



**EMBASSY OF INDIA BEIJING  
INVITES QUOTATIONS FOR EMPANELMENT  
OF PACKERS (BY AIR/SEA) FOR PACKING/FORWARDING  
AND CLEARING OF PERSONAL EFFECTS.**

**QUOTATIONS NO. PEK/GEN/670/1/2020**

**DATE OF FLOATING 13 October, 2020**

**DATE OF PRE-BID MEETING 20 OCTOBER, 2020 AT 1500HRS.**

**LAST DATE FOR SUBMISSION OF QUOTATIONS**

**02/11/2020 TO 1500 HRS (BEIJING TIME)**

**PLACE OF OPENING OF BIDS: EMBASSY OF INDIA BEIJING,  
NO.5, LIANG MA QIAO BEI JIE, CHAOYANG DISTRICT,  
BEIJING 100600 TEL-00-86-10-8531 2500/2501/2502/2503**

## **Invitation for Quotations**

Sealed tenders having financial bids and credentials of the firm, are invited by the **Embassy of India, Beijing** from Firms/Companies situated within Beijing for packing, clearing and forwarding personal effects of its personnel and other consignments in the name of Embassy of India, Beijing to India or third country. The tender should be submitted in prescribed format as laid down in the tender document. **The quotation documents; duly filled in and complete in all respect should be addressed to the Head of Chancery, Embassy of India, Beijing, 5 Liang Ma Qiao Jie, Chaoyang District Beijing 100600, China are to be submitted on 02/11/2020 before 15:00 hrs.** . The quotation document can be downloaded from the Embassy's website([www.eoibeijing.gov.in](http://www.eoibeijing.gov.in)) and from the Central Public Procurement Portal (CPPP) of Govt. of India at <https://eprocure.gov.in/epublish/app>.

### **CHAPTER-I**

- 1. Instruction to Firms/Companies:** Embassy of India, Beijing invites quotations for packing, clearing and forwarding of personal effects, household goods and other consignments in the name of Embassy of India, Beijing from Firms/Companies situated within Beijing.

The detailed terms and conditions, schedule of work/ specifications and format for quotations are available in the document. The Firms/Companies are instructed to go through Form thoroughly before quoting their rates.

- 1.1 Firms/Companies** are requested to submit complete information regarding the quotation as per Annexure-I, Annexure-II and Annexure-III. All pages of the document must be signed by the authorized signatory.
- 1.2** Price quoted should be inclusive of all charges **in RMB**. In no case any enhancement in approved rate will be entertained by the Embassy. The quotations shall be furnished in a sealed envelope.

### **CHAPTER-II**

- 2. Conditions of Empanelment Contract:**

- 2.1** The empanelment contract, if awarded, will be initially for two years from the date of award and extendable for further one year subject to continuous satisfactory performance (maximum tenure 03 years). No escalation in cost will be entertained during the period.

- 2.2 The Embassy has the right to accept/reject the bid and does not bind itself to accept the lowest quotation or any quotation and can reject any or all the quotations or to scrap the RFP in whole or in part; without assigning any reason whatsoever.
- 2.3 In case of failure of the Firms/Company to comply with the provision of the terms and conditions mentioned in this Document or the Agreement to be signed between Embassy and the successful Firms/Company, the Competent Authority of this Embassy reserves the right to terminate the contract and to blacklist the firm.
- 2.4 The Firms/Company will be responsible for compliance of all laws, acts and rules made there under, statutory orders issued from time to time in relation to the environment and man-power deployed by them for performance of the job under reference and the Embassy will have a right to be indemnified in respect of any consequences resulting from any breach or violation by the Firms/Company of such rules, statutory obligations etc.
- 2.5 The contractor/firm/company will be responsible for conduct of the persons engaged by him for the work, which will be conducive for maintaining harmonious atmosphere as expected by the Embassy.
- 2.6 In the event of any violation of laws, rules, statutory provision by the Company, this will amount to breach of contract and in such case, the Embassy will have the right for terminating the empanelment contract, forthwith, without giving any notice or assigning any reason.
- 2.7 This Embassy reserves the right to terminate the contract in any eventuality, without any notice and without explaining any reasons to the Firms/Company. The Firm/Company shall not have claim for any compensation in such event of discontinuation of the contract.
- 2.8 The price quoted by the bidder shall be kept open and valid for acceptance for a minimum period of 120 business days.
- 2.9 **Quotation system:-** The company/ agency shall submit its offer in **three separate sealed envelopes**, namely, (a) **First envelope-** superscripted "Technical quotation- Panel of Packers in the Mission by Air/Sea (b) **Second envelope-** superscripted "Financial quotation-Panel of Packers in the Mission by Air/Sea. Both the sealed envelopes shall be kept inside a large sealed envelope, i.e. in a **Third envelope** superscripted as Quotation for Packing, clearing and forwarding for Embassy of Indian. It should also be superscripted

at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the Firm/Company;

- i. The sealed bid shall be submitted to **The Head of Chancery, Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600**;
- ii. Contact person Ms. Yuan Dandan, Local Assistant (Protocol), Phone No.0086-10-85312539, Email: [protocol2.beijing@mea.gov.in](mailto:protocol2.beijing@mea.gov.in) and [protocol.beijing@mea.gov.in](mailto:protocol.beijing@mea.gov.in);
- iii. The quotation may be submitted by Hand in person or by courier. The bids by "Fax / E-mail" shall not be accepted;
- iv. Quotation received after the closing date and time as prescribed in the quotation notice, shall **NOT** be accepted under any circumstances;
- v. Financial quotation will be opened for all those parties who have qualified technically.
- vi. The quotation has to be submitted as per the format specified at 'Annexure I,II,III & IV respectively with all supporting documents.
- vii. **The quotation have to be submitted in Bilingual (English and Chinese).** The cost of translation of the documents (if any) shall be borne by the bidder. In case of any discrepancy between the English and the Chinese version, the English version shall prevail.
- viii. A Pre-bid meeting will be held on 20 October, 2020 at 1500 hrs. at the Chancery. All interest parties are requested to authorize one representative each to attend the meeting details of which may be to Ms. Yuan Dandan, local Assistant (Protocol) @ [protocol2.beijing@mea.gov.in](mailto:protocol2.beijing@mea.gov.in): Phone: 85312539. Queries if any may also be submitted by Email in advance

## **CHAPTER-III**

### **3. Eligibility Criteria:**

- 3.1 The Firm/Company should be based in Beijing, China. Its address, telephone/Mobile/Fax/e-mail address, etc. should be provided, while submitting the completed tender form.
- 3.2 The Firm/Company should have an experience of **at least three (3) years** in similar works of packing and forwarding/clearance of consignments of Embassies/UN Agencies International Organizations based in Beijing.
- 3.3 The Firm/Company should have an annual turnover to 10 lakh RMB and should not be insolvent. Financial documents certifying the same should be submitted.

- 3.4 The Firm/Company should have undertaken either 3 works with an individual cost of RMB 40 thousand each year preferably in Embassy/international Agencies/Companies for the past 3 years or 2 such works at a cost of RMB 60 thousand each per year. Work Orders and Completion Certificates are to be submitted along with Quotation.
- 3.5 The firm should have a self-owned or leased warehouse within the territory of Beijing with a capacity of 5000 Sq.ft. copies of lease documents along with photographs to be submitted.
- 3.6 The firms should have adequate number of skilled personnel (at least 10 numbers) in its registered office for provision of services of which one key person should be assigned for coordination with the Embassy of India exclusively.
- 3.7 The key person would be available for making quotes, answering all queries troubleshooting and responding to emergency queries whose details should be shared with Mission during quotation submission.
- 3.8 The bidder should be a registered firm/entity legally authorized competent to engage in packing moving and forwarding operations as per the extant regulations of the Government of China

## **CHAPTER –IV**

### **4. Specification and allied technical details:**

#### **4.1 Scope of Work:**

##### **A. Outbound consignments**

- 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, 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 will be used depending on the nature of the stuff to be packed.

- The packing should be done keeping in view the climatic conditions of Beijing (Dry and Cold) as well as the climate of the destination to minimize the potential damage to the goods in transit. Forwarding of personal effects and household goods from residence in Beijing to the Xingang Port in China, if the baggage is to be transported by sea. The bidder shall quote the price for transport of the baggage from Beijing to the specific destination **(Door to Port)** on 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 Beijing to Beijing Airport if the baggage is transported by air cargo. The Firm/Company shall quote the price for transport of the baggage from Beijing Airport to the specific destination **(Door to Airport)** on case basis.

## **B. Inbound consignments**

- Handling of all formalities relating to clearance of personal effects & household goods and other consignments at Beijing Airport/ Xingang sea port and delivery at the residence in Beijing.

## **CHAPTER-V**

### **5. Price Schedule:**

- 5.1 The Firm/Company(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 quoted by the Firm/Company shall be fixed and no variation will be allowed under any circumstances except that of change in tax/govt. rates.
- 5.3 Prices shall be quoted in RMB.
- 5.4 This request for quotations is not an offer for award of work but an invitation to eligible companies for empanelment as packing/forwarding, clearing agents with respect of all outbound/inbound consignments of personnel effects of the officer of Embassy of India. For specific cases, individual quotations will be requested from the empaneled packers, and work awarded to the L1 bidder in each case.

5.5 Payment: The L1 bidder in each case will be required to submit his bill after shipment of consignment. Embassy will process for payment on the basis of the actual volumes shown in bill of lading. The payment will be released by the Embassy by cheque/bank transfer after satisfactory completion of the work.

5.6 The rates once accepted by Embassy shall remain unaltered throughout the period of contract.

**6. Procedure for empanelment**

(i) Following parameters together with the points against each parameter shall be as part of the technical bidding process to empanel a maximum of ten(10) companies:-

S. No.	Parameter and maximum Marks	Range and Award of Marks	Remarks
1	General experience of international relocations during the last 5 financial years  (30 marks)	For a minimum of 3 cases of international relocations per year,6 points could be awarded, subject to maximum of 30 points. Points shall be awarded on a running scale of 0 to 30. Example: For 4 cases of international relocation in a year 8 marks could be awarded and so on	Documentation in support of a minimum of 5 international relocations per years during the last 5 years to be provided along with supporting documents like invoices/bill of landing etc.
2	Number of Staff  (15 Marks)	For 10 members of staff- 6 points and for every 2 additional staff members, 3 point could be awarded, subject to maximum of 15 points.	
3	Area of warehouse  (15 marks)	For 5000 sq. ft. for owned/ leased warehouse- 6 points and for every additional 2000 sq. ft. of owned/leased warehouse, 3 additional points could be awarded, subject to	

		maximum of 15 points.	
4	ISO Certification  (5 marks)	For ISO Certification is the name of the company, 5 marks could be awarded	
5	Membership of any reputed International Association of packers, movers and forwarders  (5 marks)	For membership of any reputed International Association of packers, movers and forwarders in the name of the company, 5 marks could be awarded	

- (ii) **Annual review of Performance and fulfilling of eligibility criteria:** The firms/Companies may note that the Mission would review the performance of the firms on an annual basis with regard to inter-alia, the scope of service as indicated above and fulfilment of the essential conditions.
- (iii) Empanelled companies would be required to sign a letter of acceptance of terms and conditions as per format in Annexure IV.

## 7. Required documents

The interested firms which fulfill the essential criteria in paragraph 4(A) above, may deposit their applications as hard copy along with the following documents:

- Duly filled attached EOI questionnaire (Annexure-III)
- Company Profile in detail to demonstrate their capability in efficiently handling the jobs described above;
- Address of registered office and branches (if any);
- Proof of registration of the firm/incorporation of the company;
- Documentary evidence of the firm's registration as per guidelines of the Government of China.
- Precise profile of its may clients along with satisfactory performance report from at least three of them for services provided;
- A list of clients in Government sector/Foreign Mission/ UN Agency/ Multinational Company with proof;
- Attested copies of audited financial statements during the last three years
- Registration certificates of the vehicles owned/formal agreement with the registered and reputed transport company(ies)/firm(s);
- A list of employees on regular payroll of the firm;



- Registration papers related to ownership/lease of warehouse;
- Proof of insurance of warehouse (owned/leased) against fire, theft etc;
- Self declaration that the firm has not been indicated or involved in any criminal/fraudulent/anti-competition activity;
- Details of litigation involved in, if any;
- Copy of quality control certification (if any);
- Proof of membership of reputed International Association of movers and forwarders (if any);
- Details of general experience of International relocation for the past 3(three) financial years;

**ANNEXURE-I**

**COMPANY CREDENTIALS**

1. Name of the Firm/Company :
2. Contact details :  
Registered Postal Address :  
Mobile Phone No. :  
Telephone No. :  
Fax No. :  
Email address :
3. Name of the Contact person(a high ranking member/official within your organization) to whom all reference shall be made regarding this tender:
4. Contact person and details in case of Emergency:
5. License/Registration No.(attach Incorporation certificate and other Standards'/ Affiliation certificates):
6. Experience of minimum 3 years in packing, clearing and forwarding of consignments(attach list of clients and their contacts):
7. Any other information(to be supported by necessary documents):
8. References for handling Diplomatic Shipment :  
(at least two)

**UNDERTAKING**

I, the undersigned, certify that I have gone through the terms and condition mentioned in the quotation 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 quotation document.

Date:  
Place: Beijing

Signature of the Authorized Signatory:

Full Name:

Designation:  
(Office seal of the Firm/Company)

**ANNEXURE-II**

**FINANCIAL QUOTATION**

The Firm/Company should quote rates which shall be inclusive of all charges viz. labour charges, input costs, material charges, service charges, etc. and any other statutory obligations/charges as the case may be.

S.N o.	Work Description	Quoted Price (RMB)
1.	Packing of personal effects and household goods	Please quote rate for total packing charges(as a sum of cost of packing materials and labour charges in the weight categories given below: a). Packing Charges by Ship: <ul style="list-style-type: none"><li>• 4850 Kgs</li><li>• 2600 Kgs</li><li>• 1475 Kgs</li></ul> b). Packing Charges by Air: <ul style="list-style-type: none"><li>• 1120 Kgs</li><li>• 560 Kgs</li><li>• 400 Kgs</li></ul>
2.	Forwarding of personal effects and household goods from residence in Beijing to Xingang sea port, if the baggage is to be transported by sea	Please quote all inclusive rates(without local tax) for services of handling charges (including local transportation, labour charges, etc.) in the following weight categories: a) Handling Charges by Ship: <ul style="list-style-type: none"><li>• 4850 Kgs</li><li>• 2600 Kgs</li><li>• 1475 Kgs</li></ul>
3.	Forwarding of personal effects and household goods from residence in Beijing to Beijing Airport, if the baggage is to be transported by Air Cargo	Please quote all inclusive rates(without local tax) for services including local transportation, labour charges, etc. in the following weight categories: a). Handling Charges by Air: <ul style="list-style-type: none"><li>• 1120 Kgs</li><li>• 560 Kgs</li><li>• 400 Kgs</li></ul>

4.	Insurance Premium	For goods value of : <ul style="list-style-type: none"><li>• Rs. 3,75,000.00</li><li>• Rs. 3,00000.00</li><li>• Rs. 2,62,,500.00</li><li>• Rs. 1,50,000.00</li><li>• Rs. 1,27,000.00</li><li>• Rs. 25,000.00</li></ul> Kindly quote the approx. amount in INR Rupees(Rs.) towards insurance premium for the above mentioned price categories.
5.	Clearance of personal effects & household goods and other consignments in the name of Embassy of India, Beijing from seaport/airport and delivery at the residence of the officer/Embassy	Please quote rate for: <ul style="list-style-type: none"><li>i). Company/agency charges</li><li>ii). Customs/clearing charges</li><li>iii). Labour charges</li><li>iv). Any other charges payable at airport/seaport</li><li>v). Local transportation and delivery charges</li><li>vi). De-stuffing charges</li></ul>
6.	Service charges of the firm, if any	

Date:

Place: Beijing

Signature of the Authorized

Signatory:

Full Name:

Designation:

**(Office seal of the Firm/Company)**

**ANNEXURE-III****EXPRESSION OF INTEREST  
QUESTIONNAIRE****Name of the Company/Firm**

(Kindly attach company profile and audited financial statements of the last three years)

S. No.	Criteria	Response	Remarks
1	Whether the firm/company is registered	Yes / No	Certificate of incorporation/registration and details thereof may be enclosed
2	Whether the firm/company has a registered office/branch office in Beijing	Yes / No	Suitable certificate, if any, may be enclosed
3	Whether registered as Customs House Agent (CHA) or has formal agreement with registered CHA	Yes / No	If yes, then provide documentary evidence of the firm's registration as CHA or formal agreement with registered CHA
4	Number of years of experience of packing and forwarding personal effects in International shipment	No of years	Should be at least 5 years with Government/Foreign Mission/UN agencies/Multinationals
5	General experience of International relocations during last 5 financial years	No of years	Documentation in support of International relocations during the last 5 years to be provided along with supporting documents such as invoices/bill of lading etc.
6	Whether warehouse	Yes / No	Should be at least 5000 sq.

	capacity owned/leased by the firm in Beijing & Whether the warehouse is protected against vermins and has proper security features and is adequately insured against fire, theft etc.		ft. and if leased the lease should be valid during the duration of empanelment. Should be equipped with proper security adequate insurance. Documentary proofs of the above to be enclosed
7	Number of employees on regular payroll of the firms. (Name, designation and number of years of service, may be mentioned)	Numbers	Should be at least 15 and documentary proof may be provided
8	Ability to provide 'door to port' {D2P} service for international shipment (previous experience of D2P, if any)	Yes / No	If yes, documentary proof of the same may be provided
9	Any previous indictment in any criminal, fraudulent or anti-competition activity	Yes / No	If no, a notarized affidavit for the same may be furnished
10	Details of litigation involved in, if any	Yes / No	If yes, provide details of the same
11	Whether it possesses Quality Certificate (ISO etc.)	Yes / No	If yes provide details and enclose copy of the certificates
12	Whether it holds the membership of reputed international association of packers, movers and forwarders	Yes / No	If yes provide details and enclose copy of the certificates
13	List of key clients/distinguished clienteles	Yes / No	Satisfactory performance report from at least three of them for services may be enclosed

We, hereby, declare that our Expression of Interest is made in good faith and the information is true and correct to the best of our knowledge and belief. I understand that any wrong or misleading information will lead to disqualification.

Thanking you,

Yours faithfully

Signature of the Authorized  
Signatory:

Date:

Full Name:

Place:

Designation:

**(Office seal of the Firm/Company)**

**ANNEXURE-IV**

**EMBASSY OF INDIA**  
**BEIJING**

**Empanelment of Packing, Moving and Forwarding Agencies/Firms**

**Acceptance of Terms & Conditions**

1. In response to the Embassy of India, Beijing 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, Beijing and accepts the following terms and conditions for provision of services;

2. **Scope of Work:** The firm fully understands that its scope of work would include but not be limited to the following functions:

**Outbound Consignment**

- (i) Packing, stuffing, transportation from residence to the port of origin (airport/ICD terminal, New Delhi/concerned sea port) of household goods;
- (ii) Customs formalities at the port of origin;
- (iii) Export documentation and their timely delivery as per the instructions of the customer;
- (iv) All formalities relating to handling of consignment for surface/air transportation from door to port basis, including arrangements for transit, if any;
- (v) Arrangement for insurance as per prescribed procedures and facilitation in case of any claim on account of damage;

**Inbound Consignment:**

- (i) For incoming consignments, the handling of all formalities relating to clearance of baggage, customs formalities, safe transportation from port to the residence, facilitation for setting of any insurance claims relating to damages;

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, lines and shoes, etc;
- (iv) Books and toys;
- (v) object d'art (paintings, art pieces, etc.);
- (vi) Personal sports goods;
- (vii) Vehicles of various types;
- (viii) White goods and electronic items, etc.

**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 quote for any shipment proposal giving the following detailed break-up:

- (i) Packing charges;
- (ii) Transportation from residence to the port of origin;
- (iii) Agency and handling charges;
- (iv) Transportation and portorage with docks/check-points;
- (v) Customs examination charges;
- (vi) Crane charges, escort fees;
- (vii) Inland haulage, if any, including documentation;
- (viii) International freight;
- (ix) Insurance charges as per limits prescribed by the Government; in each case at the time of invitation of quotations, these limits shall be mentioned;
- (x) Applicable taxes, if any.

**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, Beijing 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 of India, Beijing forthwith with a clear understanding that this could result in their being disqualified. Withholding of such information will automatically lead to disqualification.

**7. Validity of quotations:** 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 of India, Beijing would reserve the rights of taking suitable action against such company including disqualification. Quotation will remain valid for a period of 90 days.



- 8. Payment terms:** For every individual work the job will be assigned to the L1 bidder. Embassy will process for payment on the basis of the actual volumes shown in the Bill of lading. The payment will be released by the Embassy by cheque/bank transfer after satisfactory completion of the work.
- 9. Submission and opening of bids:** All the empanelled companies will be provided information with regard to the upcoming movements and will be invited to provide their quotations by the indicated date. All quotations received shall be opened on a pre-fixed date and time. The representatives of the quoting companies are free to attend the bid opening.
- 10. Adherence to the deadline:** After the formation of panel of packers, non-adherence to the deadline to submit the quotations in respective individual cases would deemed 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 to the Protocol Wing within the stipulated time. Moreover, non-adherence to the deadline or non submission of the quotations by the empanelled packing/forwarding agents may led to their depanelment.

Date:  
Place: Beijing

Signature  
Name  
Designation