

**EMBASSY OF INDIA**

545-547, Merchant Street

Post Box No. 751

Yangon, Myanmar

Tel: (951) 391219, 243972, 388412

Fax: (951)254086, 250164, 388414

Email: www.embassyofindiayangon.in**YAN/ADM/551/07/2023****Dated: 18 August 2023****TENDER NOTICE**

Embassy of India, Yangon, 545-547, Merchant Street, Yangon invites sealed tenders from specialized packers and forwarders for empanelment for packing, clearing and forwarding personal effects, household goods and other consignments.

Tender documents can be download from website of Embassy of India (<https://embassyofindiayangon.gov.in/>) and can also be obtained from the Administration Wing of the Embassy.

Date of Issue of tender document	: 18 August 18 2023
Last date & time for depositing bids	: 11 September 2023 (1700 hrs)
Date of opening of Technical bids	: 12 September 2023 (1200 hrs)
Date of opening of Financial bids	: 15 September 2023 (1100 hrs)

The Embassy reserves the right to reject any or all tenders without assigning any reason therefore.

(Reeta Meena)
Head of Chancery
Embassy of India, Yangon
Email: hoc.yangon@mea.gov.in



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No. YAN/ADM/551/07/2023

Dated: 18 August 2023

Sealed tenders are invited from packing & forwarding agents/clearing firms from Myanmar having head/branch office in Yangon, for their empanelment under Embassy of India, Yangon 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, Yangon. The schedule for Bidding is as under:

Last date & time for depositing bids	: 11 September 2023 (1700 hrs)
Date of opening of Technical bids	: 12 September 2023 (1200 hrs)
Date of opening of Financial bids	: 15 September 2023 (1100 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 United States Dollars (USD) and should be inclusive of all charges. The quotations shall be furnished in a sealed envelope.

2. Conditions of Empanelment Contract:

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

2.2 The Embassy of India, Yangon 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.

2.3 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, Yangon and the successful bidder (s), the competent Authority of this Mission reserves the right to terminate the contract.

2.4 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 Embassy of India, Yangon will have the right to terminate the empanelment contract, forthwith, without giving any notice or assigning any reason.

2.5 The Embassy of India, Yangon reserves the right to terminate this empanelment contract, without giving notice or reasons. The Contractor/ firm/company shall not have claim for any compensation in such event of discontinuation of the empanelment contract.

2.6 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, Yangon, will not be responsible for any postal delay.

Address Details:

Head of Chancery,
545-547, Merchant Street,
Post Box No. 751,
Embassy of India, Yangon, Myanmar.

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 Myanmar having its Head Office/Branch office in Yangon.

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 Consignments:

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

4.2 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, toys, glassware, paintings, art pieces, decoratives, personal sports goods, electronic items, 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 Yangon, (warm and humid), the climate of the destination as well as climate conditions at transiting areas to minimize the potential damage to the goods in transit.

4.5 Forwarding of personal effects and household goods from residence in Yangon to its final destination in another country (or within Myanmar) 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 Consignments:

1. Handling of all formalities relating to clearance of personal effects household goods and other consignments at Yangon Airport/Seaport and delivery at the residence in Yangon.

2. Clearance of diplomatic cargo and other consignments received in the name of Embassy of India, Yangon, Myanmar.

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 shall be quoted in United States Dollars (USD) only.

5.3 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, Yangon by Bank Transfer after satisfactory completion of the work.

5.4 The rates once accepted by Embassy of India, Yangon shall remain unaltered throughout the period of contract, except change in govt. tax.

5.5 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.

COMPANY CREDENTIALS

1. Name of the Contractor/firm/company :
2. Contact Details
(i) Registered Postal Address :
(ii) Mobile Phone No. :
(iii) Telephone No. :
(iv) Fax No. :
(v) Email Address :
3. Name of the Contact person to whom all reference shall be made regarding tender :
4. Contact person and details in case of Emergency :
5. License/Registration No. (attach Incorporation Certificate and other Standards' Affiliation Certificate) :
6. Experience In packing, clearing and forwarding of consignments (attach list of client's proof. Preference will be given for past experience with other Embassies, UN organisations, International NGOs, etc.) :
7. Any other information (to be supported by necessary documents) :
8. Whether the company has Branch/ Head Office in Yangon (*May furnish proof*) :

UNDERTAKING

I, the undersigned, certify that I have gone through the terms and conditions 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:

Signature of the Bidder
/Authorized Signatory

Place:

Full Name:

Designation:

(Office seal of the Bidder)

Name of the Mission: Embassy of India, Yangon

- (i) Name and Address of the Firm:
- (ii) Quotation for cost of packing of personal and household effects weighing as follows:

(A) By Ship

(Amount in USD inclusive of all taxes)

Approx Weight	Packing charges per 100 Kgs	Total cost of packing material including lift van	Labour charges for packing
In Kilograms	In United States Dollars (USD)	In United States Dollars (USD)	In United States Dollars (USD)
4850			
2600			
1475			

(B) By Air

(Amount in USD inclusive of all taxes)

Approx Weight	Packing charges per 100 Kgs	Total cost of packing material including lift van	Labour charges for packing
In Kilograms	In United States Dollars (USD)	In United States Dollars (USD)	In United States Dollars (USD)
1120			
560			
400			

Signature

Name of Person

Name of Company

Date

Note: 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 liftvan and packing material and the third column towards labour. Thus the figure in the first column should be corresponding fraction of the sum of 2nd and 3rd columns. For the entitlement 4850 kgs., the figure in the 1st column should be 1/48.5th of the sum of figures in 2nd and 3rd columns. The same explanation holds good for other entitlements also.

**Embassy of India
Yangon**

Empanelment of packing, moving and forwarding agencies/firms

Acceptance of Terms & Conditions

In response to the Embassy of India, Yangon's acceptance of our bid for empanelment for the purpose of packing, moving and forwarding services, on behalf of M/s. the undersigned, in her/his capacity as _____, conveys the company's willingness to be on the panel of the Embassy of India, Yangon and accepts the following terms and conditions for provision of services:

1. The empanelment contract, if awarded, would be initially for two years from the date of award and extendable for further three years on year to year basis subject to continuous satisfactory performance (maximum period of 05 years).
2. **Scope of Work:** The firm fully understands that its scope of work would include but not be limited to the following functions:
 - 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, toys, object d'art (paintings, art pieces, decorative, etc.) personal sports goods, white goods, electronic items etc.
 - Standard and good quality packing material should be used by the packer depending on the nature of the stuff to be packed.
 - The packing work should be done keeping in view the climatic conditions of Yangon (warm and humid), climate of the destination as well as climate conditions of transiting areas to minimize the potential damage to the goods in transit.
 - Forwarding of personal effects and household goods from residence in Yangon to Yangon Sea Port, if the baggage is to be transported by sea. The bidder shall give his price for transport of the baggage from Yangon Sea Port to the specific destination port 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 Yangon to Yangon Airport if the baggage is transported by air cargo. The bidder shall give his price for transport of the baggage from Yangon Airport to the specific destination Airport on a case to case basis.

Inbound Consignment

- Handling of all formalities relating to clearance of personal effects & household goods and other consignments at Yangon Airport/Seaport and delivery at the residence in Yangon.
 - Clearance of diplomatic cargo and other consignments received in the name of Embassy of India, Yangon, Myanmar.
3. **Material to be shipped:** May include household goods (some of which may be fragile in nature requiring special care) as per an indicative list given below:
- (i) Furniture and fixtures;
 - (ii) Kitchenware and foodstuff;
 - (iii) Clothing, linen and shoes, etc.;
 - (iv) Books and toys;
 - (v) Object d'art (painting, art pieces, etc.);
 - (vi) Personal sports goods;
 - (vii) Vehicles of various types
 - (viii) Electronic items, etc.
 - (ix) Delicate Musical instruments/ any other items
4. **Packing material and quality:** Will be standard and good quality depending upon the nature of the stuff to be packed.
5. **Quotation details for out-bound consignments:** All empanelled agencies / firms will be free to quotes for any shipment proposal giving the following detailed break-up:
- (i) Packing charges;
 - (ii) Transportation from residence to the port;
 - (iii) Sea freight/Air freight (In US\$)
 - (iv) Agency and handling charges;
 - (v) Transportation and Portage within docks / check-points;
 - (vi) Customs examination charges;
 - (vii) Crane charges, escort fees;
 - (viii) Inland haulage, if any, including documentation;
 - (ix) Insurance charges as per limit prescribed by the Government, in each case at the time of invitation of quotations, these limits shall be mentioned;
 - (x) Applicable taxes, if any
 - (xi) Any other charges.
6. **Compliance with eligibility criteria:** The company also undertakes to conform to the eligibility criteria at all times during their empanelment with the Embassy of India, Yangon and in case the company happens to fail to meet any of the prescribed criteria at any time, bring the same to the attention of the Embassy. Withholding of such information will automatically lead to disqualification.
7. **Validity of quotation:** Once the company quotes the rates, it would be under obligation to perform at those rates. In the event the company subsequently refusing to discharge the services at quoted rates, for any reason, the Embassy would reserve the rights of taking suitable action against such company including disqualification. Quotation will remain valid for a period of 180 days.

8. **Adherence to the deadline:** Non-adherence to the deadline to submit the quotation in respective individual cases would deem to be a matter of grave concern. Subsequently, all the empanelled packers, who are asked to submit quotations, if not interested in submitting the quotation due to any reason, should intimate within the stipulated time. Moreover, repetitive non-adherence to the deadline or non-submission of the quotations by the empanelled packing/forwarding agents may lead to their de-empanelment.

Signature: _____

Name: _____

Designation: _____

Date:

Place: