

High Commission of India
Colombo

1.	Tendering Authority	High Commission of India, Colombo
2.	Invitation Reference No.	Col/Adm/791/1/98 - II
3.	Procurement Method	Open Tender
4.	Source of fund	Government of India
5.	Tender Name	Empanelment of Packers and Movers for packing, clearing and forwarding personal effects of its personnel and other consignments in the name of High Commission of India, Colombo
6.	Tender submission date	26 th October 2022
7.	Last date and time to submit bids	16 th November 2022 at 1500hrs
8.	Tender opening date and time	16 th November 2022 at 1600hrs
9.	Conditions	<p>(i) The tender issuing authority reserves the right to withdraw/cancel the tender for any reason whatsoever after publication/award of contract.</p> <p>(ii) The bidders will have to certify in their offers that the work will be undertaken in a professional manner using good quality material and to the satisfaction of the High Commission.</p> <p>(iii) No advance or down payment for this work. Bill would be settled after satisfactory completion of job.</p>
10.	Name and Address of the Office Receiving tenders	First Secretary (Head of Chancery), High Commission of India, P.O. Box 882, No. 36-38, Galle Road, Colombo 03
11.	Name and address of the office for opening tenders	First Secretary (Head of Chancery), High Commission of India, P.O. Box 882, No. 36-38, Galle Road, Colombo 03
12.	Terms and Conditions	<p>The tenders (in English language only) should be submitted in two sealed envelopes.</p> <p>The first sealed envelope should be superscribed "Technical Bid"</p> <p>Second sealed cover superscribed "Financial Bid".</p> <p>Both the sealed covers should be placed in the main sealed envelope superscribed "Tender for empanelment of Packers and Movers for High Commission of India, Colombo and addressed to First Secretary (Head of Chancery), High Commission of India, P.O. Box 882, No. 36-38, Galle Road, Colombo 03.</p>

		<ul style="list-style-type: none"> ● The Technical Bid should contain <ul style="list-style-type: none"> (a) Company credentials, experience, client list, certifications, license, profile : (b) Manpower strength (c) Details of owner/proprietors, management of company (d) The requisite information duly filled in as per proforma at Annexure-I. ● The Financial Bid should contain rates which are to be quoted in the proforma at Annexure-II. Please note the High Commission is exempted from paying VAT/Taxes. ● The Bidder is obliged to submit “Bid Securing Declaration” in the format enclosed as Annexure-III along with the Technical Bid. ● The Tenderer shall submit documentary evidence in respect of their financial and technical capabilities and of their experience in execution of similar nature of work. ● The Tenderer shall submit only one tender comprising the Financial bid and the Technical bid. A tenderer who submits or participates more than one tender will be disqualified. ● The Agency/procuring entity reserves the right to accept or reject any or all the Tenders without assigning any reasons whatsoever; ● If the Tenderer submit any false-incorrect or forged certificates, his tender will be summarily rejected and Tender security may be forfeited.
13.	Scope of Work	<p>Outbound Consignment:-</p> <ul style="list-style-type: none"> (i) Packing (including stuffing) of personal effects and household goods. (ii) 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, decorations, etc.) personal sports goods, white goods, electronic items etc. (iii) Standard and good quality packing material should be used by the packers depending on the nature of the stuff to be packed. (Ex: packing peanuts, corrugated boxes, bubble wraps, cling film, packing foam, packing paper etc.) (iv) The packing work should be done keeping in view the climatic conditions as well as the destination to minimize the potential damage to the goods in transit. Forwarding of personal effects and household goods from residence in Sri Lanka to port if the baggage is to be transported by sea. The bidder shall give price for transport of the baggage from Sri Lanka to the specific destination on a case to case basis. (v) Customs formalities at the Ports. (vi) Export documentation and Insurance of the cargo as per the prescribed procedures and facilitation in case of any claim on account of damage. (vii) Forwarding of personal effects and household goods from residence in Sri Lanka to airport if the baggage is to be transported by Air cargo. The

		<p>bidder shall give price for transport of baggage from Sri Lanka to the specific destination on a case to case basis.</p> <p>Inbound consignment:-</p> <p>(viii) Handling of all formalities relating to clearance of personal effects and household goods and other consignments on behalf of the High Commission of India, Colombo.</p> <p>(ix) Clearance of Diplomatic cargo and other consignments received in the name of the High Commission of India, Colombo.</p>
14.	Eligibility Criteria	<p>(i) The bidder should be a registered firm/entity legally authorized or competent to engage in the business of packing, moving, and forwarding operations, based in Sri Lanka having head office/branch office in Colombo.</p> <p>(ii) The bidder should have an experience of at least five (5) years in similar works of packing, clearing and forwarding of consignment.</p> <p>(iii) Firms should possess and demonstrate ability to provide "Door to Port" and "Door to Door" service for international shipments.</p>
15.	Validity of Bids	180 days
16.	Pricing Break Down	Annexure- II
17.	Payment	<p>(i) The contractor will be required to submit his bill along with service report duly signed by the concerned Mission's officer. The payment will be released by the High Commission of India by Cheque/bank transfer after satisfactory completion of the work.</p> <p>(ii) The rates once accepted by the High Commission of India, Colombo shall remain unaltered throughout the period of contract.</p>

Technical Bid

To.
First Secretary (Head of Chancery)
High Commission of India, Colombo

Dear Sir/Madam,

I/We,.....Representative(s) of
M/s.....solemnly declare that :

1. I/We are submitting tender for the Empanelment of Packing, Moving and Forwarding companies against Tender Notice No. ----- dated -----.
2. Myself or my parents do not have any relative working in the office of High Commission of India, Colombo.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and other information give in this tender is complete, correct, and true.
4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid. The company credential should include the following-
 - (a) Contact details-
 - (i) Name of the contractor/firm/company:
 - (ii) Resgistered Postal Address:
 - (iii) Mobile Phone No.:
 - (iv) Office Telephone No.:
 - (v) Fax No.:
 - (vi) Email address:
 - (b) Name of the Contact person (a high ranking member/official within your organization) to whom all reference shall be made regarding this tender :
 - (c) Contact person and details in case of Emergency :
 - (d) License/Registration No.
(Attached Incorporation certificate and other Standards' / Affiliation certificates) :
 - (e) Experience in packing, clearing and forwarding of consignments:
(Attached list of clients and their contacts) :
 - (f) Any other information
(to be supported by necessary documents) :
5. The price-bid submitted by me/us is "WITHOUT ANY CONDITION".
6. I/ We have not been banned/de-listed by any Government or Quasi Government agencies.
7. If any information or document submitted is found to be false / incorrect, Mission may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues and blacklisting of my/our firm and all partners of the firm etc.
8. All the terms and conditions of the tender are acceptable to us.

Date:

Signature of the Bidder/Authorized Signatory

Place:

Full Name:

Designation:

(Office seal of the Bidder)

FINANCIAL BID

- 1) Name of the Mission : **High Commission of India, Colombo**
- 2) Name and address of the firms :
- 3) Quotation for cost of packaging of personal and household effects weighing as follows:

PROFORMA FOR PACKING CHARGES

(A) By Ship :

Approx. Weight	Packing charges per 100 kgs	Total cost of packing material including lift van	Labour charges for packing
1	2	3	4
4850 Kgs			
2600 Kgs			
1475 Kgs			

(B) By Air :

Approx. Weight	Packing charges per 100 kgs	Total cost of packing material including lift van	Labour charges for packing
1	2	3	4
1120 Kgs			
560 Kgs			
400 Kgs			

The format of the proforma is explained as below: -

The column "packing charges per 100 kgs" shows the unit cost for the total packing. The second column shows the cost towards the liftvan and packing material and the third column towards labour. Thus the figure in the 1st column should be the corresponding fraction of the sum of 2nd and 3rd columns. For the entitlement 2600 kgs., the figure in the 1st column should be 1/26th of the sum of figures in 2nd and 3rd columns. The same explanation holds good for other entitlements also.

(C) Clearance of personal effects & household goods and other consignments in the name of Office of the High Commission of India, Colombo from seaport/airport and delivery at the residence of the officer/Mission :

Date:

Signature of the Authorized representative

Place:

Full Name:

Designation:

(Office seal of the Bidder)

No.

**High Commission of India
Colombo**

**EMPANELMENT OF PACKING, MOVING AND FORWARDING COMPANIES FOR
HIGH COMMISSION OF INDIA, COLOMBO**

Bid Securing Declaration

I/ We accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/we will be suspended for the period of time specified in the request for bid document from being eligible to submit Bids for contracts with the Government of India.

Date:

Signature of the Authorized representative

Place:

Full Name:

Designation:

(Office seal of the Company)

CHECK LIST

SI No.	PARTICULARS	YES / NO
1.	Have you filled and submitted all forms (i) Technical bid (ii) Financial bid (iii) Bid Securing Declaration	
2.	Have you read and understood various conditions of the Contract and shall abide by them.	
TECHINCAL BID		
3.	Have you enclosed the Bid Securing Declaration?	
4.	Legal Valid Entity: Have you attached the certificate issued by competent authority	
5.	Registration Certificate	
6.	Have you submitted the proof of authorization to sign on behalf of the bidder in the Technical Bid?	
7.	Have your Technical Bid been prepared as per the requirements of the Tender?	
FINANCIAL BID		
8.	Have your Financial Bid proposal duly filled in as per instructions?	
9.	Have you provided cost breakups for components in the Financial Bid?	
10.	Have you attended pre-bid site visit / briefing?	

Note: The above must be filled, signed, and submitted along the bid.

Signature of the Authorized signatory of
the Bidder with seal of the firm/company

Full Name & Designation : _____

Mobile No. : _____

Date : _____