

Consulate General of India  
Atlanta  
\*\*\*\*\*

Consulate General of India, Atlanta, USA invites tenders for empanelment of packers and forwarders from packing and forwarding companies as per terms and conditions set forth in the Tender Document:

1.	Tendering Authority	Consulate General of India
2.	Invitation Reference No. and Date	ATL/876/1/2020 29.10.2020
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, household goods and other consignments.
6.	Tender Submission date	30.10.2020
7.	Last Date and time to submit bids	19.11.2020 at 1700 hrs.
7.	Tender Opening date and time	20.11.2020
8.	Conditions	(I) The tender issuing authority reserves the right to withdraw/cancel the tender for any reason whatsoever after publication/award of contract. (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 Consulate. (iii) No advance or down payment for this work. Bill would be settled on monthly basis and after satisfactory completion of job.
9.	Name and Address of the Office Receiving tenders	Consul (Head of Chancery), 5549 Glenridge Drive NE, Atlanta Georgia 30342
10.	Name and address of the office for opening tenders	Consul (Head of Chancery), 5549 Glenridge Drive NE, Atlanta Georgia 30342
11.	Terms and Conditions	The tenders should be submitted in two sealed envelopes- the first sealed envelope should be superscribed " <b>Technical Bid</b> " and second sealed cover superscribed " <b>Financial Bid</b> ". Both the sealed covers should be placed in the main sealed envelope superscribed "Tender for empanelment of Packers and Movers for Consulate General of India, Atlanta" and addressed to "Consul (Head of Chancery),

		<p>Consulate General of India, 5549, Glenridge Drive NE, Atlanta GA 30342”.</p> <ul style="list-style-type: none"> <li>• The Technical Bid should contain- (a) Company credentials, experience, client list, certifications, license, profile; (b) Manpower strength; (c) Details of owner/proprietor; (s), management of company and (d) the requisite information duly filled in as per proforma at Annexure- I;</li> <li>• The Financial Bid should contain rates which are to be quoted on monthly basis as proforma at Annexure-II. This should also mention statutory taxes as applicable.</li> <li>• The technical bid should be accompanied with Earnest Money Deposit (EMD) of US\$100.00</li> <li>• The Bidder is obliged to submit ‘Bid Securing Declaration’ in the format enclosed as Annexure-III along with the Technical Bid in lieu of EMD</li> <li>• 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.</li> <li>• The tenderer can submit only one tender. A Tenderer who submits or participates more than one tender will be disqualified.</li> <li>• The Agency/procuring entity reserves the right to accept or reject any or all the Tenders without assigning any reasons whatsoever,</li> <li>• If the Tenderer submit any false-incorrect or forged certificates, his tender will be summarily rejected, and Tender security may be forfeited.</li> </ul>
12.	Scope of work	<p>Outbound Consignment-</p> <ul style="list-style-type: none"> <li>(i) Packing (including stuffing) of personal effects and household goods.</li> </ul>

		<ul style="list-style-type: none"> <li>(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.</li> <li>(iii) Standard and good quality packing material should be used by the packers depending on the nature of the stuff to be packed.</li> <li>(iv) The packing work should be done keeping in view the climatic conditions of Atlanta 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 Atlanta to port if the baggage is to be transported by sea. The bidder shall give price for transport of the baggage from Atlanta to the specific destination on a case by case basis.</li> <li>(v) Customs formalities at the ports.</li> <li>(vi) Export documentation and insurance of the cargo as per the prescribed procedures and facilitation in case of any claim on account of damage.</li> <li>(vii) Forwarding of personal effects and household goods from residence in Atlanta to airport if the baggage is to be transported by air cargo. The bidder shall give price for transport of baggage from Atlanta to the specific destination on a case by case basis.</li> </ul> <p>Inbound consignment-</p> <ul style="list-style-type: none"> <li>(viii) Handling of all formalities relating to clearance of personal effects and</li> </ul>
--	--	---

		<p>household goods and other consignments on behalf of Consulate General of India, Atlanta.</p> <p>(ix) Clearance of diplomatic cargo and other consignments received in the name of Consulate General of India, Atlanta.</p>
13.	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 United States having head office/branch office in Atlanta, Georgia.</p> <p>(ii) The bidder should have an experience of at least three (3) 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" service for international shipments.</p>
14.	Validity of Bids	180 days
15.	Pricing Break Down	Annexure-II
16.	Payment	<p>(i) The contractor will be required to submit his bill along with service report duly signed by the concerned Consulate Officer. The payment will be released by the Consulate General of India, Atlanta by cheque after satisfactory completion of the work.</p> <p>(ii) The rates once accepted by Consulate General of India, Atlanta shall remain unaltered throughout the period of contract.</p>

Technical Bid

To  
Consul (Head of Chancery)  
Consulate General of India  
Atlanta

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.ATL/876/1/2020.
2. Myself or my parents do not have any relative working in the office of Consulate General of India, Atlanta.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and other information given 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- Address, Cell No., Office No., Fax no., e-mail address.
  - (b) Name of Contact person (a high-ranking member/official within your organization) to who all reference shall be made regarding this tender.
  - (c) Contact person and details in case of Emergency.
  - (d) Experience in packing, clearing, and forwarding of consignments (attach list of clients and other contacts).
  - (e) Any other information (to be supported by necessary document).
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 or PSUs.
7. If any information or document submitted is found to be false/incorrect, Consulate may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money 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.

Yours sincerely

(Signature of Tenderer)

- 1) Name of the Mission/Post: **Consulate General of India, Atlanta**
- 2) Name and address of the Firm:
- 3) Quotation for cost of packaging of personal and household effects weighing as follows:

## (A) By Ship

<b>Approx. Weight Kgs.</b>	<b>Packing charges per 100 Kgs</b>	<b>Total cost of packing material including lift van</b>	<b>Labour Charges for packing</b>
4850			
2600			
1475			

## (B) By Air

<b>Approx. Weight Kgs.</b>	<b>Packing Charges per 100 Kgs</b>	<b>Total cost of packing material including lift van</b>	<b>Labour charges for packing</b>
4850			
2600			
1475			

(c) Clearance of personal effects and household goods and other consignments from seaport/airport and delivery at the residence of the officer/Consulate.

<b>Sl. No.</b>	<b>Other Charges</b>	<b>Amount (\$)</b>
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.	Unpacking charges	
7.	Other charges if any	

**No. ATL/872/1/2019  
Consulate General of India  
Atlanta  
\*\*\*\*\***

**EMPANELMENT OF PACKING, MOVING AND FORWARDING COPANIES FOR  
CONSULATE GENERAL OF INDIA, ATLANTA**

**(This may be submitted by the bidder in lieu of EMD)**

**Bids 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:  
Name:

Place:  
Signature:



**CHECK LIST**

<b>Sl. No.</b>	<b>PARTICULARS</b>	<b>YES/NO</b>
1.	Have you filled and submitted all forms (i) Technical bid, (ii) Financial bid, (iii) EMD or Bid Securing Declaration?	
2.	Have you read and understood various conditions of the Contract and shall abide by them?	
<b>TECHNICAL BID</b>		
3.	Have you enclosed the Cashier's Check for US \$100 as EMD/Bid Security 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?	
<b>FINANCIAL BID</b>		
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 with the bid.**

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

Name: \_\_\_\_\_

Cell No. \_\_\_\_\_

Date: \_\_\_\_\_