



**Consulate General of India
Birmingham**

08 August 2024

No. BIR/671/01/2024

Subject: Tender for empanelment of Packers & Movers.

The Consulate General of India, Birmingham, for and on behalf of the President of India invites Fixed Price Tender under two bid system {(i) Technical Bid & (ii) Financial Bid} from registered and authorized firms for empanelment of Packers & Movers for packing, clearing and forwarding personal effects, household goods and other consignments (of Diplomatic Status) in the name of the Consulate General of India, Birmingham.

2. The Tender Document can be downloaded from the websites <https://cgibirmingham.gov.in/> or <https://eprocure.gov.in/epublish/app>.

IMPORTANT DATES

S.No.	Events	Date
1.	Tender Publish Date	09.08.2024
2.	Bid Submission start date	09.08.2024
3.	Bid Submission end date	30.08.2024 (till 1500 hrs)
4.	Opening of Technical Bids	30.08..2024 (at 1530 hrs)
5.	Opening of Financial Bids (of only those who qualify in the minimum eligibility criteria)	30.08.2024 (at 1600 hrs)

3. Please note that any corrigendum/addendum to the above tender documents, if required, will be hosted in the website of the Consulate General of India, Birmingham and CPP portal, as given above. The interested bidders may submit their bids in sealed envelope through post/courier or hand delivery at the Consulate General of India, Birmingham. The bids are to be addressed to the **Head of Chancery, Consulate General of India, 2, Darnley Road, Birmingham B168TE.**

4. The Consulate General of India, Birmingham reserves the right to accept or reject any or all the tenders or part thereof without assigning any reason.

(Aman Bansal)

Consul (Commerce) & HOC

Email: hoc.birmingham@mea.gov.in

Instructions to the Bidders

The quotations are invited for empanelment of Packers & Movers for packing, clearing and forwarding personal effects, household goods and other consignments (of Diplomatic status) in the name of the Consulate General of India, Birmingham.

1. General instructions:

1.1 The Companies may participate in the tender process by submitted the details in prescribed format as attached in **Annexure I, II, III, & IV**.

1.2 The duly filled in quotations alongwith all the Annexures (I to IV) 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, Birmingham will not be responsible for any postal delay. **Address details:**

**Head of Chancery,
Consulate General of India,
2, Darnley Road, Birmingham
B168TE.**

2. Conditions of Empanelment Contract:

2.1 The empanelment contract, if awarded will be initially for a period of **two years from the date of award and extendable for further period of one year** subject to continuous satisfactory performance (maximum term of 03 years).

2.2 In case of failure of the contractor/firm/Company to comply with the provisions of the terms and conditions in the Agreement to be signed between Consulate General of India, Birmingham and the successful Companies; the competent authority of the Consulate reserves the right to take any action deemed fit including termination of the contract, forfeiture of all dues and blacklisting the firm or partner firms.

2.3 The Company shall be responsible for conduct of the persons engaged by them for the work and verify character & ensure that the antecedents of the persons deployed are in accordance with extant UK laws. The staff engaged by the company should be security vetted.

2.4 The Company shall certify that it has adequate liability coverage and insurance for its workers.

2.5 The bid submitted by the Company shall remain valid for a minimum period of 180 days.

2.6 The price quoted by the Company should be in **GBP inclusive of all charges, including VAT**.

3. Eligibility Criteria:

- 3.1 The Company should be registered firm/entity legally authorized and competent to engage in the business of packing, moving and forwarding operations, based in UK having its Head Office/Branch Office in/ near Birmingham/London.
- 3.2 The Company should possess an experience of at least five (4) years in similar works of packing, clearing and forwarding of consignments, preferably accredited to any UK government body/institution, if applicable.
- 3.3 The Company should possess and demonstrate ability to provide "Door to Door and Door to Port" service for international shipments.
- 3.4 The Company should either have its own vehicles or a formal agreement with a registered & reputed transport Company for provision of transport services.
- 3.5 The Company should have a self-owned or leased warehouse. If the warehouse is on lease, the empanelment of the firm would be dependent upon the lease being valid for the duration of the empanelment. The warehouse should be clean, dry vermin-free and equipped with proper security, with adequate insurance against fire, theft etc.
- 3.6 The number of working staff used for packing and movement of goods on regular payroll of the firms should be at least ten (10).
- 3.7 The Company, while bidding, should certify that they have not been indicated for any criminal, fraudulent or anti-competition activity. Any false statement could result in automatic disqualification. The firm would indicate the details of litigation they are involved in, if any, at the time of bidding.
- 3.8 Timely dispatch of the personal effects to its destination, not exceeding two weeks of packing, should be ensured by the Company, unless the Consulate asks to defer the dispatch.
- 3.9 Bidding Companies will be asked to show the sample of packing material to be used by them for evaluation of their bid, for which the bidding Company will be informed in advance.
- 3.10 The Company should be registered member of British Association of Removers (BAR).

Section 2: SCOPE OF WORK

4. Scope of work:

- 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, crockery, kitchenware and foodstuff, clothing, linen, shoes, books, toys, object d'art (painting, art pieces, decorative items etc.) personal sports goods, major appliances, electronic items etc.

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

4.4 The packing work should be done keeping in view the climatic conditions of Birmingham as well as the climate of the destination to minimize the potential damage to the goods in transit.

4.5 The Consignment should be weighed properly before it is handed over to the shipping lines. The invoice should mention the correct weight for payment purpose.

4.6 Facilitate Customs formalities at the ports.

4.7 The insurance of the baggage will be arranged by the packers till the point of delivery in India/other countries. The packer will handover the baggage to the shipping line for transportation of the same from UK to India/other countries. However, the packer will be responsible for liaising with the Insurance Company in case of settlement of any claim.

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

4.9 Forwarding of personal effects and household goods from a particular address in Birmingham to the designated Airport if the baggage is transported by air cargo. The Company shall give its price for transportation of the baggage from Airport in UK to the specific destination on a case to case basis.

4.10 **For Inbound Consignment:** Handling of all formalities relating to clearance of personal effects & household goods and other consignments at UK Airport/Seaport and delivery at the given address in Birmingham. Clearance of diplomatic cargo and other consignments received in the name of the Consulate General of India, Birmingham. The details of airlines/shipping lines can be provided only upon receipt of Air Way bill/Bill of Lading of the consignment.

5. **Price Schedule:**

5.1 The Company shall quote price in clear terms. Breakup should abide by the format in **Annexure-IV**. There should not be any hidden costs.

5.2 Prices quoted by the Company shall be fixed and no variance will be allowed.

5.3 Prices shall be quoted in GBP including VAT. All other charges must be included in bid price.

5.4 **Payment:** The Company will be required to submit its bill along with service report duly signed by the concerned Post's officer whose consignment would be handled. The payment will be released by the Consulate General of India, Birmingham by cheque/bank transfer after satisfactory completion of work.

6. Penalty Clause:

6.1 Notwithstanding the terms outlined in this Tender Notice, the Consulate General of India, reserves the right to temporarily or permanently blacklist/debar the Companies on its panel due to unsatisfactory services.

6.2 Companies which get empanelled with the Consulate will be required to participate in at least 75% of the bids floated by the Mission every two months, failing which, the Consulate General of India may consider blacklisting / barring from future bids for a time as deemed appropriate.

Section 3: CHECK LIST

Sl. No.	PARTICULARS	YES/NO
1.	Have you filled and submitted all forms (i) Technical bid, (ii) Financial bid, (iii) Bid Securing Declaration?	
2.	Have you read and understood various conditions of the Contract and shall abide by them	
TECHNICAL BID		
3.	Have you enclosed the Bid Securing Declaration?	
4.	Legal Valid Entity: Have you attached the certificate issued by competent authority?	
5.	Have you attached Registration Certificate	
6.	Have you submitted the proof of authorization to sign on behalf of the bidder in the Technical Bid?	
7.	Have your Technical Bid been prepared as per the requirements of the Tender?	
8.	If VAT registered, have you provided valid VAT Certificate?	
9.	Is your Company registered with British Association of Removers (BAR)	
FINANCIAL BID		
10.	Have your Financial Bid proposal been duly filled in as per instructions?	
11.	Have you provided cost breakups for components in the Financial Bid?	

Note: The above must be filled, signed, and submitted along with the Technical Bid.

Signature of the Authorized signatory of the Bidder
with seal of the firm/Company

Full Name & Designation: _____

Mobile No.: _____

Date: _____

No. BIR/671/01/2024
Consulate General of India
Birmingham

Section 4: BID SECURING DECLARATION

**EMPANELMENT OF PACKING, MOVING AND FORWARDING COMPANIES FOR
CONSULATE GENERAL OF INDIA, BIRMINGHAM**

I/We accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, before the deadline defined in the request for bids document, I/we will be suspended for the period of time specified in the request for bid document from being eligible to submit bids for contracts with the Government of India.

Signature of the Authorized represent

Date:

Place:

Full Name:

Designation:

(Office seal of the Company)

Section 5: TECHNICAL BID

To
Head of Chancery
Consulate General of India,
Birmingham.

Dear Sir/Madam,

I/We,.....Representative(s) of
M/s.....solemnly declare that:

1. I/We are submitting tender for the Empanelment of Packing, Moving and Forwarding Companies against Tender Notice **No. BIR/671/01/2024** dated **18.07.2024**.
2. I or my relative(s) do not work in the office of Consulate General of India, Birmingham.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and other information given in this tender is complete, correct, and true.
4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid. The Company's credential should include the following:-
 - (a) Contact details-
 - (i) Name of the contractor/firm/Company:
 - (ii) Registered Postal Address:
 - (iii) Mobile Phone No.:
 - (iv) Office Telephone No.:
 - (v) Fax No.:
 - (vi) Email address:
 - (b) Name of the Contact person (a high ranking member/official within your organization) to whom all reference shall be made regarding this tender:
 - (c) Contact person and details in case of Emergency:
 - (d) License/Registration No.
(attach incorporation certificate and other Standards'/Affiliation certificates):

- (e) Experience in packing, clearing and forwarding of consignments:
(attach list of clients and their contacts):
 - (f) Any other information
(to be supported by necessary documents):
5. The price-bid submitted by me/us is "WITHOUT ANY CONDITION".
 6. I/We have not been banned/de-listed by any Government or Quasi Government agencies.
 7. If any information or document submitted is found to be false/incorrect, the Consulate General of India, Birmingham may cancel my/our tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues and blacklisting of my/our firm and all partners of the firm etc.
 8. All the terms and conditions of the tender are acceptable to us.

Signature of the Bidder/Authorized Signatory

Date:

Place:

Full Name:

Designation:

(Office seal of the Bidder)

ANNEXURE-IV

Section 6: FINANCIAL BID

- 1) Name of the Mission/Post: **Consulate General of India, Birmingham.**
- 2) Name and address of the firm:
- 3) Quotation for cost of packaging of personal and household effects weighing as follows:

PROFORMA FOR PACKING CHARGES (ALL AMOUNTS IN GBP)

(A) By Sea :

Weight	Total cost of packing material including lift van (Incl. VAT)	Labour charges for packing (Incl. VAT)
4850 Kgs	£	£
2600 Kgs	£	£
1475 Kgs	£	£

(B) By Air :

Weight	Total cost of packing material including lift van (Incl. VAT)	Labour charges for packing (Incl. VAT)
1120 Kgs	£	£
560 Kgs	£	£
400 Kgs	£	£

The format of the proforma is explained as below:

- i) The quotation may be sent for the **gross** weight as indicated in Column 1 of each table.
- ii) The charges should be included VAT.
- iii) The charges should remain valid for atleast next 02 years from commencing of the empanelment contract.
- iv) Once the above rates are approved, the work for packing and shipping etc of the consignment would be awarded based on lowest quotation which would include Packing charges per **100 Kgs** and shipping, Airport, Customs, Transportation charges etc.

Signature of the Authorized representative

Date:

Place:

Full Name:

Designation:

(Office seal of the Company)