

TENDER NOTICE FOR EMPANELMENT OF PACKING AND FORWARDING AGENT

Subject:- Empanelment of Packers and forwarders for the High Commission of India Mbabane, Eswatini

The High Commission of India Mbabane, Eswatini is interested to draw a panel of packers for shipment of household and personal effects of the officials of this High Commission. The shipments are to be made to Delhi or other country by Air as well as by Ship (through containers).

PROFORMA FOR SUBMISSION OF THE QUOTATIONS/FINANCIAL BID

- (i) Name of the company:
- (ii) Address of the firm:
- (iii) Tax Identification Number of the company:

4. Quotation for cost of packing of personal and household effects may be provided in the below given format:

By Sea/Road:

1.	2.	3.	4.
Approx. Weight	Packing charge per 100 kgs. (In MT)	Total cost of packing material including container/lift van (In MT)	Labour charges for packing (In MT)
4850			
2600			
1475			

By Air:

1.	2.	3.	4.
Approx. Weight	Packing charge per 100 kgs.	Total cost of packing material including lift van	Labour charges for packing
1100			
560			
400			

(Signature of the Authorized Representative)

Note:

- (i) Proforma needs to be submitted on the Company's letter head.
- (ii) Copies of quotation to be sent with proforma.
- (iii) How to prepare the quotations/financial bids: The quotations may be sent for the gross weight as per the proforma. The format of the proforma is explained as below: - The column "packing charges per 100 kgs" shows the unit cost for the total packing. The second column shows the cost towards the container/liftvan and packing material and the third column towards labor. Thus the

figure in the 1st column should be the corresponding fraction of the sum of 2nd and 3rd columns.

- (iv) Packing Rates should be valid for one year from the date of agreement
- (v) The packing material including all required items to be used should be of the international standards.
- (vi) 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.
- (vii) In addition to the dispatch of the consignment from Eswaini, 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.

"Technical Bid"

1. 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) Year of experiences on the field

Signature of the Authorized Representative)

Where & how to send:

Interested and eligible firms may submit their bids in two separate sealed envelop after clear Marking of (i) **Envelop: I : Technical Bid** (ii) **Envelop: II: Financial Bid** and send by post or by hand to **Head of Chancery, the High Commission of India, Mbabane Eswatini Quadrant B & C Fifth Floor UN Building Mbabane, Eswatini latest by 04.03.2024**
