

**EMBASSY OF INDIA**

**Bratislava**

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Embassy of India, Bratislava, is in the process of revising its panel of packers & movers. In this regard, in response to the tender notice, interested companies/firms specializing in packing & international shipping services are invited to provide their Quote, in the prescribed format, with all relevant documentation 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 Embassy of India, Bratislava, latest by 05.02.2024 addressed to :-

**HEAD OF CHANCERY**

**Embassy of India, Bratislava**

**Dunajska 4, 81108 Bratislava**

For more detailed information and tender document, Interested companies may visit Embassy Website (<https://eoibratislava.gov.in/index.php>) under the Tender Column at Home Page and quote accordingly.

**TENDER NOTICE**

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

Embassy of India in Bratislava plans to revise its panel of packers primarily for shipment of household and personal effects of the officials of this Embassy. The shipments are to be sent 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 prescribed format attached herewith. (Financial bid)

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 Bratislava and back: ocean freight (subject to actual charges by the shipping company to be supported by documents along with invoices) from Bratislava 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 as per the following details:

| Category | Value of goods for Insurance (in Euro) | Category | Value of goods for Insurance (in Euro) | Category | Value of goods for Insurance (in Euro) |
|----------|--|----------|--|----------|--|
| I        | 4078                                   | III      | 2855                                   | V        | 1386                                   |
| II       | 3262                                   | IV       | 1631                                   | VI       | 272                                    |

4. In addition to the dispatch of the consignment from Bratislava, you may 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 Bratislava 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. Following documents should also be submitted to establish the technical competency of the bidder: -

- (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.
- (v). Undertaking on letter head with seal/stamp and signature of authorized signatory on financial bid.

6. For any further doubts, clarifications, queries, the following may be contacted:-

Shri Roshan Kumar Meena  
Administration Wing  
Tele:- +421-2-52962916  
Email ID: [accts.bratislava@mea.gov.in](mailto:accts.bratislava@mea.gov.in)

7. Embassy of India, Bratislava reserves all rights to modify any clause of this tender notice. Once approved as empanelled packer, the respective company/agent should invariably survey and quote price for packing and shipment for a particular work, however quoting of a particular work, does not mean any right on the award of that work.

**Interested parties may submit their price offer in a sealed envelope (double cover) to Embassy of India, Bratislava, by 05.02.2024 at the Address:-**

**HEAD OF CHANCERY  
Embassy of India, Dunajska 4, 81108, Bratislava**

## FINANCIAL BID

### **A. Consignment of Ship in full containers:**

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

### **B. Consignment by Air Cargo:**

| Approx<br>weight<br>(in kgs) | Packing charges<br>per 100 kgs<br>(in Euro) | Total cost of packing material<br>including lift van<br>(in Euro) | Labour charges for<br>packing<br>(in Euro) |
|------------------------------|---|---|--|
| 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 4850 KGs, the figure in the 2ndcolumn should be 1/48.5th of the sum of figures in 3rd & 4th columns.

**(Authorized Sign. With Stamp)**

Note: This proforma should be signed and stamped by the authorized signatory and should be put in a separate envelope (written as Financial bid with name of company), inside the big envelope in which the quotation/bid are being sent].