GUA/ADM/670/1/2025
Embassy of India
Guatemala

TENDER NOTICE

Subject: INVITATION OF BIDS FOR drawing up panel of packers in the Embassy of India, Guatemala City.

Place of Work: Embassy of India, 3 Avenida, 17-59, Zone-14, Guatemala City

1. The Embassy of India, Guatemala 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)

Approx. weight	**Packing Charges per 100 Kgs (Quetzal) including the charges for packing material, Lift Van (Quetzal) and Labour charges**		
4850 Kg			
2600 Kg			
1475 Kg			

B. By Air

Approx. weight	**Packing Charges per 100 Kgs (Quetzal) including the charges for packing material, Lift Van (Quetzal)and Labour charges**		
1120 Kg			
560 Kg			
400 Kg			

2. **The scope of work is 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 for packing charges per 100 Kgs (Quetzal) including the charges for packing material, lift van (quetzal) and labour charges

(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 the 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 out the works in Guatemala.

(b) The firm should have minimum 5 years of work experience in the similar field with a reasonable annual turnover 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 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 Embassy of India would not be responsible for any dues other than the agreed contract amount.

7. Interested firms may like to send their representative to the Embassy on all working days from Monday to Friday to enquire the actual scope of work before submitting their quotes. Contact person – Mr. Gaurav Juneja, Attache (Administration & Political), mobile No. +502—3382-1047.

8. The Embassy of India, Guatemala, 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 May 26, 2025** clearly mentioning on the envelop "*Quotation for Panel of Packers at Embassy of India, Guatemala City"* along with company details and it should addressed to:

Head of Chancery
Embassy of India
3 Avenida, 17-59,
Zone – 14, Guatemala City

10. The bids will be opened on **at 1600 hrs. on May 26, 2025** at Embassy of India, 3 Avenida, 17-59, Zone – 14, Guatemala City.

(Ramesh Chandra Khulbey)
Head of Chancery
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