

EMBASSY OF INDIA

Tallinn

Embassy of India, Tallinn, is in the process of forming its panel of packers & shippers for shipment of personal effects of Embassy staff. In response to the tender notice, all interested companies/firms specializing in packing & international shipping services are invited to provide their Quotes in the prescribed format along with relevant documentations including profile of the company, financial statements, quotation structure, standard service offering etc.

Interested parties may submit their price offer in a sealed envelope (double cover) to the Embassy of India, Tallinn, latest by **1700 hrs, October 11, 2023 at the following address:**

HEAD OF CHANCERY
EMBASSY OF INDIA
5TH FLOOR, TORNIMAE 5, TALLINN- 10145

For more detailed information, interested companies may visit Embassy Website (<https://www.indembassytallinn.gov.in/>) under the Tender Column on the Home Page and quote accordingly.

TENDER NOTICE

Subject: - Empanelment of Packers and forwarders for the Embassy of India, Tallinn.

Embassy of India in Tallinn is interested to draw a panel of packers for shipment of household and personal effects of the officials of this Embassy. The shipments are to be made to Delhi or any other station in India or other country by Air as well as by Ship (through containers). You are requested to send your quotation for shipment as per the following slab of weight to Delhi or any other station in India or other country separately for consignment by air and by ships.

2. The packing material including all required items to be used should be of the international standards.
3. In case of "By Ship" mode of consignment, your quotation should include the charges for inland haulage of the container from the concerned port of the residence of the Embassy staff in Tallinn and back: ocean freight (subject to actual charges by the shipping company to be supported by documents along with invoices) from Tallinn to Mumbai and handling charges in Mumbai inland haulage from Mumbai to ICD Delhi. 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.
4. In addition to the dispatch of the consignment from Tallinn, you will 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 Embassy staff in Tallinn after completing all the documentation and custom formalities. You are also requested to intimate all the inclusive rates for about slab of weights. The minimum charges for release of incoming shipment consignment by Ship as well as by Air cargo may also be included in the quotation.
5. The Tender should be submitted in two sealed envelopes:
 - (a) The first sealed cover superscripted as "Technical Bid" should contain details of technical competency of the firm with documentary evidence:-
 - (i). Experience certificate from international organization, Diplomatic Missions/Embassies etc.
 - (ii). Verified profit/loss statement of at least last three years.
 - (iii). Company registration & tax registration certificate etc.
 - (iv). Details of company manpower, certifications, accreditation etc.
 - (b). The second envelope superscripted as "Financial Bid" containing the attached proforma.
6. Bids may be submitted physically or by courier/post so as to reach before the prescribed date and time. Embassy will not be responsible for any postal delays. Bids sent over email will be not be considered.

Interested parties may submit their price offer in a sealed envelope (double cover) to Embassy of India, Tallinn, by 1700 hrs, October 11, 2023 at the Address:

Head of Chancery, Embassy of India, 5th Floor, Tornimae 5, Tallinn- 10145

Format of proforma to be forwarded to this office.

A. Consignment of Ship in full containers:

Weight slabs	Per 100 KGs (Unit Cost)	Total cost of packing material including lift van if the consignment is to be sent by LCL (for both 20Ft & 40 Ft containers separately)	Labour Charges for Packing
1	2	3	4
4850 KG			
2600 KG			
1475 KG			

B. Consignment by Air Cargo:

Weight slabs	Per 100 KGs (Unit Cost)	Total cost of packing material	Labour Charges for Packing
1	2	3	4
1120 KG			
560 KG			
400 KG			

Note: the format of the proforma is explained below:

The Column "**packing charges per hundred KGs**" shows the unit for the total packing. The figure in this column should be the corresponding fraction of the sum of 3 & 4 columns. (For example, for entitlement of 2600 KGs, the figure in the 2nd column should be 1/26th of the sum of figures in 3rd & 4th columns.

(Authorized Sign. with Stamp)