



**EMBASSY OF INDIA  
SEOUL**

**TENDER NOTICE**

The Embassy of India, Seoul invites sealed quotations in prescribed proforma from reputed Packing and forwarding agencies for drawing up a panel of packers. The last date for submission of bid is 10 December, 2021.

2. For further enquiries, Please visit our website:  
**[www.indembassyseoul.gov.in](http://www.indembassyseoul.gov.in)**

SEO/ADM/670/1/2021  
Embassy of India  
Seoul

TENDER NOTICE

Subject: INVITATION OF BIDS FOR drawing up panel of packers in the Embassy of India, Seoul.

Place OF WORK: EMBASSY OF INDIA, 101, DOKSEODANG-ro, YONGSAN-gu, SEOUL

1. The Embassy of India, Seoul invites sealed quotations from reputed Packing and forwarding agencies for drawing up a panel of packers, in the prescribed proforma as given below:

**A. By Ship (Surface route)**

Approx. weight	Packing Charges per 100 Kgs (KW)	Total cost of packing material including Lift Van (KW)	Labour charges for packing (KW)
4850 Kg			
2600 Kg			
1475 Kg			

**B. By Air**

Approx. weight	Packing Charges per 100 Kgs (KW)	Total cost of packing material including Lift Van (KW)	Labour charges for packing (KW)
1120 Kg			
560 Kg			
400 Kg			

2. **The scope of work are as under:**

(a) The agency will be responsible for packing of goods, removal, local transportation, freighting and forwarding of consignment as per instructions to be made by this Mission.

(b) The quotations may be sent for the gross weight and **Price should be quoted separately and clearly in the format mentioned above.** The column "packing charges per 100 kgs" shows the unit cost for the total packing. Thus, the figure in the 1<sup>st</sup> column should be the corresponding fraction of the sum of 2<sup>nd</sup> and 3<sup>rd</sup> column.

(c) The agency 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.

(d) The agency will provide services on working day from Monday to Friday or any other day as and when required.

(e) The Contract will be signed **for a period of 3-years.** During of period of contract, no escalation in rate of services will be entertained.

3. **Eligibility Criteria:**

(a) The firm should possess all the necessary registration and certificates required under local regulations to carry similar business in the Republic of Korea.

(b) The firm should have minimum 5 years of work experience in the similar field with a reasonable annual turn over in the past three years.

4. While submitting estimates, firms may also provide their company profile as well as the details of similar work done previously along with copy of necessary documents that confirming their eligibility.

5. The company should submit necessary documents viz. Tax receipts, audited accounts etc. to establish the financial status.

6. 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 Embassy of India would not be responsible for any dues other than the agreed contract amount.

7. Interested firms may like to send their representative to the Embassy on all working days from Monday to Friday to enquire the actual scope of work before submitting their quotes. Contact person - Mr. Ramesh Chandra Khulbey, Attache (Administration), mobile No. 010-4193-4188.

8. The Embassy of India, Seoul reserves the right to reject all or any bids without assigning any reasons thereof.

9. The quotation should bear the signature and date of the bidder company, may be sent physically or by courier in sealed envelopes **on or before 1600 hrs. on December 10, 2021** clearly mentioning on the envelop "*Quotation for Panel of*

Packers at Embassy of India, Seoul" along with company details and it should addressed to:

Head of Chancery  
Embassy of India  
101, Dokseodang-ro, Yongsan-gu  
Seoul, Republic of Korea

10. The bids will be opened on **at 1600 hrs. on December 10, 2021** at Embassy of India, 101, Dokseodang-ro, Yongsan-gu, Seoul, Republic of Korea.



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