

WAS/ADM/551/09/2024
Embassy of India
Washington D.C.
(Administrative Wing)

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, Washington D.C. 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, Washington D.C. and are to be submitted before **4.00 pm on 24 July, 2026**.

1. Instruction 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. 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 terms and conditions mentioned in the Agreement to be signed between Embassy of India, Washington D.C. 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, Washington D.C.

2.4. The price quoted by the company shall be valid for a minimum period of 180 days beyond the last date of receipt of bids.

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, Washington D.C. will not be responsible for any postal delay.

Address Details:

Head of Chancery,

Embassy of India, Washington D.C.

**2107 Massachusetts Avenue,
NW Washington, DC 20008.**

3. Eligibility Criteria:

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

3.2. **The company should possess the FMSCA and FMC licenses and should be a member of any 02 International Associations – IAM, FIDI, PAIMA, OMNI.**

3.3. **The average annual financial turnover of the company during the last three financial years, i.e., 2023-2025, should be more than USD 1,500,000/-**

3.4. **The company should have Business Liability Insurance (Min. USD 1,000,000) & Property Liability Insurance (Min. USD 1,000,000).**

3.5. The company should possess an experience of at least **five (5) years** in similar works of packing, clearing and forwarding of consignments, preferably accredited to any USA Govt. body/institution, if applicable.

3.6. The companies should possess and demonstrate ability to provide “Door to Port/Door to Door” service for international shipments.

3.7. The company should have either own vehicles or formal agreement with the registered & reputed transport companies for provision of transport services.

3.8. The company should have a self-owned or leased warehouse. If the warehouse is on lease, the empanelment of the firm would depend 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.

3.9. **The number of working staff used for packing and movement of goods on regular payroll of the firms should be at least 10.**

3.10. The company, while bidding, should **provide a notarized affidavit** that they have not been indicted 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.

3.11. **The validity of the bid is 6 months.** Timely dispatch of the personal effects to its destination, **not exceeding two weeks of packing**, should be ensured by the company, unless Mission asks to defer the dispatch.

3.12. 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 Embassy will pre-inform the bidding company.

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 foodstuff, 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 export quality packing material having fool proof protection from any potential damages 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 USA 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. The total weight of baggage shall be considered after taking into consideration the weight of packing material, crates, hoops, lift van etc.

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. For Inbound Consignment, handling of all formalities relating to clearance of personal effects & household goods and other consignments at USA Airport/Seaport and delivery at the residence in USA. Clearance of diplomatic cargo and other consignments received in the name of Embassy of India, Washington D.C.

4.10. In case the destination is India, the forwarding of personal effects and household goods, transported by sea, has to be done from residence in USA to the **Sea/ICD port nearest to consignee's** destination by the packer on a door to port basis.

4.11. In case the destination is other than India, the forwarding of personal effects and household goods will be done on a door to door basis.

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. This Price will include cost of packing material & handling charges including transportation and portage.

5.3. Prices shall be quoted in USD.

5.4. Payment: The company will be required to submit the Liner's Express Bill of Lading (BL). Freight Forwarder's Bill of lading will not be accepted. The company will submit its bill along with service report duly signed by the concerned Mission Officer. 90% of the payment will be released by the Embassy of India, Washington D.C. by cheque/bank transfer after award of work cum satisfactory dispatch of goods from the destination & the remaining 10% of the payment will be released after the successful delivery of shipment is confirmed by officer at destination.

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

6. Penalty Clause:

6.1. Notwithstanding the terms outlined in this Tender Notice, the Embassy reserves the right to temporarily or permanently blacklist/debar the companies on its panel due to unsatisfactory services.

6.2. Minor complaints: These includes improper packing/poor quality packing material used, delay in sharing of invoices/Bill of lading, delay in settlement of insurance claims etc. Penalties imposed for such complaints extends debarment for a certain period/fine or both.

6.3. Major complaints: These include dispatch of goods not as per entitlement, delay of dispatch and delivery of personal effects, levy of demurrage charges even after timely receipt of clearance from the U.S. Department of State. Penalties imposed for such complaints extend debarment from participation bids for a certain period/fine or both.

6.4. Companies which get empanelled with the Embassy will be required to **participate in at least 60% of the bids floated by the Mission every six months**, failing which, the Embassy may consider blacklisting/barring from future bids for a time as deemed appropriate.

7. Schedule for Submission of Quotation:

7.1. Last date & time for depositing the complete information along with quotation :
24 July, 2026; 4:00 pm

7.2. Address for depositing the proposal: **Head of Chancery, Embassy of India,**
Washington D.C., 2107 Massachusetts Avenue,
NW Washington, DC 20008.

Email : hoc.washington@mea.gov.in

Phone no. 202-939-7041

Proposals received after the deadline will be rejected.

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 Certificates related to packing services viz., ISO, FIDI-FAIM etc.):
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, Washington DC
2. Name & Address of the Firm:
3. Quotations for cost of packing of personal and household effects weighing as follows:

Mode of Transportation	Total cost of <u>Packing Charges</u> (in USD per 100 kgs)
By Sea	
By Air	

Weight Category (kgs)		<u>Handling Charges (including transportation & portorage)</u> (in USD per 100 kgs)
<u>Export</u>		
(i) By Sea	4850 kgs	
	2600 kgs	
	1475 kgs	
(ii) By Air	1120 kgs	
	560 kgs	
	400 kgs	
<u>Import</u>		
(i) By Sea	4850 kgs	
	2600 kgs	
	1475 kgs	
(ii) By Air	1120 kgs	
	560 kgs	
	400 kgs	
