

**Consulate General of India  
Saint Denis, Reunion Island**

RUN/876/01/2025

03.04.2025

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

Quotations are invited by the Consulate General of India, Saint Denis from Firms/Agencies in Reunion Island 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 consulate General of India, Saint Denis or in the name of officials of the Consulate.

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 to all outbound/inbound consignments of personnel effects of the officers of Consulate General of India, Saint Denis. 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, Consulate General of India, Saint Denis, 111 Rue Leopold Rambuad, Sainte Clotilde - 97490. Last date for submission of quotations is 30 April 2025.

(Bhupendra Singh)  
Consul General

## **Scope of Work:**

### **A. Outbound consignments**

- a) Packing of personal effects and household goods. 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, electronic items etc.
- b) Standard and good quality packing material will be used depending on the nature of the stuff to be packed.
- c) The packing should be done keeping in view the climatic conditions of Reunion Island as well as the climate of the destination to minimize the potential damage to the goods in transit.
- d) The bidder shall quote the price for transport of the baggage from Saint Denis to the specific destination **(Door to Port)/(Door to Door)** on case basis, by Sea / Air mode.
- e) Customs formalities in Reunion Island
- 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) 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, for incoming consignments in Reunion Island and delivery at the respective residence.

**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. License/Registration No. (attach Incorporation certificate and other Standards' /Affiliation certificates):
6. Experience in packing, clearing and forwarding of consignments(attach list of clients and their contacts):
7. Any other information (to be supported by necessary documents):
8. References for handling Diplomatic Shipment :

**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:

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

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

- 1) Name of the Mission: **Consulate General of India, Saint Denis, Reunion Island**
- 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 :**

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

**(B) By Air :**

<b>Approx. Weight</b>	<b>Packing charges per 100 kgs</b>	<b>Total cost of packing material including lift van</b>	<b>Labour charges for packing</b>
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 Consulate General of India, Saint Denis from seaport/airport and delivery at the residence of the officer/Consulate:**

<b>Sl. No.</b>	<b>Charges</b>	<b>Amount (in Euro)</b>
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	
6.	De-stuffing charges	
7.	Other charges, if any	

Date:  
Place:

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