

Quotations are invited for empanelment of Packers & Forwarders for packing, clearing and forwarding personal effects, household goods and other consignments (of Diplomatic Status) in the name of Embassy of India, Beirut. The details of the company should be submitted in prescribed format as attached in Annexure I & II. Annexures duly filled in and complete in all respects should be addressed to the Head of Chancery, Embassy of India, Beirut and are to be submitted before 4.00 pm on 10.02.2024.

1. Instruction to the Company:

1.1. The companies are requested to submit complete information regarding their credentials in Annexure-I along with their quotation in Annexure-II.

1.2. Price quoted must be in USD and should be inclusive of all charges.

2. Conditions of Empanelment Contract:

2.1. The empanelment contract, if awarded will be initially for a period of two years from the date of award and extendable for further one year subject to continuous satisfactory performance (maximum tenure of 03 years).

2.2. In case of failure of the contractor/firm/company to comply with the provisions of the term and conditions mentioned in the Agreement to be signed between Embassy of India, Beirut and the successful companies, the competent authority of this Embassy reserves the right to terminate the contract and to blacklist the firm.

2.3. The company will be responsible for conduct of the persons engaged by them for the work, which should be conducive for maintaining harmonious atmosphere as expected by the Embassy of India, Beirut.

2.4. The price quoted by the company shall be kept open and valid for acceptance for a minimum period of 90 business days.

2.5. The quotations 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. Embassy of India, Beirut will not be responsible for any postal delay.

Address Details:

Head of Chancery,
Embassy of India, Beirut
239, Ibrahim Abed El Aal Street,
Hamra, Ras Beirut,
Beirut

3. Eligibility Criteria:

3.1. The company should be a registered firm/entity legally authorised or competent to engage in the business of packing, moving and forwarding operations, based in Lebanon having its Head Office/Branch Office in/near Beirut.

3.2. The company should possess an experience of at least five (5) years in similar works of packing, clearing and forwarding of consignments, preferably accredited to any Lebanese Govt. body/institution, if applicable

3.3. The companies should possess and demonstrate ability to provide “Door to Port/Door to Door” service for international shipments.

3.4. The company should have either own vehicles or formal agreement with the registered & reputed transport companies for provision of transport services.

3.5. The company should have a self-owned or leased warehouse. If the warehouse is on lease, the empanelment of the firm would be dependent upon the lease being valid for the duration of the empanelment. The warehouse should be clean, dry, vermin-free and equipped with proper security, with adequate insurance against fire, theft, etc.

3.6. The number of working staff used for packing and movement of goods on regular payroll of the firms should be at least 10.

3.7. The company, while bidding, should certify that they have not been indicted for any criminal, fraudulent or anti-competition activity. Any false statement could result in automatic disqualification. The firm would indicate the details of litigation they are involved in, if any, at the time of bidding.

3.8. The validity of the bid is 6 months. Timely despatch of the personal effects to its destination, not exceeding two weeks of packing, should be ensured by the company, unless Mission asks to defer the despatch.

3.9. Bidding companies will be asked to show the sample of packing material to be used by them for evaluation of their bid, for which the Embassy will pre-inform the bidding company.

4. Scope of work:

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, object d’art (paintings, art pieces, decorative items etc.) personal sports goods, major appliances, 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 Beirut as well as the climate of the destination to minimize the potential damage to the goods in transit.

4.5. The consignment should be weighed properly before handing over it to shipping lines. The invoice should mention that weight for payment purpose. The total weight of baggage shall be considered after taking into consideration the weight of packing material, crates, hoops, lift van etc.

4.6. Facilitate the customs formalities at the port of origin.

4.7. The insurance of the baggage will be arranged by the packers till the point of delivery in India/other countries. The packer will be responsible for liaising with the Insurance Company in case of settlement of any claim.

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

4.9. For Inbound Consignment, handling of all formalities relating to clearance of personal effects & household goods and other consignments at Beirut Airport/Seaport and delivery at the residence in Beirut. Clearance of diplomatic cargo and other consignments received in the name of Embassy of India, Beirut.

4.10. In case the destination is India, the forwarding of personal effects and household goods, transported by sea, has to be done from residence in Beirut to **ICD Tughlakabad** by the packer on a door to port basis.

4.11. In case the destination is other than India, the forwarding of personal effects and household goods will be done on a door to door basis.

5. Price Schedule:

5.1. The company shall quote price in clear terms. Break up should abide by the format in Annexure-II. There should not be any hidden costs.

5.2. Prices quoted by the company shall be fixed and no variance will be allowed. This Price will only include cost of packing material and labour charges. Cost of Transportation will separate and will be considered on a case to case basis.

5.3. Prices shall be quoted in USD.

5.4. Payment: The company will be required to submit his bill along with service report duly signed by the concerned mission officer. The payment will be released by the Embassy of India, Beirut by cash/bank transfer after satisfactory completion of the work.

5.5. The rates once accepted by Embassy of India, Beirut shall remain unaltered throughout the period of contract.

6. Penalty Clause:

6.1. Notwithstanding the terms outlined in this Tender Notice, the Embassy reserves the right to temporarily or permanently blacklist/debar the companies on its panel due to unsatisfactory services.

6.2. Companies which get empanelled with the Embassy will be required to participate in at least 50% of the bids floated by the Mission every six months, failing which, the Embassy may consider blacklisting/barring from future bids for a time as deemed appropriate.

7. Schedule for Submission of Quotation:

7.1. Last date & time for depositing the complete: **10.02.2024; 4:00pm**
information along with quotation

7.2. Address for depositing the proposal: **Head of Chancery
Embassy of India
239, Ibrahim Abed El Aal Street
Hamra, Ras Beirut,
Beirut
hoc.beirut@mea.gov.in**

Proposals received after the deadline will be rejected.

COMPANY CREDENTIAL

1. Name of the contractor/firm/company:
2. Organizational Structure of the company:
3. Contact Details:
Registered Postal Address:-
Mobile Phone No.:-
Telephone No.:-
Fax No.:-
Email Address:-
4. Name of the contact person (a high ranking member/ official within your organization) to who all reference shall be made regarding this empanelment:
5. Contact person and details in case of Emergency:
6. License/Registration No. (Please attach Incorporation Certificate and other Standards Affiliation Certificates related to packing services viz., ISO, FIDI-FAIM etc.):
7. Experience in packing, clearing and forwarding of consignments (attach list of clients and their contacts):
8. Other services provided by the company:
9. Any other information (to be supported by necessary documents):
10. Whether warehouse capacity is owned/leased by the firm with proper security features and is adequately insured against fire, theft etc.:
11. Number of employees on regular payroll of the firm:
12. Copies of audited financial statements during last three years:
13. Whether the firm owns vehicles or has a formal agreement with registered reputed transport companies/ firms for provision of transport services:

Signature:

Name of Signatory:

Designation of Signatory:

ANNEXURE -II

PROFORMA

1. Name of the Mission/Post: Embassy of India, Beirut
2. Name & Address of the Firm:
3. Quotations for cost of packing of personal and household effects weighing as follows:

A. By Ship:

Weight Category (Kg)	Total cost of packing material including lift van per 100 Kg (USD)	Labour charges for packing per 100 Kg (USD)
4850		
2600		
1475		

B. By Air:

Weight Category (Kg)	Total cost of packing material including lift van per 100 Kg (USD)	Labour charges for packing per 100 Kg (USD)
1120		
560		
400		