

Consulate General of India
Chicago

No. **CHIC/ADM/551/01/2025**

Dated the **10th April 2025**

Subject: **Notice of invitation to packing and forwarding firms in USA.**

Quotations are invited for empanelment of packing and forwarding firms for packing, clearing and forwarding personal effects, household goods and other consignments (of Diplomatic status) in the name of Consulate General of India, Chicago. The details of the company should be submitted in the prescribed format as attached in **Annexure-I** and **Annexure-II**. Annexures duly filled-in and complete in all respect should be addressed to the **Head of Chancery, Consulate General of India, Chicago** and are to be submitted before **1600Hrs** on **April 30, 2025**.

A. Instruction to the firms:

- A.1 The firms are requested to submit complete information regarding their credentials in Annexure-I along with their quotation in Annexure-II.
- A.2 Price quoted must be in US Dollars and should be inclusive of all charges.

B. Conditions of Empanelment contract:

- B.1 The empanelment contract, if awarded will be initially for a period of two years from the date of award and extendable for a further period of one year subject to continuous satisfactory performance (maximum period of three years).
- B.2 In case of failure of the firm to comply with the provisions of the terms and conditions mentioned in the agreement to be signed between Consulate General of India, Chicago and the panel firms, the competent authority of this Consulate reserves the right to terminate the contract and blacklist the firm.
- B.3 The firm will be responsible for conduct of the persons engaged by them for the work, which should be conducive to maintain harmonious atmosphere as expected by the Consulate General of India, Chicago.
- B.4 The price quoted by the company shall be kept open and the quote shall be valid for a period of minimum 90 business days.
- B.5 The quotations may be hand delivered or sent by post in sealed envelope at the below address so as to reach on or before the prescribed deadline. Consulate General of India, Chicago will not be responsible for any postal delays.

Address details:

**Head of Chancery,
Consulate General of India, Chicago
455 N Cityfront Plaza Dr, Suite 850,
Chicago, Illinois-60611**

C. Eligibility criteria:

- C.1 The firm should be a registered firm legally authorized or competent to engage in the business of packing, moving and forwarding operations based in USA.
- C.2 The firm should possess the appropriate licenses and should be a member of international associations.
- C.3 The average annual financial turnover of the firm during the last three financial years, i.e. 2022-2025 should be more than US \$100000.
- C.4 The firm should have Business Liability Insurance and Property Liability Insurance.
- C.5 The firm should possess an experience of at least **03 years** in similar works of packing, clearing and forwarding of consignments, preferably accredited to any USA Govt. body/institution, if applicable.
- C.6 The firm should possess and demonstrate ability to provide **“Door to Port/Door to Door”** service for international shipments.
- C.7 The firm should have either own vehicles or formal agreement with the registered and reputed transport firms for provision of transport services.
- C.8 The firm should have a self-owned or leased warehouse. If the warehouse is on lease, the empanelment of the firm would be dependent upon the lease being valid for the duration of the empanelment. The warehouse should be clean, dry, and vermin-free and equipped with proper security, with adequate insurance against fire, theft etc.
- C.9 The number of working staff used for packing and movement of goods on regular payroll of the firms should be at least 10(ten).
- C.10 The firm, while bidding, should provide a notarized affidavit that they have not been indicted for any criminal, fraudulent or anti-competition activity. Any false statement could result in automatic disqualification. The firm would indicate the details of litigation they are involved in, if any, at the time of bidding.
- C.11 The validity of the bid is 03(three) months. Timely dispatch of the personal effects to its destination, not exceeding two weeks of packing, should be ensured by the firm, unless Consulate asks to defer the dispatch.
- C.12 Bidding firms may be asked to show the sample of packing material to be used by them for evaluation of their bid, for which the Consulate will pre-inform the firm.

D. Scope of work:

- D.1 Packing(including stuffing) of personal effects and household goods.
- D.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, object d'art (paintings, art pieces, decorative items etc.), personal sports goods, major appliances, electronic items etc.
- D.3 Standard and good export quality packing material having full proof protection from any potential damages should be used by the packer depending on the nature of the stuff to be packed.
- D.4 The packing work should be done keeping in view the climatic conditions of USA as well as the climate of the destination to minimize the potential damage to the goods in transit.
- D.5 The consignment should be weighed properly before handing over it to shipping lines. The invoice should mention that weight for payment purpose. The total weight of baggage shall be considered after taking into consideration the weight of packing material, crates, hoops, lift van etc.
- D.6 Facilitate the customs formalities at the port of origin/port of arrival in USA.
- D.7 The insurance of the baggage will be arranged by the packers till the point of delivery in India/other countries. Insurance amount will be conveyed with each work order. The firm will be responsible for liaising with the insurance company for claim settlements, if any.
- D.8 Export documentation and insurance of the cargo as per prescribed procedures and facilitation in case of any claim on account of damage.
- D.9 For inbound consignments, handling all the formalities related to clearance of personal effects & household goods and delivery to the residence in USA. Clearance of diplomatic cargo and other consignments received in the name of Consulate General of India, Chicago.
- D.10 In case the destination is India, the forwarding of personal effects and household goods, transported by sea has to be done from residence in USA to ICD Tughlakabad by the packer on a door-to-port basis.
- D.11 In case the destination is other than India, the forwarding of personal effects and household goods will be done on a door-to-door basis.

E. Price details:

- E.1 The firm shall quote price in clear terms. Break-up should abide by the format in Annexure-II. There should not be any hidden costs.
- E.2 Prices quoted by the firm shall be fixed and no variance will be allowed. This price will only include cost of packing material and labor charges. Cost of transportation will be separate and will be considered on a case-to-case basis.
- E.3 Prices will be quoted in US Dollars.
- E.4 **Payments schedule:** An advance of 90% of the total price will be released to the firm. The firm will be required to submit the Liner's Express Bill of Lading (B/L). Freight forwarder's bill of lading will not be accepted. The firm will submit its bill along with service report duly signed by the concerned officer. The balance 10% payment will be released by the Consulate General of India, Chicago after satisfactory completion of the work.
- E.5 The price once accepted by the Consulate shall remain unaltered throughout the period of contract.

F. Penalty clause:

- F.1 Notwithstanding the terms outlined in this Tender Notice, the Consulate reserves the right to temporarily or permanently blacklist/debar the firms on its panel due to unsatisfactory services.
- F.2 **Minor complaints:** These include improper packing/poor quality packing material used, delay in sharing Bill of lading/invoice, delay in settlement of insurance claims etc. Penalty imposed for such complaints extends to debarment for a certain period/fine or both.
- F.3 **Major Complaints:** These include dispatch of goods not as per entitlement outlined in work order, delay of dispatch and delivery of personal effects, levy of demurrage charges even after timely receipt of clearance from U.S. Department of State etc. Penalty imposed for such complaints extend debarment from participation bids for a certain period/fine or both.

G. Schedule for submission of quotation:

- G.1 Last date and time for depositing the complete information along with quotation:
April 30, 2025:1600Hrs
- G.2 Address for depositing the proposal:

**Head of Chancery,
Consulate General of India, Chicago
455 N Cityfront Plaza Dr, Suite 850,
Chicago, Illinois-60611**
- G.3 Proposal received after the deadline will be rejected. In case of any queries, please write:
adm.chicago@mea.gov.in.

Firm credentials

1. Name of the firm:
2. Organizational structure of the firm:
3. Contact details:-
Registered postal address:
Mobile number:
Telephone number:
Fax number:
Email address:
4. Name of the contact person (a high-ranking member of your organization) to whom all references shall be made regarding this empanelment:
5. Contact person and details in case of emergency:
6. License/Registration number (please attach Incorporation certificate and other Standards affiliation certificates related to packing services viz., ISO, FIDI-FAIM etc.):
7. Experience in packing, clearing and forwarding of consignments (attach list of clients and their contacts):
8. Other services provided by the company:
9. Any other information (to be supported by necessary documents):
10. Whether warehouse is owned/leased by the firm:
Does warehouse has proper security features:
Is warehouse adequately insured against fire, theft etc.:
11. Number of employees on regular payroll of the firm:
12. Copies of audited financial statements during the last three years:
13. Whether the firm owns vehicles or has a formal agreement with registered reputed transport firm for provision of transport services:

Signature:
Name of Signatory:
Designation of Signatory:

Proforma

1. Name of the Post: **Consulate General of India, Chicago.**
2. Name and address of the firm:
3. Quotations for cost of packing of personal and household effects weighing as follows:

(A) By Ship

Approx. Weight	Packing charges per 100 Kg	Total cost of packing material including lift van	Labor charges for packing
Kg	US Dollars	US Dollars	US Dollars
4850			
2600			
1475			

(B) By Air

Approx. Weight	Packing charges per 100 Kg	Total cost of packing material including lift van	Labor charges for packing
Kg	US Dollars	US Dollars	US Dollars
1100			
560			
400			

- The quotations may be sent for the gross weight as per the proforma. The format of the proforma is explained as below: -
The column "packing charges per 100 kg" shows the unit cost for the total packing. The second column shows the cost towards the lift-van and packing material and the third column towards labor. Thus the figure in the 1st column should be the corresponding fraction of the sum of 2nd and 3rd columns.
For example: in the entitlement 2600-Kg, the figure in the 1st column should be 1/26th of the sum of figures in 2nd and 3rd columns. The same explanation holds good for other entitlements also.