clearly in the format mentioned above. The column 1 shows the unit cost for the total packing. The column 2 shows the cost towards packing material including lift van and the column 3 towards labour. Thus the figure in the column 1 should be the corresponding fraction of the sum of columns 2 and 3.

Declaration:

I/We have understood the terms and conditions of the contract and the instructions to the tenderers annexed to the invitation to tender and have thoroughly examined the specification. I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)

Dated _____

Name and address of the Agency/Company _____

Seal of the firm