



सत्यमेव जयते

**Embassy of India  
Ljubljana**

LJU/764/01/2022

15.11.2023

**Subject: Advertisement seeking quotations for empanelment of packers for packing/forwarding and clearing of personal effects (by Air/Sea).**

Quotations are invited by the Embassy of India, Ljubljana from Firms/Agencies situated within Slovenia for packing, custom clearance and forwarding of personal effects of its personnel to India or any other country and incoming consignments in the name of Embassy of India, Ljubljana or in the name of officials of the Embassy.

2. This request for quotations is not an offer for award of work but an invitation to eligible Agencies for empanelment as packing/forwarding, clearing agents with respect of all outbound/inbound consignments of personnel effects of the officers of Embassy of India in Ljubljana. For specific cases, individual quotations will be requested from the empanelled packers, and work awarded to the L1(Lowest One) bidder in each case.

3. The quotation documents **(Annexure-I and Annexure-II)**; duly filled in and complete in all respect should be addressed and forwarded by post to the **Head of Chancery, Embassy Of India Ljubljana, at Zelezna Cesta 16, 1000 Ljubljana, Slovenia**. Last date for submission of quotations is December 20, 2023.

**Uma Dhyani  
Second Secretary (HOC)  
Embassy of India  
Ljubljana**

## Scope of Work:

### A. Outbound consignments

- a) Packing (including stuffing) of personal effects and household goods.
- b) 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, clothing, linen, shoes, books, toys, Object d'art (paintings, art pieces, decorative, etc.), personal sports goods, white goods, electronic items etc.
- c) Standard and good quality packing material will be used depending on the nature of the stuff to be packed.
- d) The packing should be done keeping in view the climatic conditions of Ljubljana as well as the climate of the destination to minimize the potential damage to the goods in transit. Forwarding of personal effects and household goods from residence in Ljubljana to the Port in Ljubljana, if the baggage is to be transported by sea. The bidder shall quote the price for transport of the baggage from Ljubljana to the specific destination **(Door to Port)/(Door to Door)** on case basis.
- e) Customs formalities in Ljubljana/Slovenia.
- f) Export documentation and insurance of the cargo as per the prescribed procedures and facilitation in case of any claim on account of damage.
- g) Forwarding of personal effects and household goods from residence in Ljubljana to Ljubljana Airport if the baggage is transported by Air Cargo. The Firm/Agency shall quote the price for transport of the baggage from Ljubljana Airport to the specific destination (Door to Airport) on case basis.
- h) The consignments should be despatched within 15 days of handing over of the same to the concerned packer unless specifically requested to hold.

### B. Inbound consignments

- a) Handling of all formalities relating to clearance of personal effects & household goods and other consignments at Ljubljana Airport/Suitable Sea port and delivery at the residence in Ljubljana.

**AGENCY CREDENTIALS**

1. Name of the Firm/Agency:
2. Contact details:  
Registered Postal  
Address:  
Mobile Phone No.:  
Telephone No.:  
Fax No.:  
Email address:
3. Name of the Contact person (a high-ranking member/official within your organization) to whom all reference shall be made regarding this tender:
4. Contact person and details in case of Emergency:
5. If the Firm/agency provides service to/from Ljubljana:
6. License/Registration No. (attach Incorporation certificate and other Standards' /Affiliation certificates):
7. Experience in packing, clearing and forwarding of consignments(attach list of clients and their contacts):
8. Any other information (to be supported by necessary documents):
9. References for handling Diplomatic Shipment :(at least two)

**UNDERTAKING**

I, the undersigned, certify that I have gone through the terms and condition mentioned in the quotation document and undertake to comply with them. The rates quoted by me are valid and binding upon me for the entire period of contract. I hereby undertake to render the service as per directions given in the quotation document.

Date:  
Place: Ljubljana

Signature of the Authorized Signatory:  
Full Name:  
Designation  
:  
(Office seal of the Firm/Agency)

**FINANCIAL BID****FINANCIAL BID**

- 1) Name of the Mission: **Embassy of India, Ljubljana (Slovenia)**
- 2) Name and address of the firms:
- 3) Quotation for cost of packaging of personal and household effects weighing as follows:

**PROFORMA FOR PACKING CHARGES****(A) By Ship :**

Approx. Weight	Packing charges per 100 kgs	Total cost of packing material including lift van	Labour charges for packing
1	2	3	4
4850 Kgs			
2600 Kgs			
1475 Kgs			

**(B) By Air :**

Approx. Weight	Packing charges per 100 kgs	Total cost of packing material including lift van	Labour charges for packing
1	2	3	4
1120 Kgs			
560 Kgs			
400 Kgs			

**The format of the proforma is explained as below: -**

The second column "packing charges per 100 kgs" shows the unit cost for the total packing. The third column shows the cost towards the liftvan and packing material and the fourth 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 2600 kgs., the figure in the 2<sup>nd</sup> column should be 1/26th of the sum of figures 3<sup>rd</sup> and 4<sup>th</sup> columns. The same explanation holds good for other entitlements also.

**(C) Clearance of personal effects & household goods and other consignments in the name of Office of the Embassy of India, Ljubljana from seaport/airport and delivery at the residence of the officer/Embassy:**

Sl. No.	Charges	Amount (in Euro)
1.	Agency/agency charges	
2.	Customs/clearing charges	
3.	Labour charges	
4.	Any other charges payable at airport/seaport	
5.	Local transportation and delivery	

	charges	
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6.	De-stuffing charges	
7.	Other charges, if any	

Date:  
Place:

Signature of the Authorised representative  
Full Name:  
Designation:  
(Office seal of the Agency)