

Embassy of India

Paris

Embassy of India, Paris invites sealed tenders from packing & forwarding agents/clearing firms in France for empanelment of Packers & Forwarder for packing, clearing and forwarding personal effects of its personnel and other consignments. The tender should be submitted in prescribed format as laid down in the tender documents (**Annexure I and II**). The tender documents duly filled in and complete in all respect should be addressed to the Head of Chancery, Embassy of India, Paris. The schedule for Bidding is as under:

Last date & time for depositing bids	:	April 28, 2022 (1700 hrs)
Date of opening of bids	:	April 29, 2022 (1500 hrs)

1. Instructions to Bidders:

1.1 Bidders are requested to submit complete information regarding their credentials (**Annexure - I**) along with their financial bid as per **Annexure - II**. All pages of the tender document must be signed by the authorized signatory.

1.2 Price quoted must be in Euros(€) and should be inclusive of all charges/taxes. The quotations shall be furnished in a sealed envelope.

1.3 The Embassy of India, Paris 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 tender in whole or in part, without assigning any reason whatsoever.

1.4 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. Embassy of India, Paris, will not be responsible for any postal delay.

Address Details:

Head of Chancery,
13-15 Rue Alfred Dehodencq, 75016 Paris
Embassy of India, Paris, France

2. Conditions of Empanelment Contract:

2.1 The empanelment contract will be initially valid for 2 years from the date of award and extendable for further one year at a time subject to continuous satisfactory performance (maximum tenure of 05 years).

2.2 In case of failure of the contractor/firm/company to comply with the provision of the term and conditions mentioned in the Tender Document or the Agreement to be signed between Embassy of India, Paris and the successful bidders, the competent Authority of this Mission reserves the right to terminate the contract.

2.3 The Embassy of India, Paris also reserves the right to terminate the empanelment contract, without giving any notice or reason.

3. Eligibility Criteria:

3.1 The bidder should be a registered firm/entity legally authorized and competent to engage in the business of packing, moving and forwarding operations, based in France having its Head Office/Branch office in Paris.

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 Firms should possess the ability to provide “Door to Port/Door to Door” service for international as well as domestic shipments.

4. Scope of work:

Outbound Consignment

4.1 Packing (including stuffing) of personal effects and used household goods.

4.2 Material to be shipped may include used items of fragile and delicate nature such as furniture and fixtures, kitchenware, clothing, linen, shoes, books, toys, glassware, paintings, art pieces, decorations, personal sports goods, electronic items, musical instruments etc.

4.3 Standard and good quality packing material should be used by the packer depending on the nature of the stuff to be packed.

4.4 The packing work should be done keeping in view the climatic conditions of Paris, as well as the climate of the destination to minimize the potential damage to the goods in transit. Company should also have a storage facility for personal effects household goods and other consignments for a reasonable period of time for free of cost if required.

4.5 Forwarding of personal effects and household goods from residence in Paris to its final destination in another country (or within France) upto the nearest port (including inland port)/door either by sea, air or road, as the case may be.

4.6 Customs formalities at the port of origin/destination as required by Embassy on case to case basis.

4.7 Export documentation and insurance of the Cargo as per the prescribed procedures and facilitation in case of any claim on account of damage.

Inbound Consignment

4.8 Handling of all formalities related to clearance of personal effects household goods and other consignments at airport/seaport/inland port and delivery at the residence/office in Paris.

4.9 Clearance of diplomatic cargo and other consignments received in the name of Embassy of India, Paris, France.

4.10 Company should also have a storage facility for personal effects household goods and other consignments for a reasonable period of time for free of cost if required.

5. Price Schedule:

5.1 Prices shall be quoted in Euros (€) only. 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 Payment: The contractor, after completing the work, will be required to submit his bill along with service report duly signed by the concerned Embassy Officer. The payment will be released by the Embassy of India, Paris by Bank Cheque after satisfactory completion of the work.

5.3 The rates once accepted by Embassy of India, Paris shall remain unaltered throughout the period of contract, except change in government tax.

5.4 It may be noted that this bid is called only for Empanelment of firms. It may further be noted that mere empanelment does not guarantee getting work order in future. Embassy reserves right to award work order to any firm.
