



EMBASSY OF INDIA

545-547, Merchant Street

Post Box No. 751

Yangon, Myanmar

Tel: (951) 391219, 243972, 388412

Fax: (951) 254086, 250164, 388414

Email: www.embassyofindiayangon.in

No.YAN/ADM/791/01/2009

Dated: December 24, 2020

Sealed tenders are invited from packing & forwarding agents/clearing firms from Myanmar having head/branch office in Yangon, for empanelment for packing, clearing and forwarding personal effects of its personnel and other consignments in the name of Embassy of India, Yangon. The tender should be submitted in prescribed format as laid down in the tender documents (**Annexure I and II**). The tender documents duly filled in and complete in all respect should be addressed to the Head of Chancery, Embassy of India, Yangon. The schedule for Bidding is as under:

Last date & time for depositing bids	: January 20, 2021 (1700 hrs)
Date of opening of Technical bids	: January 21, 2021 (1200 hrs)
Date of opening of Financial bids	: January 27, 2021 (1100 hrs)

1. Instructions to Bidders:

1.1 Bidders are requested to submit complete information regarding their credentials (**Annexure - I**) along with their financial bid as per **Annexure - II**. All pages of the tender document must be signed by the authorized signatory.

1.2 Price quoted must be in Myanmar Kyat and should be inclusive of all charges. The quotations shall be furnished in a sealed envelope.

2. Conditions of Empanelment Contract:

2.1 The empanelment contract will be initially valid for two years from the date of award and extendable for further one year at a time subject to continuous satisfactory performance (maximum tenure of 04 years).

2.2 The Embassy of India, Yangon 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 tender 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 term and conditions mentioned in the Tender Document or the Agreement to be signed between Embassy of India, Yangon and the successful bidder, the competent Authority of this Mission reserves the right to terminate the contract.

2.4 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 Embassy of India, Yangon will have the right to terminate the empanelment contract, forthwith, without giving any notice or assigning any reason.

2.5 The Embassy of India, Yangon 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.

2.6 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. Embassy of India, Yangon, will not be responsible for any postal delay.

Address Details:

Head of Chancery,
545-547, Merchant Street,
Post Box No. 751,
Embassy of India, Yangon, Myanmar.

3. Eligibility Criteria:

3.1 The bidder should be a registered firm/entity legally authorized and competent to engage in the business of packing, moving and forwarding operations, based in Myanmar having its Head Office/Branch office in Yangon.

3.2 The bidder should have an experience of at least Three (3) years in similar works of packing clearing and forwarding of consignments.

3.3 Firms should possess the ability to provide "Door to Port/Door to Door" service for international as well as domestic shipments.

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, glassware, paintings, art pieces, decoratives, personal sports goods, electronic items, etc.

4.3 Standard and good quality packing material 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 Yangon, (warm and humid) as well as the climate of the destination to minimize the potential damage to the goods in transit.

4.5 Forwarding of personal effects and household goods from residence in Yangon to its final destination in another country (or within Myanmar) upto the nearest port (including inland port)/door either by sea, air or road, as the case may be.

4.6 Customs formalities at the port of origin/destination as required by Embassy on case to case basis.

4.7 Export documentation and insurance of the Cargo as per the prescribed procedures and facilitation in case of any claim on account of damage.

Inbound Consignment

1. Handling of all formalities relating to clearance of personal effects household goods and other consignments at Yangon Airport/Seaport and delivery at the residence in Yangon.

2. Clearance of diplomatic cargo and other consignments received in the name of Embassy of India, Yangon, Myanmar.

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 shall be quoted in Myanmar Kyats only.

5.3 Payment: The contractor, after completing the work, will be required to submit his bill along with service report duly signed by the concerned Embassy Officer. The payment will be released by the Embassy of India, Yangon by Bank Transfer after satisfactory completion of the work.

5.4 The rates once accepted by Embassy of India, Yangon shall remain unaltered throughout the period of contract, except change in govt. tax.

5.5 It may be noted that this bid is called only for Empanelment of firms. It may further be noted that mere empanelment does not guarantee getting work order in future. Embassy reserves right to award work order to any firm.

COMPANY CREDENTIALS

1. Name of the Contractor/firm/company :
2. Contact Details
(i) Registered Postal Address :
(ii) Mobile Phone No. :
(iii) Telephone No. :
(iv) Fax No. :
(v) Email Address :
3. Name of the Contact person to whom all reference shall be made regarding tender :
4. Contact person and details in case of Emergency :
5. License/Registration No. (attach Incorporation Certificate and other Standards' Affiliation Certificate) :
6. Experience In packing, clearing and forwarding of consignments (attach list of client's proof. Preference will be given for past experience with other Embassies, UN organisations, International NGOs, etc.) :
7. Any other information (to be supported by necessary documents) :

UNDERTAKING

I, the undersigned, certify that I have gone through the terms and conditions 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:

Signature of the Bidder
/Authorized Signatory

Place:

Full Name:

Designation:

(Office seal of the Bidder)

Name of the Mission: Embassy of India, Yangon

- (i) Name and Address of the Firm:
- (ii) Quotation for cost of packing of personal and household effects weighing as follows:

(A) By Ship

Approx Weight	Packing charges per 100 Kgs	Total cost of packing material including lift van	Labour charges for packing
In Kilograms	In Myanmar Kyats	In Myanmar Kyats	In Myanmar Kyats
4850			
2600			
1475			

(B) By Air

Approx Weight	Packing charges per 100 Kgs	Total cost of packing material including lift van	Labour charges for packing
In Kilograms	In Myanmar Kyats	In Myanmar Kyats	In Myanmar Kyats
4850			
2600			
1475			

Signature

Name of Person

Name of Company

Date