

**Embassy of India
Cairo**

Quotations are invited for empanelment of Packers & Forwarders for packing, clearing and forwarding personal effects, household goods and other consignments (of Diplomatic Status) in the name of Embassy of India, Cairo. The details of the company should be submitted in prescribed format as attached in Annexure I & II. Annexures duly filled in and complete in all respects should be addressed to the Head of Chancery, Embassy of India, Cairo, 5 Aziz Abaza Street, Zamalek, Cairo and are to be submitted before **20th February, 2022**.

1. Instructions to the Company:

1.1. The companies are requested to submit complete information regarding their credentials in Annexure-I along with their quotation in Annexure-II.

1.2. The price quoted must be in USD and should be inclusive of all charges.

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 one year subject to continuous satisfactory performance (maximum tenure of 03 years).

2.2. In case of failure of the contractor/firm/company to comply with the provisions of the term and conditions mentioned in the Agreement to be signed between Embassy of India, Cairo and the successful companies, the competent authority of this Embassy reserves the right to terminate the contract and to blacklist the firm.

2.3. The company will be responsible for conduct of the persons engaged by them for the work, which should be conducive for maintaining harmonious atmosphere as expected by the Embassy of India, Cairo.

2.4. The price quoted by the company shall be kept open and valid for acceptance for a minimum period of 90 business days.

2.5. The quotations 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, Cairo will not be responsible for any postal delay.

Address Details:

Head of Chancery, Embassy of India, 5 Aziz Abaza Street, Zamalek, Cairo

3. Eligibility Criteria:

3.1. The company should be a registered firm/entity legally authorised or competent to engage in the business of packing, moving and forwarding operations, based in Egypt having its Head Office/Branch Office in/near Cairo.

3.2. The company should have an experience of at least five (5) years in similar works of packing clearing and forwarding of consignments, preferably accredited to any Egypt govt. body/institution, if applicable.

3.3. The companies should possess and demonstrate ability to provide "Door to Port/Door to Door" service for international shipments.

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, kitchenware and food stuff, clothing, linen, shoes, books, toys, object d'art (paintings, 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 the stuff to be packed.

4.4. The packing work should be done keeping in view the climatic conditions of Cairo 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 handing over it to shipping lines. The invoice should mention that weight for payment purpose.

4.6. Facilitate the customs formalities at the port of origin.

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 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 residence in Cairo to Airport if the baggage is transported by air cargo. The company shall give its price for transportation of the baggage from Airport in Cairo to the specific destination on 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 Cairo Airport/Seaport and delivery at the residence in Cairo. Clearance of diplomatic cargo and other consignments received in the name of Head of Chancery, Cairo. 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. Break up should abide by the format in Annexure-II. 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 USD.

5.4. Payment: The company will be required to submit its bill along with service report duly signed by the concerned Mission officer. The payment will be released by the Embassy of India, Cairo by cheque after satisfactory completion of the work.

5.5. The rates once accepted by Embassy of India, Cairo shall remain unaltered throughout the period of contract.


6. Schedule for Submission of Quotation:

6.1. Last date & time for depositing the complete information along with quotation: 20th February, 2022 (1500 hrs).

6.2. Address for depositing the proposal:

Head of Chancery
Embassy of India, 5 Aziz Abaza Street, Zamalek, Cairo

6.3. The proposals received after the deadline will be rejected.


(John M kerketta)
Head of Chancery

COMPANY CREDENTIAL

1. Name of the contractor/firm/company:
2. Organizational Structure of the company:
3. Contact Details:
Registered Postal Address:-
Mobile Phone No.:-
Telephone No.:-
Fax No.:-
Email Address:-
4. Name of the contact person (a high ranking member/ official within your organization) to who all reference shall be made regarding this empanelment:
5. Contact person and details in case of Emergency:
6. License/Registration No. (Please attach Incorporation Certificate and other Standards Affiliation Certificate):
7. Experience in packing, clearing and forwarding of consignments (attach list of clients and their contacts):
8. Other services provided by the company:
9. Any other information (to be supported by necessary documents):
10. Whether warehouse capacity is owned/leased by the firm with proper security features and is adequately insured against fire, theft etc.:
11. Number of employees on regular payroll of the firm:
12. Copies of audited financial statements during last three years:
13. Whether the firm owns vehicles or has a formal agreement with registered reputed transport companies/ firms for provision of transport services:

Signature:

Name of Signatory:

Designation of Signatory:

PROFORMA

1. Name of the Mission/Post: Embassy of India, Cairo
2. Name & Address of the Firm:
3. Quotations for cost of packing of personal effects and household goods weighing as follows:

A. By Ship:

Approx. Weight	Packing charges per 100 kg (including survey of goods prior to movements, packing materials, labour charges and loading into container)	Transportation and haulage to Alexandria Seaport	Egypt Customs Clearance	Other Charges
Kgs	(in USD)	(in USD)	(in USD)	(in USD)
4850				
2600				
1475				

B. By Air:

Approx. Weight	Packing charges per 100 kg (including survey of goods prior to movements, packing materials, labour charges and loading into container)	Transportation Charges to Cairo Airport	Egypt Customs Clearance	Other Charges
Kgs	(in USD)	(in USD)	(in USD)	(in USD)
1120				
560				
400				

C. Rate of Insurance Premium: _____

D. Clearance of personal effects & household goods and other consignments in the name of Embassy of India, Cairo from seaport/airport and delivery at the residence of the officer/office:

S. No.	Other Charges	USD
1	Company/Agency Charges	
2	Customs/Clearing Charges	
3	Labour Charges	
4	Any Other Charges payable at airport/seaport	
5	Local transportation and delivery charges	
6	De-stuffing Charges	
7	Other Charges, if any	
