

Request for Proposal

Tender invitation for empanelment of Packers & Forwarders for packing, clearing and forwarding personal effects, household goods and other consignments in the name of Embassy of India, Riyadh.

Tender No. : No. Riy/E/791/01/2005
Tender publishing date : 30 December 2024
Last date for submission of bids : 20 January 2025

Sealed tenders having financial bids and credentials of the firm, are invited by Embassy of India, Riyadh, Saudi Arabia, from contractors /firms/companies situated within KSA, having head/branch office in Riyadh, for packing, clearing and forwarding personal effects of its personnel and other consignments in the name of Embassy of India, Riyadh. The tender should be submitted in prescribed format as laid down in the tender documents (**Annexure I and II**). The tender documents; duly filled in and complete in all respect should be addressed to the Head of Chancery, Embassy of India, Riyadh, and are to be submitted before 1700 hrs. on 20 Jan 2025.

1. Instructions to Bidders:

Embassy of India, Riyadh invites tenders for packing, clearing and forwarding of personal effects, household goods and other consignments in the name of Embassy of India, Riyadh from Contractors/ firms/companies situated within Riyadh. The detailed terms and conditions, schedule of work/specifications and format for bidding are available in the tender document. The bidders are instructed to go through Tender Form, thoroughly before quoting their rates.

1.1 Bidders are requested to submit complete information regarding their credentials (**Annexure - I**) along with their financial bid as per **Annexure - II**. All pages of the tender document must be signed by the authorized signatory.

1.2 Price quoted must be in Saudi Riyal as well as in Indian Rupees and should be inclusive of all charges. In no case any enhancement in approved rate will be entertained by the Embassy of India, Riyadh. The quotations shall be furnished in a sealed envelope.

2. Conditions of Empanelment Contract:

2.1 The empanelment contract, if awarded, will be initially for one year from the date of award and may be extended for further one year subject to continuous satisfactory performance (maximum tenure of 02 years).

2.2 The Embassy of India, Riyadh reserves the right to accept/reject the bid and does not bind itself to accept the lowest bid or any bid and can reject any or all the bids or to scrap the RPF in whole or in part: without assigning any reason whatsoever.

2.3 In case of failure of the contractor/firm/company to comply with the provision of the term and conditions mentioned in the Tender Document or the Agreement to be signed between Embassy of India, Riyadh and the successful bidder, the Competent Authority of this Embassy reserves the right to terminate the contract and to blacklist the firm.

2.4 The contractor/firm/company will be responsible for compliance of all laws, acts and rules made there under, statutory orders issued from time to time in relation to the environment and manpower deployed by them for performance of the job under reference and the Embassy of India, Riyadh, will have a right to be indemnified in respect of any consequences resulting from any breach or violation by the contractor/firm/company of such rules, statutory obligations etc.

2.5 The contractor/firm/company will be responsible for conduct of the persons engaged by him

for the work, which will be conducive for maintaining harmonious atmosphere as expected by the Embassy of India, Riyadh.

2.6 In the event of any violation of laws, rules, statutory provision by the contractor, this will amount to breach of contract and in such case, the Embassy of India, Riyadh will have the right for terminating the empanelment contract, forthwith, without giving any notice or assigning any reason.

2.7 The Embassy of India, Riyadh reserves the right to terminate this empanelment contract in any eventuality, without any notice and without explaining any reasons to the contractor/firm/company. The Contractor/ firm/company shall not have claim for any compensation in such event of discontinuation of the empanelment contract.

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

2.9 Bids 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, Riyadh, will not be responsible for any postal delay.

Address Details:

Head of Chancery Embassy
of India, Riyadh B-1,
Diplomatic Quarter P.O.Box
No. 94387
Riyadh- 11693, Saudi Arabia
Eligibility Criteria:

2.10 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 Saudi Arabia having its Head Office/Branch office in Riyadh.

2.11 The bidder should have an experience of at least three (3) years in similar works of packing clearing and forwarding of consignments.

2.12 Firms should possess and demonstrate ability to provide “Door to Port” or “Door to Door” service for international shipments.

3. Scope of work:

Packing (Including stuffing) of personal effects and household goods.

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, decoratives, etc.) personal sports goods, white goods, electronic items etc.

Standard and good quality packing material should be used by the packer depending on the nature of the stuff to be packed.

The packing work should be done keeping in view the climatic conditions of Riyadh, (warm and humid) as well as the climate of the destination to minimize the potential damage to the goods in transit. Forwarding of personal effects and household goods from residence in Riyadh to Sea Port, if the baggage is to be transported by sea. The bidder shall give his price for transport of the baggage from Riyadh Port to the specific destination port on a case to case basis.

Customs formalities at the port of origin.

Export documentation and insurance of the Cargo as per the prescribed procedures and facilitation in case of any claim on account of damage. Forwarding of personal effects and household goods from residence in Riyadh to Riyadh Airport if the baggage is transported by air cargo. The bidder shall give his price for transport of the baggage from Riyadh Airport to the specific destination Airport on a case to case basis.

Inbound Consignment

Handling of all formalities relating to clearance of personal effects & household goods and other consignments at Riyadh Airport /Seaport and delivery at the residence in Riyadh.

Clearance of diplomatic cargo and other consignments received in the name of Embassy of India, Riyadh, Saudi Arabia.

4. Price Schedule:

4.1 The Bidder(s) shall quote price in clear terms. Break up should abide by the Format for the bids as described in Annexure - II. Bids having any hidden costs or conditional costs are liable to be rejected.

4.2 Prices quoted by the Bidder shall be fixed and no variation will be allowed under any circumstances except that of change in tax/govt. rates.

4.3 Prices shall be quoted in Saudi Riyals as well as in Indian Rupees.

4.4 Payment: The contractor will be required to submit his bill along with service report duly signed by the concerned Embassy Officer. The payment will be released by the Embassy of India, Riyadh by bank transfer after satisfactory completion of the work.

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

5. The **Schedule for Bidding** is as under:

Last date & time for depositing Bids/tender papers : 20 January, 2025; 1700 hrs

Place for depositing Bids/tender papers : Head of Chancery,
B-1, Diplomatic Quarter P.O.Box
No. 94387
Riyadh- 11693, Saudi Arabia

Date & time for opening of the Bids : 22 January at 1600 Hrs

Place of opening the bids : Embassy of India, Riyadh

Proposals received after the deadline will be rejected. Any change in the dates/place will be intimated.

COMPANY CREDENTIALS

1. Name of the contractor/firm/company:
2. Contact details:
Registered Postal
Address: Mobile Phone
No.: Telephone No.:
Fax No.: Email
Address:
3. Name of the Contact person (a high ranking member/official within your organization) who all reference shall be made regarding this tender to:
4. Contact person and details in case of Emergency:
5. License/Registration No. (attach Incorporation Certificate and other Standards' Certificate):
6. Experience in Packing, clearing and forwarding of consignment (attache list of clients and their contracts)
7. Any other information (to be supported by supporting documents)

UNDERTAKING

I, the undersigned, certify that I have gone through the terms and condition mentioned in the tender document and undertake to comply with them.

The rates quoted by me are valid and binding upon me for the entire period of contract. I hereby undertake to render the service as per directions given in the tender document.

Date:

Place:

Signature of the Bidder/Authorized Signatory

Full Name:

Designation:

(Office seal of the Bidder)

Annexure-II

- (1) Name of the Mission/Post : **Embassy of India, Riyadh**
- (2) Name and Address of the Firm:
- (3) Quotation for cost of packing of personal and household effects weighing as follows:

(A) By Ship

Approx Weight	Packing charges per 100 Kgs		Total cost of packing material including lift van		Labour charges for packing	
	Kgs	Local currency	Indian Rupees	Local currency	Indian Rupees	Local currency
4850						
2600						
1475						

(B) By Air

Approx Weight	Packing charges per 100 Kgs		Total cost of packing material including lift van		Labour charges for packing	
	Kgs	Local currency	Indian Rupees	Local currency	Indian Rupees	Local currency
1120						
560						
400						

(C) **Insurance Premium**

Sl. No.	Price Category (Indian Rupees)	Insurance Premium	
		Saudi Riyal	Indian Rupees
1.	Rs. 375,000		
2.	Rs. 300,000		
3.	Rs. 262,500		
4.	Rs. 150,000		
5.	Rs. 127,500		
6.	Rs. 25,000		

(D) Clearance of personal effects & household goods and other consignments in the name of Embassy of India, Riyadh from seaport/airport and delivery at the residence of the officer/Embassy.

Sl. No.	Other Charges	Saudi Riyal	Indian Rupees
1	Company/Agency charges		
2	Customs/clearing charges		
3	Labour charges		
4	Any other charges payable at airport/seaport		
5	Local transportation and delivery charges		
6	Destuffing Charges		
7	Other Charges, if any		

Embassy of India

Riyadh

Empanelment of Packing, Moving and Forwarding Agencies / Firms
Acceptance of Terms & Conditions

In response to the Embassy of India, Riyadh's acceptance of our bid for empanelment for the purpose of packing, moving and forwarding services, on behalf of M/s. _____, the undersigned, in her/his capacity as _____, conveys the company's willingness to be on the panel of the Embassy of India, Riyadh and accepts the following terms and conditions for provision of services:

1. The empanelment contract, if awarded, would be initially for two years from the date of award and extendable for further one year subject to continuous satisfactory performance (maximum tenure of 03 years).
2. **Scope of Work:** The firm fully understands that its scope of work would include but not be limited to the following functions:

Packing (Including stuffing) of personal effects and household goods.

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, decoratives, etc.) personal sports goods, white goods, electronic items etc.

Standard and good quality packing material should be used by the packer depending on the nature of the stuff to be packed.

The packing work should be done keeping in view the climatic conditions of Riyadh (warm and humid) as well as the climate of the destination to minimize the potential damage to the goods in transit. Forwarding of personal effects and household goods from residence in Riyadh to Riyadh Sea Port, if the baggage is to be transported by sea. The bidder shall give his price for transport of the baggage from Riyadh Sea Port to the specific destination port on a case to case basis.

Customs formalities at the port of origin.

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

Forwarding of personal effects and household goods from residence in Riyadh to Riyadh Airport if the baggage is transported by air cargo. The bidder shall give his price for transport of the baggage from Riyadh Airport to the specific destination Airport on a case to case basis.

Inbound Consignment

Handling of all formalities relating to clearance of personal effects & household goods and other consignments at Riyadh Airport /Seaport and delivery at the residence in Riyadh.

Clearance of diplomatic cargo and other consignments received in the name of Embassy of India, Riyadh, Saudi Arabia.

3. **Material to be shipped:** May include household goods (some of which may be fragile in nature requiring special care) as per an indicative list given below:
 - (I) Furniture and fixtures;Kitchenware and foodstuff;
 - (i) Clothing, linen and shoes, etc;
 - (ii) Books and toys;

- (iii) Object d'art (painting, art pieces, etc.);
- (iv) Personal sports goods;
- (v) Vehicles of various types
- (vi) White goods and electronic items, etc.

4. **Packing material and quality:** Will be standard and good quality depending upon the nature of the stuff to be packed.

5. **Quotation details for out-bound consignments:** All empanelled agencies / firms will be free to quotes for any shipment proposal giving the following detailed break-up:

- (i) Packing charges;
- (ii) Transportation from residence to the port;
- (iii) Agency and handling charges;
- (iv) Transportation and Portorage within docks / check-points;
- (v) Customs examination charges;
- (vi) Crane charges, escort fees;
- (vii) Inland haulage, if any, including documentation;
- (ix) Insurance charges as per limits prescribed by the Government, in each case at the time of invitation of quotations, these limits shall be mentioned;
- (x) Applicable taxes, if any.

6. **Compliance with eligibility criteria:** The company also undertakes to conform to the eligibility criteria at all times during their empanelment with the Embassy of India and in case the company happens to fail to meet any of the prescribed criteria at any time, bring the same to the attention of the Embassy forthwith with a clear understanding that this could result in their being disqualified. Withholding of such information will automatically lead to disqualification.

7. **Validity of quotations:** Once the company quotes the rates, it would be under obligation to perform at those rates. In the event the company subsequently refusing to discharge the services at quoted rates, for any reason, the Ministry would reserve the rights of taking suitable action against such company including disqualification. Quotation will remain valid for a period of 180 days.

8. **Submission and opening of bids:** All the empanelled companies will be provided information with regard to the upcoming movements and will be invited to provide their quotations by the indicated date. All quotations received shall be opened on a pre-fixed date and time. The representatives of the quoting companies are free to attend the bid opening.

9. **Adherence to the deadline:** After the formation of panel of packers, non-adherence to the deadline to submit the quotations in respective individual cases would deemed to be a matter of grave concern. Subsequently, all the empanelled packers, who are asked to submit quotations, if not interested in submitting the quotation due to any reason, should intimate within the stipulated time. Moreover, repetitive non-adherence to the deadline or non-submission of the quotations by the empanelled packing/forwarding agents may lead to their depanelment.

Signature: _____

Name: _____

Designation: _____