

Annexure-I

PROFORMA FOR SUBMISSION OF QUOTATIONS FOR EMPANELMENT OF PACKER

(To be submitted on letterhead of the company)

1	Name of the Company	
2	CIF / NIF of the Company	
3	Postal address with telephone No. and e-mail ID of the company	
4	Name and mobile nos. of the responsible persons in the company	
5	If company will arrange insurance of goods for door-to-port shipment	Yes / No

(A) By Sea Cargo

Approximate Weight	Packing charges per 100 kgs (€)	Total cost of packing material including lift van (€)	Labour charges for packing (€)	Remarks
(1)	(2)	(3)	(4)	(5)
4850 kgs				
2600 kgs				
1475 kgs				LCL shipment. Lift van required.

(B) By Air Cargo

Approximate Weight	Packing charges per 100 kgs (€)	Total cost of packing material including lift van (€)	Labour charges for packing (€)	Remarks
(1)	(2)	(3)	(4)	(5)
1120 kgs.				
560 kgs				
400 kgs				

Date:

Signature of the responsible person/Bidder

Seal of the company

Note: The 2nd column 'Packing charges per 100 kgs' shows the unit cost for the total packing. The 3rd column shows the cost towards the lift-van and packing material and the 4th column towards labour. Thus, the figure in the 2nd column should be the corresponding fraction of the sum of 3rd and 4th columns. For the entitlement of 4850 Kg, the figure in the 2nd column should be (1/48.5) of the sum of figures in 3rd and 4th columns. The same explanation holds good for other entitlements also.

Terms and Conditions related to the work

- ◆ The Firm/Company should possess all the necessary registration and certificates required under local regulations to carry similar business in Spain.
- ◆ The Firm/Company should have an experience of at least three (3) years in similar works of packing and forwarding/clearance of consignments of Govt. organizations, Embassies/UN Agencies and International Organizations based in Barcelona.
- ◆ The Firm/Company should have a self-owned or leased warehouse within the territory of Barcelona and it should be clean, dry, vermin-free and equipped with proper security, with adequate insurance against fire, theft, etc.
- ◆ The 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 Consulate will have a right to be indemnified in respect of any consequences resulting from any breach or violation by the Firm/Company of such rules, statutory obligations etc.
- ◆ Any event of violation of laws, rules, statutory provision by the Firm/Company will amount to breach of contract and in such case, the Embassy will have the right to terminate the empanelment contract forthwith, without giving any notice or assigning any reason.
- ◆ The Firm/Company will be responsible for conduct of the persons engaged by them for the work, which will be conducive for maintaining harmonious atmosphere as expected by the Consulate.
- ◆ The Firm/Company will be responsible for packing of goods, removal, local transportation, freighting and forwarding of consignment as per instructions to be made by the Consulate.
- ◆ The Firm/Company will be responsible to pay entire cost of manpower, equipment and supply of quality packing materials. The total weight of the luggage shall be taken into consideration, including the weight of packing material, crates, hoops, receptacles etc.
- ◆ The Firm/Company should follow international practice for packing of goods and use good quality packing materials and complete all formalities relating to handling of consignment for surface/air transportation from door to port basis/door to door basis, including arrangements for transit, if any and on FCL/LCL basis.
- ◆ The Firm/Company should be able to handle all formalities relating to clearance of personal effects/household goods, diplomatic cargo and other inbound consignments received on behalf of Consulate General of India, Barcelona.
- ◆ The Firm/Company shall make arrangement for insurance as per prescribed procedures and facilitation in case of any claim on account of damage.
- ◆ The packing should be done keeping in view the climatic conditions of Spain as well as the climate of the destination to minimize the potential damage to the goods in transit. The

quotations may be sent for the gross weight and price should be quoted separately and clearly in the format mentioned above.

◆ The packing items may include household goods (some of which may be fragile in nature and require special care) as per an indicative list given below:

- (i) Furniture and fixtures;
- (ii) Kitchenware and foodstuff;
- (iii) Clothing, lines and shoes, etc;
- (iv) Books and toys;
- (v) Object d'Art (paintings, art pieces etc.);
- (vi) Personal sports goods;
- (vii) Vehicles of various types;
- (viii) White goods and electronic items, etc.

◆ Price quoted should be on an all-inclusive basis and shall include the cost of all services, personnel, material, transportation, rentals taxes, consumables, labour, VAT, insurance of its workers etc. The Consulate would not be responsible for any dues other than the agreed contract amount.

◆ The price quoted by the bidder shall be kept open and valid for acceptance for a minimum period of 60 business days.

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

◆ The panel of packers shall be valid for a period of 03 years. During of period of contract, no escalation in rate of services will be entertained.

◆ The Consulate has the right to accept/reject the bid and does not bind itself to accept the lowest quotation or any quotation and can reject any or all the quotations, without assigning any reason whatsoever. The Firm/Company shall not have claim for any compensation in such event.

◆ This request for quotations is not an offer for award of work but an invitation to eligible companies for empanelment as packing/forwarding, clearing agents with respect of all outbound/inbound consignments of personnel effects of the officer(s) of the Consulate of India. For specific cases, individual quotations will be requested from the empaneled packers, and work awarded to the L1 bidder in each case.

◆ All empaneled firms/companies will be free to quote for any shipment proposal giving the following detailed break-up:

- (i) Packing charges;
- (ii) Transportation from residence to the port of origin;
- (iii) Agency and handling charges;
- (iv) Transportation and portage with docks/check-points;
- (v) Customs examination charges;

(vi) Crane charges, escort fees;

(vii) Inland haulage, if any, including documentation;

(viii) International freight;

(ix) Insurance charges as per limits prescribed by the Consulate, which will be mentioned in each case at the time of invitation of quotations.

◆ The companies shall submit an undertaking as per format in Annexure-III accepting the terms and conditions.

◆ In case of failure of the Firms/Company to comply with the provision of the terms and conditions mentioned in this document, the Consulate reserves the right to terminate the contract and to blacklist the firm.

◆ The Firm/Company should comply with the international health protocols, related to packing & shipping.

◆ The Firm/Company should not be insolvent and submit necessary documents viz. tax receipts, audited accounts etc. to establish the financial status.

◆ The Firm/Company shall provide the Company Profile in detail to demonstrate their capability in efficiently handling the jobs described above and also provide the following documents:

- **Address of registered office and branches (if any).**
- **Documentary evidence of the firm's registration as per guidelines of the Government of Spain.**
- **A list of clients in Government sector/Foreign Mission/ UN Agency/ Multinational Company, with proof.**
- **Proof of membership of reputed International Association of movers and forwarders (if any).**

Signature of the responsible person/Bidder

Seal of the Company

UNDERTAKING BY THE BIDDER

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them. I/we further certify that I/we have the ability to meet all the technical conditions and requirements listed in this tender document.

2. I/We have not been banned/de-listed by any Government or Quasi Government agencies.
3. 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 and blacklisting of my/our firm and all partners of the firm etc.

Signature of the responsible person/Bidder

Seal of the Company

Full Name of Bidder with address, e-mail, mobile number & Date