



**High Commission of India  
Kuala Lumpur**

\*\*\*\*\*

**TENDER NOTICE**

**Subject: Invitation of bids for drawing up panel of packers in the High Commission of India, Kuala Lumpur.**

The High Commission of India, Kuala Lumpur invites Expression of Interest from established packing and cargo handling companies for empanelment. Interested companies are requested to furnish their company profile and list of some of their regular clients in Malaysia. If they've been handling cargoes of diplomatic Missions, the same may also be indicated.

2. The High Commission of India, Kuala Lumpur 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)**

Approximate Weight	Packing Charges per 100 kgs	Total cost of packing material including lift van	Labour charges for packing
4850			
2600			
1475			

**B. By Air:**

Approximate Weight	Packing Charges per 100 kgs	Total cost of packing material including lift van	Labour charges for packing
1120			
560			
400			

**3. 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 1st column should be the corresponding fraction of the sum of 2nd and 3rd 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.

#### 4. **Eligibility Criteria:**

(a) The firm should possess all the necessary registration and certificates required under local regulations to carry similar business in the Malaysia. **Please attach copy of registration.**

(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. **Please attach Supporting document'**

5. 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.

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

7. 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 High Commission of India would not be responsible for any dues other than the agreed contract amount.

8. Interested firms may like to send their representative to the High Commission of India, Kuala Lumpur on all working days from Monday to Friday to enquire the actual scope of work before submitting their quotes. Contact person - Mr. Devender Singh, Second Secretary (HOC), mobile No. 012-610-0279.

9. The High Commission of India, Kuala Lumpur reserves the right to reject all or any bids without assigning any reasons thereof.

10. 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 16 March 2023** clearly mentioning on the envelop "Quotation for Panel of Packers at High Commission of India, Kuala Lumpur" along with company details and it should addressed to:

Head of Chancery  
High Commission of India  
Level 1, Wisma HRIH Lotus,  
442, Jalan Pahang,  
Setapak, 53000 Kuala Lumpur

11. The bids will be opened **on at 1500 hrs. on 17 March 2023** at High Commission of India, Level 1, Wisma HRIH Lotus, 442, Jalan Pahang, Setapak, 53000 Kuala Lumpur

**(Devender Singh)**  
**Second Secretary &**  
**Head of Chancery**  
**Email: hoc.kl@mea.gov.in**