



सत्यमेव जयते

**High Commission of India  
Mbabane**

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**Tender Notice for empanelment of Packing & Forwarding agents**

The High Commission of India Mbabane, Eswatini is interested to draw a panel of packers for shipment of household and personal effects of its' officials. The shipments are to be made to Delhi or another country by air or by ship (through containers).

**Proforma for submission of the quotations/financial bid**

- (1) Name of the Mission/Post:
- (2) Name and address of the firm:
- (3) Quotations for cost of packing of personal and household effects weighing as follows:

**(A) By Ship**

<b>Approx. Weight</b>	<b>Packing charges (per 100 Kg) including the charges for packing material, lift van and labour etc.</b>
4850 Kg	
2600 Kg	
1475 Kg	

**(B) By Air**

<b>Approx. Weight</b>	<b>Packing charges (per 100 Kg) including the charges for packing material, lift van and labour etc.</b>
1120 Kg	
560 Kg	
400 Kg	

**(Signature of authorised representative)**

**Note:**

- (a) Proforma needs to be submitted on Company Letterhead
- (b) The packing material including all required items to be used should be of the international standards.

- (c) In case of "By Ship" mode of consignment, quotation (as and when requested) should include the charges for inland haulage of the container from the concerned port of the residence of the High Commission staff in Mbabane, ocean freight (subject to actual charges by the shipping company to be supported by documents along with invoices) from Mbabane to India and handling charges in. All documents and customs formalities are also required to be completed by the packers/forwarders. You will also require arranging insurance coverage of the personal effects to the value as advised to you from time to time.
- (d) In addition to the dispatch of the consignment from Eswatini, you may also be required to process the release of incoming shipment of the similar weight-slabs arriving by Sea and Air Cargo and transported to the residence of the High Commission staff in Eswatini after completing all the documentation and custom formalities. You will be required to intimate all the inclusive rates for about slab of weights (as and when requested). The minimum charges for release of incoming shipment consignment by Ship as well as by Air cargo may also be included in the quotation.

#### **Proforma for submission of Technical details**

The following information in English may please also be provided:

- (a) Warehouse facility in Eswatini
- (b) Container facilities
- (c) License for custom clearing agent
- (d) Packing facilities
- (e) Experiences for handling personal effects of international organization and diplomatic Mission.
- (f) Years of experience in the field.

**(Signature of the Authorized Representative)**

#### **Where & how to send:**

Interested parties may submit their applications by email to **hoc.mbabane@mea.gov.in** by **23.05.2025**.