

**EMBASSY OF INDIA
VILNIUS**

www.eoivilnius.gov.in

Date: 13.06.2025

Tender for Empanelment of Packers & Forwarders

**Tender No.: VIL/ADM/693/01/2025
Last date for submission of bids:06.07.2025**

**No. Vil/Adm/693/01/2025
Embassy of India, Vilnius
(Administration Wing)**

11th June, 2025

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NOTICE INVITING TENDER

The Embassy Of India Vilnius, for and behalf of the President of India invites Fixed Price Tender under two bid system {(i) Technical Bid & (ii) Financial Bid} from registered and authorized firms empanelment of Packers & Forwarders for packing, clearing and forwarding personal effects, household goods and other consignments (of Diplomatic Status) in the name of Embassy of India, Vilnius.

2. The Tender Documents can be downloaded from the website www.eoivilnius.gov.in

3. The last date of submission of sealed bids through post/courier or hand delivery at the Embassy of India, Vilnius is 0500 PM on 06.07.2025. It is to be addressed to **Head of Chancery, Embassy of India, Vilnius, Gedimino pr. 12, (04th and 05th floor)**. All the necessary documents including those in support of eligibility criteria etc. are to be submitted in three sealed envelopes (Envelope 'A': Checklist & Bid Security Declaration as per Annexure I & Annexure II, Envelope 'B': Technical Bid & Tender Documents as per Annexure III, Envelope 'C': Financial Bid as per Annexure IV). These three envelopes are to be put in another sealed envelope superscribed with **"Empanelment of Packers & Forwarders"**.

4. Only for information or clarification related to this tender, please write to hoc.vilnius@mea.gov.in and adm.vilnius@mea.gov.in.

NOTE: Bids submitted through e-mail shall not be considered.

5. The critical dates of this tender are as under:

CRITICAL DATES & SCHEDULES

(i)	Date of publishing tender	13.06.2025
(ii)	Bid Submission start date	13.06.2025
(iii)	Bid Submission End Date	06.07.2025
(iv)	Venue for opening bids	Embassy of India, Vilnius, Gedimino pr. 12

Sd/-
(Subrata Maity)
Head of Chancery
E-mail: hoc.vilnius@mea.gov.in

No. Vil/Adm/693/01/2025
EMBASSY OF INDIA
VILNIUS

Section-1: INSTRUCTIONS TO THE BIDDERS

Quotations are invited for empanelment of Packers & Forwarders for packing, clearing and forwarding personal effects, household goods and other consignments (of Diplomatic Status) in the name of Embassy of India, Vilnius.

1. General Instructions:

1.1. The Companies may participate in the tender process by submitting the details in prescribed format as attached in Annexure I, II, III & IV.

1.2. The duly filled in quotations alongwith all the Annexures (I to IV) may be hand delivered or sent by post at the below mentioned address so as to reach on or before the prescribed date and time (**Before 05:00 PM on 06.07.2025**). Embassy of India, Vilnius will not be responsible for any postal delay.

Address Details:- Embassy of India, Vilnius, Lithuania. Gedimino pr. 12, (04th and 05th floor), 01103 Vilnius, Lithuania

2. Conditions of Empanelment Contract:

2.1. The empanelment contract, if awarded will be initially for a period of two years from the date of award and extendable for further period of one year subject to continuous satisfactory performance (maximum term of 03 years).

2.2. In case of failure of the contractor/firm/Company to comply with the provisions of the terms and conditions mentioned in the Agreement to be signed between Embassy of India, Vilnius and the successful Companies; the competent authority of this Embassy reserves the right to take any action deemed fit including termination of the contract, forfeiture of all dues and blacklisting the firm or partner firms.

2.3. The Company shall be responsible for conduct of the persons engaged by them for the work and verify character & ensure that the antecedents of the persons deployed are in accordance with extant Lithuanian laws. The staff engaged by the company should be security vetted.

2.4. The Company shall certify that it has adequate liability coverage and insurance for its workers.

2.5. The bid submitted by the Company shall remain valid for a minimum period of 180 days.

2.6. The price quoted by the Company should be in Euros inclusive of all charges, excluding only VAT.

3. Eligibility Criteria:

3.1. The Company should be a registered firm/entity legally authorized and competent to engage in the business of packing, moving and forwarding operations, based in Lithuania having its Head Office/Branch Office in/near Vilnius.

- 3.2. The Company should possess an experience of at least five (5) years in similar works of packing, clearing and forwarding of consignments, preferably accredited to any Lithuanian government body/institution, if applicable
- 3.3. The Companies should possess and demonstrate ability to provide “Door to Port and Door to Door” service for international shipments.
- 3.4. The Company should either have its own vehicles or a formal agreement with a registered & reputed transport Company for provision of transport services.
- 3.5. The Company 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, vermin-free and equipped with proper security, with adequate insurance against fire, theft, etc.
- 3.6. The number of working staff used for packing and movement of goods on regular payroll of the firms should be at least ten (10).
- 3.7. The Company, while bidding, should certify 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.
- 3.8. Timely despatch of the personal effects to its destination, not exceeding two weeks of packing, should be ensured by the Company, unless Mission asks to defer the despatch.
- 3.9. Bidding Companies will be asked to show the sample of packing material to be used by them for evaluation of their bid, for which the bidding Company will be informed in advance.
- 3.10 The Company should be a registered member of Lithuanian Transport Association or equivalent organization.

Section 2: SCOPE OF WORK

4. Scope of work:

- 4.1. Packing (including stuffing) of personal effects and household goods.
- 4.2. Material to be shipped may include household goods (some of which may be fragile in nature requiring special care) such as furniture and fixtures, crockery, 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.
- 4.3. Standard and good quality packing material should be used by the packer depending on the nature of item to be packed.
- 4.4. The packing work should be done keeping in view the climatic conditions of Lithuania as well as the climate of the destination to minimize the potential damage to the goods in transit.
- 4.5. The consignment should be weighed properly before it is handed over to the shipping lines. The invoice should mention the correct weight for payment purpose.

4.6. Facilitate Customs formalities at the ports/Airports.

4.7. The insurance of the baggage will be arranged by the packers till the point of delivery in India/other countries. The packer will be responsible for liaising with the Insurance Company in case of settlement of any claim.

4.8. Export documentation and insurance of the cargo as per the prescribed procedures and facilitation in case of any claim on account of damage.

4.9. Forwarding of personal effects and household goods from a particular address in Vilnius to the designated Airport if the baggage is transported by air cargo. The Company shall give its price for transportation of the baggage from Airport in Lithuania to the specific destination on a case to case basis.

4.10. **For Inbound Consignment:** Handling of all formalities relating to clearance of personal effects & household goods and other consignments at Lithuanian Airport/Seaport and delivery at the given address in Vilnius. Clearance of diplomatic cargo and other consignments received in the name of Embassy of India, Vilnius. The details of airlines/shipping lines can be provided only upon receipt of Air Way bill/ Bill of Lading of the consignment.

5. Price Schedule:

5.1. The Company shall quote price in clear terms. Break up should abide by the format in Annexure-IV. There should not be any hidden costs.

5.2. Prices quoted by the Company shall be fixed and no variance will be allowed.

5.3. Prices shall be quoted in Euros and exclusive of only VAT. All other charges must be included in bid price.

5.4. Payment: The Company will be required to submit its bill along with service report duly signed by the concerned mission officer. The payment will be released by the Embassy of India, Vilnius by cheque/bank transfer after satisfactory completion of the work.

5.5. The rates once accepted by Embassy of India, Vilnius shall remain unaltered throughout the period of contract.

6. Penalty Clause:

6.1. Notwithstanding the terms outlined in this Tender Notice, the Embassy reserves the right to temporarily or permanently blacklist/debar the Companies on its panel due to unsatisfactory services.

6.2. Companies which get empanelled with the Embassy will be required to participate in at least 75% of the bids floated by the Mission, failing which, the Embassy may consider blacklisting/barring from future bids for a time as deemed appropriate.

Section 3: CHECK LIST

Sl. No.	PARTICULARS	YES/NO
1.	Have you filled and submitted all forms (i) Technical bid, (ii) Financial bid, (iii) Bid Securing Declaration?	
2.	Have you read and understood various conditions of the Contract and shall abide by them	
TECHNICAL BID		
3.	Have you enclosed the Bid Securing Declaration?	
4.	Legal Valid Entity: Have you attached the certificate issued by competent authority?	
5.	Registration Certificate	
6.	Have you submitted the proof of authorization to sign on behalf of the bidder in the Technical Bid?	
7.	Verified profit/loss statement of at least last three years.	
8.	If VAT registered, have you provided valid VAT Certificate?	
9.	Is your Company registered with Lithuanian Transport Association or equivalent organization.	
FINANCIAL BID		
10.	Have your Financial Bid proposal been duly filled in as per instructions?	
11.	Have you provided cost breakups for components in the Financial Bid?	

Note: The above must be filled, signed, and submitted along-with the Technical Bid.

Signature of the Authorized signatory of the Bidder
with seal of the firm/Company

Full Name & Designation: _____

Mobile No.: _____

Date: _____

No. Vil/Adm/693/01/2025
Embassy Of India
Vilnius

Section 4: BID SECURING DECLARATION

**EMPANELMENT OF PACKING, MOVING AND FORWARDING COMPANIES FOR
EMBASSY OF INDIA, VILNIUS**

I/We accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, before the deadline defined in the request for bids document, I/we will be suspended for the period of time specified in the request for bid document from being eligible to submit bids for contracts with the Government of India.

Signature of the Authorized representative

Date:

Place:

Full Name:

Designation:

(Office seal of the Company)

Section 5: TECHNICAL BID

To

Head of Chancery

Embassy Of India Vilnius

Dear Sir/Madam,

I/We,.....Representative(s) of
M/s.....solemnly declare that:

1. I/We are submitting tender for the Empanelment of Packing, Moving and Forwarding Companies against Tender Notice No. Vil/Adm/693/01/2025 dated 13.06.2025.

2. I or my relative(s) do not work in the office of Embassy of India, Vilnius.

3. All information furnished by me/us in respect of fulfillment of eligibility criteria and other information given in this tender is complete, correct, and true.

4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid. The Company's credential should include the following-

(a) Contact details-

(i) Name of the contractor/firm/Company:

(ii) Registered Postal Address:

(iii) Mobile Phone No.:

(iv) Office Telephone No.:

(v) Fax No.:

(vi) Email address:

(b) Name of the Contact person (a high ranking member/official within your organization) to whom all reference shall be made regarding this tender:

(c) Contact person and details in case of Emergency:

(d) License/Registration No.

(attach incorporation certificate and other Standards'/Affiliation certificates):

- (e) Experience in packing, clearing and forwarding of consignments:
(attach list of clients and their contacts):
 - (f) Any other information
(to be supported by necessary documents):
 - (g) Verified profit/loss statement of at least last three years.
5. The price-bid submitted by me/us is “WITHOUT ANY CONDITION”.
6. I/We have not been banned/de-listed by any Government or Quasi Government agencies.
7. If any information or document submitted is found to be false/incorrect, Embassy of India, Vilnius 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.
8. All the terms and conditions of the tender are acceptable to us.

Date:

Signature of the Bidder/Authorized Signatory

Place:

Full Name:

Designation:

(Office seal of the Bidder)

Section 6: FINANCIAL BID

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

PROFORMA FOR PACKING CHARGES (ALL AMOUNTS IN EUROS)**(A) By Ship**

Approx. Weight	Packing charges (per 100 Kg) including the charges for packing material, lift van and labour etc.
4850 Kg	
2600 Kg	
1475 Kg	

(B) By Air

Approx. Weight	Packing charges (per 100 Kg) including the charges for packing material, lift van and labour etc.
1120 Kg	
560 Kg	
400 Kg	

(A) Insurance Premium:

Price Category for the Insured Amount (In Euros)	Transportation of Baggage by Air (In Euros)	Transportation of Baggage by Sea (In Euros)
3828		
3062		
2679		
1531		
1301		
255		

(B) For Inbound Consignment: Clearance of personal effects & household goods and other consignments in the name of Office of the Embassy of India, Vilnius from seaport/airport and delivery at the residence of the officer/Embassy:

Sl. No.	Charges	Amount (in Euros) [Exclusive of VAT]
1.	Company/agency charges	
2.	Customs/clearing charges	
3.	Labour charges	
4.	Any other charges payable at airport/seaport	
5.	Local transportation and delivery charges	
6.	De-stuffing charges	
7.	Other charges, if any	

Date:

Signature of the Authorized representative

Place:

Full Name:

Designation:

(Office seal of the Company)