

**ERB/ADM/551/3/2021**  
**Consulate General of India**  
**Erbil**  
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TENDER NOTICE

The Consulate General of India, Erbil 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 2 April, 2024.

2. For further enquiries, please visit our website: [www.cgierbil.gov.in](http://www.cgierbil.gov.in)

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**Consulate General of India**  
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**Tender Notice**

**Subject: Invitation of bids for drawing up panel of packers in the Consulate General of India, Erbil.**

Place of Work: Consulate General of India, 1010, Dream City, Erbil, Kurdistan Region of Iraq

1. Consulate General of India, Erbil 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)

in USD			
<b>Approx. weight</b>	<b>Packing Charges per 100 Kgs</b>	<b>Total cost of packing material including Lift Van (I)</b>	<b>Labour charges for packing (II)</b>
4850 Kg			
2600 Kg			
1475 Kg			

B. By Air

in USD			
<b>Approx. weight</b>	<b>Packing Charges per 100 Kgs</b>	<b>Total cost of packing material including Lift Van (I)</b>	<b>Labour charges for packing (II)</b>
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 Consulate.

(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 parking material, crates, hoops, receptacles etc.

(d) The agency will provide services on working day from Sunday to Thursday 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 Iraq.

(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 Consulate would not be responsible for any dues other than the agreed contract amount.

7. Interested firms may like to send their representative to the Consulate on all working days from Sunday to Thursday to enquire the actual scope of work before submitting their quotes. Contact person — Mr. Devendra Kumar, Vice Consul (Administration), Mobile No. +964-7517408589.

8. The Consulate General of India 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 April 2, 2024 clearly mentioning on the envelop "*Quotation for Panel of Packers at Consulate General of India*" along with company details and it should addressed to:

Head of Chancery

Consulate General of India, Erbil

1010, Dream City

Kurdistan Region of Iraq

10. The bids will be opened on at 1600 hrs. on April 3, 2024 at Consulate General of India, Dream City, Kurdistan Region of Iraq.

(Santosh Kumar)  
Head of Chancery  
Consulate General of India, Erbil  
Kurdistan Region of Iraq  
Email- [hoc.erbil@mea.gov.in](mailto:hoc.erbil@mea.gov.in)