

No. Trin/791/2/2011
High Commission of India
Port of Spain
Trinidad and Tobago

Tender Notice

Tender invitation for empanelment of Packers & Forwarders for packing, clearing and forwarding personal effects, household goods and other consignments in the name of Office of the High Commission of India, Port of Spain

Tender No. Trin/791/2/2011 dated 1 March, 2024.

Last date for submission of bids: 21 March, 2024.

Sealed tenders having financial bids and credentials of the firm, are invited by Office of the High Commission of India, Port of Spain from contractors/firms/companies situated within Port of Spain for packing, clearing and forwarding personal effects of its personnel and other consignments in the name of Office of the High Commission of India, Port of Spain. The tender should be submitted in prescribed format as laid down in the tender document. **The tender documents; duly filled in and complete in all respect should be addressed to the Head of Chancery, Office of the High Commission of India, 6 Victoria Avenue, Port of Spain and are to be submitted before 17:00 PM on 21 March 2024.** The tender document can be downloaded from the High Commission website (www.hcipo.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 Bidders:** Office of the High Commission of India, Port of Spain invites tenders for packing, clearing and forwarding of personal effects, household goods and other consignments in the name of Office of the High Commission of India, Port of Spain from contractors/firms/companies situated within Port of Spain.

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

- 1.1 Bidders are requested to submit complete information regarding the bids as per Annexure-I and Annexure-II. All pages of the tender document must be signed by the authorized signatory.
- 1.2 Price quoted should be **in TT\$** and should be inclusive of all charges. In no case any enhancement in approved rate will be entertained by the High Commission. 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).
- 2.2 The High Commission reserves the right to accept/reject the bid and does not bind itself to accept the lowest bid or any bid and can reject any or all the bids or to scrap the RFP in whole or in part; without assigning any reason whatsoever.
- 2.3 In case of failure of the contractor/firm/company to comply with the provision of the terms and conditions mentioned in this Tender Document or the Agreement to be signed between High Commission and the successful bidder, the Competent Authority of this High Commission reserves the right to terminate the contract and to blacklist the firm.

- 2.4 The contractor/firm/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 High Commission will have a right to be indemnified in respect of any consequences resulting from any breach or violation by the contractor/firm/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 High Commission.
- 2.6 In the event of any violation of laws, rules, statutory provision by the contractor, this will amount to breach of contract and in such case, the High Commission will have the right for terminating the empanelment contract, forthwith, without giving any notice or assigning any reason.
- 2.7 This High Commission reserves the right to terminate this empanelment contract in any eventuality, without any notice and without explaining any reasons to the contractor/firm/company. The Contractor/Firm/Company shall not have claim for any compensation in such event of discontinuation of the empanelment 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 Bids 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. High Commission will not be responsible for any postal delay:

Address Details:

Head of Chancery
High Commission of India
6 Victoria Avenue, Port of Spain
Trinidad and Tobago
Email:
hoc.pospain@mea.gov.in
Tel: +1-868-2254340

CHAPTER-III

3. Eligibility Criteria:

- 3.1 The bidder should be based in Trinidad and Tobago, its address, telephone/Mobile/Fax/e-mail address, etc. should be provided, while submitting the completed tender form.
- 3.2 The bidder should have an experience of atleast three(3) years in similar works of packing, clearing and forwarding of consignments.

CHAPTER -IV

4. Specification and allied technical details:

4.1 Scope of Work:

- 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 and foodstuff, clothing, linen, shoes, books, toys, Objet d'art (paintings, art pieces, decoratives, etc.), personal sports goods, white goods, electronic items etc.
- Standard and good quality packing material should be used by the packer depending on the nature of the stuff to be packed.
- The packing work should be done keeping in view the climatic conditions of Trinidad and Tobago 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 Port of Spain to the sea port in Trinidad, if the baggage is to be transported by sea. The bidder shall give his price for transport of the baggage from Trinidad sea port to the specific destination port on a case to 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 Port of Spain to Piarco International Airport, Port of Spain if the baggage is transported by air cargo. The bidder shall give his price for transport of the baggage from Piarco International Airport, Port of Spain to the specific destination Airport on a case to case basis.
- Handling of all formalities relating to clearance of personal effects & household goods and other consignments at Piarco International Airport/seaport in Trinidad and delivery at the residence in Port of Spain.
- Clearance of diplomatic cargo and other consignments received in the name of High Commission at Piarco International Airport/seaport in Trinidad.

CHAPTER-V

5. Price Schedule:

- 5.1 The Bidder(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 Bidder 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 TT\$.
- 5.4 Payment: The contractor will be required to submit his bill along with service report duly signed by the concerned High Commission Officer. The payment will be released by the High Commission by cheque after satisfactory completion of the work.
- 5.5 The rates once accepted by High Commission shall remain unaltered throughout the period of contract.

COMPANY CREDENTIALS

1. Name of the contractor/firm/company:
2. Contact details:
Registered Postal Address:
Mobile Phone No.:
Telephone 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 in packing, clearing and forwarding of consignments(attach list of clients and their contacts):
7. Any other information(to be supported by necessary documents):

UNDERTAKING

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

Date:

Place:

Signature of the Bidder/Authorized Signatory:

Full Name:
Designation:

(Office seal of the Bidder)

FINANCIAL BID

The bidder 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.No.	Work Description	Quoted Price (TT\$)
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: ▪ 4850 Kgs ▪ 2600 Kgs ▪ 1475 Kgs b). Packing Charges by Air: ▪ 1120 Kgs ▪ 560 Kgs ▪ 400 Kgs
2	Forwarding of personal effects and household goods from residence in Port of Spain to sea port in Trinidad, if the baggage is to be transported by sea	Please quote all inclusive rates(but not tax) for your services of handling charges (including local transportation, labour charges, etc.) in the following weight categories: a) Handling Charges by Ship: ▪ 4850 Kgs ▪ 2600 Kgs ▪ 1475 Kgs
3	Forwarding of personal effects and household goods from residence in Port of Spain to Piarco International Airport, if the baggage is to be transported by Air Cargo	Please quote all inclusive rates(but not tax) for your services including local transportation, labour charges, etc. in the following weight categories: a). Handling Charges by Air: ▪ 1120 Kgs ▪ 560 Kgs ▪ 400 Kgs
4	Insurance Premium	In the separate price categories: ▪ More than Rs. 75,000.00 ▪ Rs. 75,000.00 ▪ Rs. 63,750.00 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 Office of the High Commission of India, Port of Spain from seaport/airport and delivery at the residence of the officer/High Commission	Please quote rate for: i). Company/agency charges ii). Customs/clearing charges iii). Labour charges iv). Any other charges payable at airport/seaport v). Local transportation and delivery charges vi). De-stuffing charges
6.	Service charges of the firm, if any	

Date:
Place:

Signature of the Bidder:
Full Name:
Designation:

(Office seal of the Bidder)