

CONSULATE GENERAL OF INDIA  
Atlanta

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No. ATL/876/01/2022

9 August 2022

Tender Notice 03/2022

The Consulate General of India, Atlanta invites proposal for empanelment of Packers & Forwarders for packing, clearing and forwarding personal effects, household goods and other consignments.

- i) Consulate's website <https://www.indiainatlanta.gov.in/Tender> and Central Procurement Portal (CPP) at <https://eprocure.gov.in/cppp/> may also be referred to for complete details, scope of work, and conditions of eligibility.
- ii) The proposal for expression of interest should be submitted to Mr. Rajib Bhattacharya, Head of Chancery, Consulate of India located at 5549, Glenridge Dr, Atlanta, GA-30342.
- iii) Last date for receipt of proposal for expression of interest is 30 August 2022 at 1200 hrs.

  
(Rajib Bhattacharya)  
Head of Chancery  
Consulate General of India, Atlanta  
Tel:404.549.8778

**No. ATL/876/01/2022**  
**Consulate General of India**  
**Atlanta**

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

**Tender No. ATL/876/01/2022 dated 09 August 2022**

**Last date for submission of bids: 30 August 2022**

Sealed tenders having financial bids and credentials of the firm, are invited by the Consulate General of India, Atlanta from contractors/firms/companies situated within USA for packing, clearing and forwarding personal effects of its personnel and other consignments in the name of Consulate General of India, Atlanta. The tender should be submitted in prescribed format as laid down in the tender document. **The tender documents; duly filled in and complete in all respect should be addressed to the Head of Chancery, Consulate General of India, 5549 Glenridge Drive, Atlanta, Georgia-30342 and are to be submitted by 30 August 2022.** The tender document can be downloaded from the Consulate's website (<https://indiainatlanta.gov.in/>) and from the Central Public Procurement Portal (CPPP) of Govt. of India at <https://eprocure.gov.in/epublish/app>.

## **CHAPTER-I**

1. **Instruction to Bidders:** Consulate General of India, Atlanta invites tenders for packing, clearing and forwarding of personal effects, household goods and other consignments in the name of Consulate General of India, Atlanta from contractors/firms/companies situated within USA.

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 the bids as per Annexure-I and Annexure-II. All pages of the tender document must be signed by the authorized signatory.
- 1.2 Price quoted should be **in Dollars** and should be inclusive of all charges. In no case any enhancement in approved rate will be entertained by the Consulate General of India, Atlanta. 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 two years from the date of award and extendable for further one year subject to continuous satisfactory performance (maximum tenure 03 years).
- 2.2 The Consulate General of India, Atlanta 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 RFP 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 terms and conditions mentioned in this Tender Document or the Agreement to be signed between Consulate General of India, Atlanta and the successful bidder, the Competent Authority of the Consulate General of India, Atlanta 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 man-power deployed by them for performance of the job under reference and the Consulate General of India, Atlanta 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/form/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 Consulate General of India, Atlanta.
- 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 Consulate General of India, Atlanta will have the right for terminating the empanelment contract, forthwith, without giving any notice or assigning any reason.
- 2.7 The Consulate General of India, Atlanta 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 120 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. Consulate General of India, Atlanta will not be responsible for any postal delay:

**Address:**

Head of Chancery  
Consulate General of  
India, 5549 Glenridge  
Dr  
Atlanta, GA-30342  
Email: [hoc.atlanta@mea.gov.in](mailto:hoc.atlanta@mea.gov.in)  
Tel: +404 549 8778

### 3. Eligibility Criteria:

- 3.1 The bidder should be based in Atlanta, USA; its address, telephone number, mobile number, fax number, e-mail address, etc. should be provided while submitting the tender form.
- 3.2 The bidder should have an experience of at least three (3) years in similar works of packing, clearing and forwarding of consignments.
- 3.3 Previous experience in this field of working with any Embassy/Consulate will be taken into consideration. Past experience working with any Embassy/Consulate of India around the world is preferable.



## CHAPTER -IV

### 4. Specification and allied technical details:

#### 4.1 Scope of Work:

##### A) Outbound consignments

- 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, glass items, toys, Object d'art (paintings, art pieces, decoratives, etc.), personal sports goods, white goods, electronic items etc.
- Good quality packing material should be used by the packer depending on the nature of the goods to be packed.
- The packing work should be done keeping in view the climatic conditions of Atlanta as well as the climate of the destination to avoid any potential damage to the goods in transit. Forwarding of personal effects from residence in Atlanta to the port nearest to Atlanta, if the baggage is to be transported by sea. The bidder shall give his price for transportation of the baggage from the sea port to the specific destination port (**Door to Port**) or on (**Door to Door**) 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 Atlanta to nearest Airport if the baggage is transported by air cargo. The bidder shall give his price for transportation of the baggage from the Airport to the specific destination Airport (**Door to Airport**) on a case to case basis.

##### B) Inbound consignments

- Handling of all formalities relating to clearance of personal effects & household goods and other consignments at seaport/ Airport and delivery at the residence in Atlanta.
- Clearance of diplomatic cargo and other consignments received in the name of Consulate General of India, Atlanta at seaport/Airport.

CHAPTER-V

**5. Price Schedule:**

- 5.1 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.
- 5.2 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.
- 5.3 Prices shall be quoted in Dollars.
- 5.4 Payment: The contractor will be required to submit his bill along with service report duly signed by the concerned Officer of Consulate General of India, Atlanta. The payment will be released by the Consulate General of India, Atlanta by bank transfer after satisfactory completion of the work.
- 5.5 The rates once accepted by Consulate General of India, Atlanta shall remain unaltered throughout the period of contract.

**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) to whom all reference shall be made regarding this tender:
4. Contact person and details in case of Emergency:
5. License/Registration No.(attach Incorporation certificate and other Standards'/Affiliation certificates):
6. Experience in packing, clearing and forwarding of consignments (attach list of clients and their contacts):
7. Any other information (to be supported by necessary 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:  
Signatory: Place:

Signature of the Bidder/Authorized

Full Name:  
Designation:



## FINANCIAL BID

The bidder should quote rates which shall be inclusive of all charges viz. labour charges, input costs, material charges, service charges, etc. and any other statutory obligations/charges as the case may be.

S.N o	Work Description	1.	2.	3.	4.
1.	Quotation for cost of packing  (when transportation is by <u>sea/road</u> ) of personal effects and household goods may be provided strictly in this format with the English translation:	<b>Approximate Weight</b>	<b>Packing charge per 100 kgs.</b>	<b>Total cost of packing material including lift van</b>	<b>Labour charges for packing</b>
		4850 kgs			
		2600 kgs			
		1475 kgs			

[Note: The figure in the 2<sup>nd</sup> column above should be the sum of 3<sup>rd</sup> and 4<sup>th</sup> columns]

S.N o	Work Description	1.	2.	3.	4.
2.	Quotation for cost of packing  (when transportation is by <u>AIR</u> ) of personal effects and household goods may be provided strictly in this format with the English translation:	<b>Approximate Weight</b>	<b>Packing charge per 100 kgs.</b>	<b>Total cost of packing material including lift van</b>	<b>Labour charges for packing</b>
		1120 kgs			
		560 kgs			
		400 kgs			

[Note: The figure in the 2<sup>nd</sup> column above should be the sum of 3<sup>rd</sup> and 4<sup>th</sup> columns]

S.N o	Work Description	Quoted Price (Dollars)
3.	Forwarding of personal effects and household goods from residence in Atlanta to nearest port, if the baggage is to be transported by sea	Please quote all inclusive rates (but not tax) for your services of handling charges (including local Transportation, labour charges, etc.) in the following weight categories: a) Handling Charges by Sea: Ⓞ 4850 Kgs Ⓞ 2600 Kgs Ⓞ 1475 Kgs
4.	Insurance Premium	For household goods of value of : Ⓞ INR 3,75,000 Ⓞ INR 3,00,000 Ⓞ INR 2,62,500 Ⓞ INR 1,50,000 Ⓞ INR 1,27,500 Ⓞ INR 25,000

5.	Forwarding of personal effects and household goods from residence in Atlanta to nearest Airport, if the baggage is to be transported by Air Cargo	Please quote all inclusive rates (but not tax) for your services including local transportation, labour charges, etc. in the following weight categories: a) Handling Charges by Air: ⊙ 1120 Kgs ⊙ 560 kgs ⊙ 400 kgs
6.	Clearance of personal effects & household goods and other on consignments in the name of Consulate General of India, Atlanta from seaport/airport and delivery at the residence of the officer/ Consulate	Please quote rate for: iv) Company/agency charges v) Customs/clearing charges vi) Labour charges vii) Any other charges payable at airport/seaport viii) Local transportation and delivery charges ix) De-stuffing charges
7.	Service charges of the firm, if any	

Place:

Full Name:

Designation:

**(Office seal of the Firm/Company)**