



EMBASSY OF INDIA
 Kirchenfeldstrasse 28,
 CH-3005 Bern (Switzerland)
 Tel: 00-41-31-350 11 30
 Fax: 00-41-31-351 15 57
 E-mail: admn.berne@mea.gov.in

Bern/Admn/791/1/2018

Dated: 28.09.2022

NOTICE INVITING QUOTATION

Subject : Hiring of services for packing & forwarding of household goods

The Embassy of India, Berne (Switzerland) invite quotations from the local Movers & Packers Agencies/Companies registered in Switzerland to provide services for packing & forwarding of household goods in respect of the official of the Embassy. The offer should be filled in the following format :

Name & Address of the Firm :

<u>QUOTATION FOR COST OF PACKING OF PERSONAL AND HOUSEHOLD EFFECTS WEIGHTING AS FOLLOWS:</u>			
a) PACKING FOR SEA SHIPMENT			
Approximate weight	Packing Charges per 100 Kgs.	Total cost of packing material including lift-van	Labour Charges for Packing
4850 Kgs (1 Double Container)	CHF	CHF	CHF
4850 Kgs (1 Single Container)			
2600 Kgs			
1475 Kgs			

PACKING FOR AIR CONSIGNMENT			
Approximate weight	Packing Charges per 100 Kgs.	Total cost of packing material including lift-van	Labour Charges for Packing
1120 Kgs	CHF	CHF	CHF

560 Kgs			
400 Kgs			

2. Mode of Submission

a. All bidders are requested to give their Technical bids and Financial bids in two separate envelops (in hard copy, signed on each page in blue/black ink) to the Embassy of India, Berne on or before 04:00 PM on Wednesday, 19.10.2022. The sealed cover should be addressed to the Head of Chancery, Embassy of India, Berne, Kirchenfeldstrasse 28, CH – 3005 Berne. Detailed profile of the company needs to be attached with technical bid in sealed cover.

3. Tender Evaluation

a. The sealed bids will be opened at 11 am on Thursday, 20.10.2022, by Tender Evaluation committee of the Embassy of India, Berne. Vendors may send their representatives at the time of opening of bids. Based on the evaluation for fulfilling the criteria, the financial bids of only the shortlisted agencies would be opened. The authority deserves the right at its sole discretion to seek whatever information, documents etc. from the bidders, as it may consider necessary for the purpose of evaluation of the bids.

b. Financial Bids of only those bidders who qualify and are shortlisted on evaluation of their Technical Bids would be opened. The date and time of opening of Financial Bids would be intimated in advance to the bidders who have qualified in the Technical Bid evaluation, and their authorised representatives only would be permitted to participate in the opening of the Financial Bids.

4. Other Important Criterion

a. The bidder should have good experience in the relevant field of work and submit recent list of jobs done with specified names of clients.

b. The bids received after the due date & time of submission shall not be entertained, and shall be returned to the Tenderer unopened.

c. The acceptance of bids will rest with the Embassy of India, Berne, which does not bind the Embassy to accept the lowest bid and reserves the right to reject any or all the bids received without assigning any reason thereof. Incomplete Tenders or tenders not fulfilling the prescribed conditions are liable to be rejected.

- d. The bids shall be strictly as per the conditions of Embassy of India, Berne. Bids with any additional condition(s)/modifications shall be rejected.
- e. The Embassy of India, Berne reserves the right to accept or reject any or all bids in part or full without assigning any reason thereof.
- f. In case the conditions mentioned above are found violated at any time before opening the bids, the tender shall be summarily rejected.
- g. The company/firm shall only submit one proposal. If a company submits or participates in more than one proposal, such proposals shall be disqualified.
- h. The bid proposals, all related correspondence exchanged by the Company/firm and the contract to be signed with the winning company shall be written in the English language.
- i. Even though the applicant may satisfy the above requirements, he/she would be liable to disqualification, if he/she has made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures.

5. **Confidentiality**

- a. Information relating to evaluation of bids and recommendations concerning awards shall not be disclosed to the firm/company who submitted the tender or to other persons not officially concerned with the process, until the publication of the award of Contract.

6. **Inquiry/Clarification**

- a. For any inquiry/clarification, please contact Mr. Jitendra Kumar Singh by e-mail admn.berne@mea.gov.in / hoc.berne@mea.gov.in / ga.berne@mea.gov.in or by phone +41 (0)31-350-1138.

(Johnson Eappen)
Head of Chancery