



सत्यमेव जयते

**Consulate General of India, Melbourne, Australia**

**NOTICE INVITING TENDER FOR EMPANELMENT OF PACKERS**

The **Consulate General of India, Melbourne, Australia** intends to create its panel of packers for providing their services for packing and shipment of personal items and household goods by sea/air cargo from/to Melbourne. Reputed international relocation and movers in Melbourne, Australia may submit their proposal in sealed envelope to Consulate General of India at the address given below:

Head of Chancery, Consulate General of India

344 St Kilda Road, Melbourne 3004

Tel: +61 3 9682 5219

2. The tender documents can be downloaded from the Consulate website: [www.cgimelbourne.gov.in](http://www.cgimelbourne.gov.in) or CPP Portal: <https://eprocure.gov.in>. No fee for tender document will be charged.

3. All the required documents i.e. **Annexure-I**, **Annexure-II** and **Annexure-III** should be submitted and must bear signature of the responsible person/Bidder and seal of the Company. The proposal should also contain all the supporting documents detailed in **Annexure-II**.

4. Further information, if required may be obtained by email ([hoc.melbourne@mea.gov.in](mailto:hoc.melbourne@mea.gov.in) / [admin.melbourne@mea.gov.in](mailto:admin.melbourne@mea.gov.in)). The last date for receiving quotations in the Consulate is April 03, 2025 (1730 hrs).

**ANNEXURE-I****PROFORMA FOR SUBMISSION OF QUOTATIONS FOR EMPANELMENT  
OF PACKERS****(To be submitted on letterhead of the Company)**

1.	Name of the Company	
2.	ABN of the Company	
3.	Postal address with Telephone no. and E-mail ID of the company	
4.	Name and mobile nos. of the responsible persons in the company	
5.	If company will arrange insurance of goods for door-to-port shipment	<b>YES / NO</b>

**(A) MODE OF SHIPMENT OF GOODS - BY SEA CARGO**

Approximate weight (in kgs)	Packing charges per 100 kg (in AUD)	Total cost of packing material Charges + Lift VAN (in AUD)	Labour Charges for packing (in AUD)	Remarks
4850				
2600				
1475				

**(B) MODE OF SHIPMENT OF GOODS - BY AIR CARGO**

Approximate weight (in kgs)	Packing charges per 100 kg (in AUD)	Total cost of packing material Charges + Lift VAN (in AUD)	Labour Charges for packing (in AUD)	Remarks
1120				
560				
400				

**Date:****(Signature of the responsible person/Bidder)****(Seal of the Company)**

*Note: The 2<sup>nd</sup> column 'Packing charges per 100 kgs' shows the unit cost for the total packing. The 3<sup>rd</sup> column shows the cost towards the lift-van and packing material and the 4<sup>th</sup> column towards labour. Thus, the figure in the 2<sup>nd</sup> column should be the corresponding fraction of the sum of 3<sup>rd</sup> and 4<sup>th</sup> columns. For the entitlement of 4850 Kg, the figure in the 2<sup>nd</sup> column should be (1/48.5) of the sum of figures in 3<sup>rd</sup> and 4<sup>th</sup> columns. The same explanation holds good for other entitlements also.*

**Terms and Conditions**

- The Firm/Company should possess all the necessary registration and certificates required under local Victorian Govt. regulations to carry similar business in Melbourne, Australia.
- The Firm/Company should have an experience of at least three (3) years in similar works of packing and forwarding/clearance of consignments of Govt. Organizations, Embassies/ UN Agencies/ International Organizations based in Melbourne, Australia.
- The Firm/Company should have a self-owned or leased warehouse within the territory of Melbourne and it should be clean, dry, vermin-free and equipped with proper security, with adequate insurance against fire, theft, etc.
- The Firm/Company will be responsible for compliance of all local laws, acts and rules made there under, 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 Firm/Company of such rules, statutory obligations etc.
- Any event of violation of laws, rules, statutory provision by the Firm/Company will amount to breach of contract and in such case, the Consulate will have the right to terminate the empanelment contract forthwith, without giving any notice or assigning any reason.
- The Firm/Company will be responsible for conduct of the persons engaged by them for the work, which will be conducive for maintaining harmonious atmosphere as expected by the Consulate.
- The Firm/Company will be responsible for packing of goods, removal, local transportation, freighting and forwarding of consignment as per instructions to be made by the Consulate.
- The Firm/Company will be responsible to pay entire cost of manpower, equipment and supply of quality packing materials. The total weight of the luggage shall be taken into consideration, including the weight of packing material, crates, hoops, receptacles etc.
- The Firm/Company should follow international practice for packing of goods and use good quality packing materials and complete all formalities relating to handling of consignment for surface/air transportation from door to port basis/door to door basis, including arrangements for transit, if any and on FCL/LCL basis.
- The Firm/Company should be able to handle all formalities relating to clearance of personal effects/household goods, diplomatic cargo and other inbound consignments received on behalf of Consulate General of India, Melbourne.
- The Firm/Company shall make arrangement for insurance as per prescribed procedures and facilitation in case of any claim on account of damage.
- The packing should be done keeping in view the climatic conditions of Australia as well as the climate of the destination to minimize the potential damage to the goods in transit. The quotations may be sent for the gross weight and price should be quoted separately and clearly in the format mentioned above.

- The packing items may include household goods (some of which may be fragile in nature and require special care) as per an indicative list given below:

- (I.) Furniture and fixtures;
- (II.) Kitchenware and foodstuff;
- (III.) Clothing, lines and shoes, etc;
- (IV.) Books and toys;
- (V.) Object d'Art (paintings, art pieces etc.);
- (VI.) Personal sports goods;
- (VII.) Vehicles of various types;
- (VIII.) White goods and electronic items, etc.

- Price quoted should be on an all-inclusive basis and shall include the cost of all services, personnel, material, transportation, rentals taxes, consumables, labour, VAT, insurance of its workers etc. The Consulate would not be responsible for any dues other than the agreed contract amount.

- The price quoted by the bidder shall be kept open and valid for acceptance for a minimum period of 90 business days from the date of submission of quotation.

- Prices quoted by the bidder shall be fixed and no variation will be allowed under any circumstances except that for change in tax/govt. rates.

- The panel of packers shall be valid for a period of 03 years. During the period of contract, no escalation in rate of services will be entertained.

- The Consulate has the right to accept/reject the bid and does not bind itself to accept the lowest quotation or any quotation and can reject any or all the quotations, without assigning any reason whatsoever. The Firm/Company shall not have claim for any compensation in such event.

- This request for quotations is not an offer for award of work but an invitation to eligible companies for empanelment as packing/forwarding, clearing agents with respect of all outbound/inbound consignments of Personnel effects of the Officer(s) of the Consulate General of India, Melbourne. For specific cases, individual quotations may be requested from the empanelled packers, and work be awarded to the L1 bidder in each case.

- All empanelled firms/companies will be free to quote for any shipment proposal giving the following detailed break-up:

- (I.) Packing charges;
- (II.) Transportation from residence to the port of origin;
- (III.) Agency and handling charges;
- (IV.) Transportation and portorage with docks/check-points;
- (V.) Customs examination charges
- (VI.) Crane charges, escort fees;
- (VII.) Inland haulage, if any, including documentation;
- (VIII.) International freight;
- (IX.) Insurance charges as per limits prescribed by the Consulate, which will be mentioned in each case at the time of invitation of quotations.

- The companies shall submit an undertaking as per format in Annexure-III accepting the terms and conditions.
- In case of failure of the Firms/Company to comply with the provision of the terms and conditions mentioned in this document, the Consulate reserves the right to terminate the contract and to blacklist the firm.
- The Firm/Company should comply with the international health protocols, Australian Bio-Security laws related to packing & shipping.
- The Firm/Company should not be insolvent and submit necessary documents viz. tax receipts, audited accounts etc. to establish the financial status.
- The Firm/Company shall provide the Company Profile in detail to demonstrate their capability in efficiently handling the jobs described above and also provide the following documents:
  - (I.) Address of registered office and branches (if any).
  - (II.) Documentary evidence of the firm's registration as per guidelines of the Government of Australia.
  - (III.) A list of clients in Government sector/Foreign Mission/ UN Agency/ Multinational Company, with proof.
  - (IV.) Proof of membership of reputed International Association of movers and forwarders (if any).

**EMPANELMENT IMPORTANT DATES:**

<b>Quotation Submission end date</b>	April 03, 2025
<b>Quotation opening date and creation of Panel of Packer</b>	April 04, 2025

**(Signature of the Responsible person/Bidder)**

**(Seal of the Company)**

**UNDERTAKING BY THE BIDDER**

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them. I/we further certify that I/we have the ability to meet all the technical conditions and requirements listed in this tender document.

2. I/We have not been banned/de-listed by any Government or Quasi Government agencies.

3. If any information or document submitted is found to be false/incorrect, Consulate General of India, Melbourne may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues and blacklisting of my/our firm and all partners of the firm etc.

**(Signature of the Responsible person/Bidder)**

**(Seal of the Company)**

**Full Name of Bidder with address, e-mail, mobile number & date**