

**Embassy of India
Berlin**

Tiergartenstrasse 17
10785, Berlin

Email:- hoc.berlin@mea.gov.in

Tel: +49 30 2579 5510

Notice Inviting Bids

1. Bids are invited directly from reputed packing firms for the packing and transportation of his household goods by sea from Berlin to Lilongwe on door to door basis.
2. The last date of submission of the bid in a sealed envelope on or before 12th December, 2023 up to 17:00 hrs.
3. Any future clarification and /or corrigendum(s) shall be communicated through 'Tender' section on the Embassy website www.indianembassyberlin.gov.in. For pre-move survey, the interested bidders may contact Mr. Soumya Ranjan Rout (Contact No. +4916090189286) and Mr. Mahavir Singh (Mob: +4915215355857; Email: ga.berlin@mea.gov.in). Residence address of Mr. Sandeep Kumar is: Tiergartenstr. 17 (2nd Floor) 10785 Berlin.
4. The Embassy of India reserves the right to reject/cancel any or all bids without assigning any reason.

Sd/-

(Mr. Soumya Ranjan Rout)
Head of Chancery
Embassy of India, Berlin
20th November, 2023

Scope of work

Sr. No.	Description of items	Remarks (if any)
1	Packing and transportation of his household goods by sea from Berlin to Lilongwe on door to door basis	FCL basis 20 feet container

-: Terms and Conditions:-

1. Only reputed suppliers/ agencies may participate. The agency must have VAT registration.
2. Successful bidder will be required to supply services to the Embassy on credit basis and shall complete all arrangements well in advance before his departure from Berlin.
3. Freight Charges and Packing Charges must be mentioned separately in the quotation document.
4. Further, Charges on each component must be mentioned separately on the quotation document and then a total figure. **Embassy will not bear any additional cost over and above the total cost mentioned in the quotation document.**
5. You are also requested to engage Shipping Corporation of India, (SCI) Shipping line ONLY, for forwarding the consignment. The SCI agents are based in Hamburg. Shri Sandeep Kumar is entitled to transport a maximum of 4550 kgs baggage (by Sea). He is entitled to insure his baggage for an amount of €2947.78/- at the cost of the Embassy.
6. Interested agencies may do a pre-move survey of his baggage by 26 November 2023, between 09 am and 6:00 pm to ascertain the exact requirements before submitting their bids. No request for escalation in price will be entertained after awarding the work.
7. After surveying the personal effects, please forward your quotations in sealed envelope to the Embassy. In case your quotation is accepted, you will be informed separately and required to do the packing job in the second/third week of December, 2023 (tentative) in consultation with Mr. Sandeep Kumar.
8. Embassy of India, Berlin may withhold part or full payment, as deemed necessary if the agency fails to complete all the services in a timely and professional manner.
