

## **Tender for packing, clearing and forwarding personal effects of Consulate officers/ and other consignments in the name of Consulate**

Sealed e-tenders in the form of two bid systems (Technical and financial), are invited by Consulate General of India, San Francisco from reputed Contractors /firms /companies situated within San Francisco and Bay Area for packing, clearing and forwarding personal effects of its officers and other consignments in the name of Consulate. 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, 540, Arguello Boulevard, San Francisco, CA 94118 and are to be submitted before 2:30 PM on 8th February 2018. The tenders thus received will be opened at 3:00 PM on 8/02/2018, itself. Tenderers or their representatives, who wish to be present during the tender opening, may do so. Tender document can be obtained from the Vice Consul (Admin) , CGI, San Francisco on any working day between 11:00 AM to 4:00 PM and upto 1:00 PM of 1.02. 2018. Alternatively, the tender document can be downloaded from the CGI, San Francisco website ([www.cgisf.org](http://www.cgisf.org)) and from the Central Public Procurement Portal (CPPP) of Govt. of India at [www.epublish.gov.in](http://www.epublish.gov.in)

### **CHAPTER-I**

#### **1. Instruction to Bidders**

Consulate General of India, San Francisco invites tender for packing, clearing and forwarding personal effects of its officers and other consignments in the name of Consulate from reputed contractors/firms/companies etc.

The details of terms and conditions, schedule of work/ Specifications and format for technical and financial bid are available in the tender document. The bidders are instructed to go through Tender form thoroughly before quoting their rates. The tender documents can be obtained from VC(Admin). Alternatively the tender document can be downloaded from CGI, San Francisco Website i.e. [www.cgisf.org](http://www.cgisf.org) or from [www.epublish.gov.in](http://www.epublish.gov.in)

1.1. The tender is liable to be ignored if complete information is not given therein.

1. 2. All bidders and/or their representatives, if they so desire, may be present at the opening of the tender (Technical Bids) by the constituted Committee at the time and date as specified in the schedule. It may be noted that under no circumstances tender received late shall be entertained.

1.3 Tenderers are requested to submit their quotations /rates /individual job-wise, (kindly refer to Annexure-II & III).

1.4 Price quoted should be in US\$ and should be inclusive of all charges. In no case any enhancement in approved rate will be entertained by Consulate. Tenders not complete in this respect are liable to be ignored. The quotations shall be furnished in two covers i.e. technical bids should be sealed in a separate cover while financial bids be sealed in other over and super scribed as tender "Tender for packing, clearing and forwarding personal effects of its officers and other consignments in the name of Consulate.

Two separate covers will be sealed in the following manner:

(i) One cover containing the technical documents (i.e. Annexure-I duly filled in) includes documentary proof etc. (Technical bid)

(ii) Second cover containing the Rates (i.e. Annexure-II dully filled in) of this offer. (Financial bid)

1.5 The bidders shall, wherever, called upon to do so, give full information with reference to the services in hand and shall also permit the nominated officer of Consulate to inspect the premises of the bidders at all reasonable times and shall give full assistance and information as may be required from him in connection with the contract.

1.6 The agency, while submitting tender form, shall enclose self-attested Photostat copies of experience, trade license essential for carrying out the activities under reference, license under contract labour act, and any other documents in support of permission from the Competent Authority for carrying out the activities under reference. Tender form incomplete in any respect and such requisite documents, will be rejected by CGI, San Francisco.

## **CHAPTER-II**

### **2. Conditions of Contract**

2.1 The 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. However, on failure on this aspect by the contractor, the Consulate will have the right to terminate the contract forthwith.

2.2 The contractor shall not sublet, transfer or assign the contract or any part thereof. In the event of the contractor contravening this condition, in addition to forfeiture of Performance security, the firm can be blacklisted by this Consulate.

2.3 The Consulate may at any time, by notice in writing, summarily terminate the contract without compensation to the contractor in any form in case it is felt by this Consulate that the Bidder's work has not been satisfactory or in any other event where the firm is facing some legal problems which may affect its performance working in this Consulate. The decision of this Consulate shall be final in this regard.

2.4 In the event of any dispute or difference relating to the interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party to the Arbitration.

2.5 The Competent Authority reserves the right to reject any or all tenders without assigning any reason whatsoever.

2.6 After evaluation of the technical bids, the financial bids of only the technically qualified bidders shall be opened for arriving at L-1 bidder.

2.7 In case of failure of the Contractor/firm to comply with the provision of the terms and conditions mentioned in this Tender Document or the Agreement to be signed between Consulate and the Successful Bidder, the Competent Authority of this Consulate reserves the right to terminate the contract and to forfeit the performance security & to blacklist the firm.

2.8 The contractor / agency will be responsible for compliance of all laws, acts and rules made thereunder, 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 Consulate will have a right to be indemnified in respect of any consequences resulting from any breach or violation by the contractor of such rules, statutory obligations etc.

2.9 The contractor will be responsible for such conduct of the persons engaged by him for the work in the Consulate, which will be conducive for maintaining as harmonious atmosphere as expected in the Consulate and will be responsible for any act & omission of such persons.

2.10 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 Consulate will have the right for terminating the contract, forthwith, without giving any notice or assigning any reason.

2.11 This Consulate reserves the right to terminate this contract in any eventuality, without any notice and without explaining any reasons to the Contractor. The Contractor shall not have claim for any compensation in such event of discontinuation of the Contract.

### **CHAPTER-III**

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

3.1 The bidder should have a permanent place of business in San Francisco and Bay Area the complete Postal Address, Telephone / Mobile / Fax / E-mail address, etc. should be provided, while submitting the completed tender form.

3.2 Experience in having successfully completed similar works during the last 3 years

Selection Criteria:-

The firm which Quotes the lowest overall rate (excluding taxes etc) shall be awarded the contract. In case 2 firms quote the same rate, the firm which has got more experience in the relevant field shall be awarded the contract. The decision of the Tender Committee in this regard shall be final in this regard. It is also stated that the Bids which quote the amount of service charges of the firm as NIL shall be treated as unresponsive and will not be considered.

## **CHAPTER -IV**

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

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

Packing of personal effects and household goods
Forwarding of personal effects and household goods from residence in San Francisco/Monterey to Inland Container Depot (ICD), New Delhi (India) the baggage is to be transported by sea
Transportation of personal Car from San Francisco/Monterey to New Delhi along with personal effects in a container
Forwarding of personal effects and household goods from residence in San Francisco/Monterey to Airport in New Delhi (India) if the baggage is transported by air cargo
Clearance of personal effects & household goods and other consignments at San Francisco Airport/Monterey /nearest seaport and delivery at the residence in San Francisco/Monterey

## **CHAPTER-V**

### **5. Price Schedule**

5.1 The Bidder(s) shall quote price in clear terms. Break up should abide by the Format for Financial Bid described in Financial Bid format in Annexure-II. The taxes applicable should be shown separately and clearly. Any change in taxes or levies made by the Consulate after finalization of Tender will be applicable at the time of billing. The Financial Bids should strictly conform prescribed Financial bid format to enable evaluation of bids. 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 rates.

5.3 Prices shall be quoted in US Dollar.

5.4 Payment: The contractor will be required to submit his bill along with service report duly signed by authorized person. The payment will be released by the Consulate by cheque as per the terms & conditions.

5.5 The rates once accepted by Consulate shall remain unaltered throughout the period of contract.

5.6 The tenderer will quote the rates in respect of job /services described above in various paras and will fill Annexure-II appended herewith.

**ANNEXURE-I**  
**TECHNICAL BID**

1. Name of the firm
- 2 a. Full Postal Address of office
- b. Mobile Phone No.
- c. Telephone No.
- d. Fax No.
3. Date of Establishment of Firm
4. Name of the Contract person to whom all reference shall be made regarding this tender
8. Service Tax details
9. Labour License to carry out horticulture/Gardening work.
10. Total numbers of Employees.
11. Experience as required in the Tender Document (proof to be enclosed)
12. Annual Turnover during the last 3 years
13. Any other information which you consider necessary to furnish

**UNDERTAKING**

- a) I, the undersigned certify that I have gone through the terms and condition mentioned in the tender document and undertake to comply with them.
- b) The rates quoted by me are valid and binding upon me for the entire period contract
- c) I hereby had undertaken to render the service as per direction given in the tender document

Date: - Signature of the Bidder: -

Place: - Full Name: -

Designation: -

(Office seal of the Bidder)

## ANNEXURE-II -FINANCIAL BID

### QUOTE YOUR RATES

The tender should quote rates, which shall be inclusive of all the charges Viz. Labour Charges, Input cost, Materials Charges, Services Charges etc. and any other statutory obligations as the case may be.

Sl. No. Detail of Scope of work Price for jobs against each  
S.L. No. (in US\$)

Packing of personal effects and household goods	Please quote rate for packing charges, including packing materials and labour charges in the format attached
Forwarding of personal effects and household goods from residence in San Francisco/Monterey to Inland Container Depot (ICD), New Delhi (India) the baggage is to be transported by sea	Please quote all inclusive rates for your services including including local transportation, labour etc.
Sea freight charges if the baggage is booked directly up to ICD, New Delhi ( <u>sea freight upto Mumbai and inland haulage charges from Mumbai to ICD, New Delhi</u> )	Please quote for: i) LCL ii) 20' container iii) 40' container
Any extra charges if a personal Car is to be transported from San Francisco/Monterey to New Delhi along with personal effects in a container	
Forwarding of personal effects and household goods from residence in San Francisco/Monterey to Airport in New Delhi (India) if the baggage is transported by air cargo	Please quote all rates for your services including local transportation, labour charges etc.
Air freights charges from San Francisco/Monterey to New Delhi	
Insurance premium	
Clearance of personal effects & household goods and other consignments at San Francisco Airport//Monterey nearest seaport and delivery at the residence in San Francisco/Monterey	Please quote as follows: i) Company/agency charges ii) Any other charges payable at airport/seaport iii) Customs charges iv) Local transportation and delivery charges up to residence / Consulate

3. Service charge of the firm, if any  
Signature and Seal of the bidder/contractor  
Date  
Place