

No. Yer/Adm/586/02/2015  
Embassy of India  
Yerevan  
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(REQUEST FOR PROPOSAL)

**Sub: Transportation of household goods from Yerevan (Armenia) to Jeddah Islamic Port, Jeddah (Saudi Arabia), by SEA ROUTE on DOOR-TO-PORT BASIS.**

1. **Background:** This RFP is for engaging services for handling/packing and transportation of household goods from Yerevan (Armenia) to Jeddah Islamic Port, Jeddah (Saudi Arabia), by SEA ROUTE on DOOR-TO-PORT BASIS. The proposals for handling/packing and transportation by Sea are invited as per details in the following paras. These household goods belong to an officer in the Embassy of India, Yerevan.

2. **Scope of work:** The following would be the scope of work:

- (i). Handling / packing and transportation from Yerevan (Armenia) to Jeddah Islamic Port, Jeddah (Saudi Arabia), BY SEA ROUTE on DOOR-TO-PORT BASIS. The name of the shipper will be the name of the officer, c/o Embassy of India, Yerevan while the name of the consignee will be of the officer, c/o Consulate General of India, Jeddah.
- (ii). Custom clearance/terminal handling charges and other formalities at Yerevan.

3. **Inviting bids from companies:**

Household goods (approximately 1200 Kgs) will be transported by Sea from Yerevan (Armenia) to Jeddah Islamic Port, Jeddah, Saudi Arabia (Seaport) on door-to-port basis. Packing materials and other related services should be of international standards. The quotations with detailed break up, including price per kg, are invited in sealed cover envelope with the element of insurance premium in percentage. Offer should be in US\$ only and should include all charges. Payment will be made through bank transfer or cheque only after the delivery of the goods to consignee. No cash payment will be made. Quotation should remain valid for 90 days and the bidding should be in the following two parts:

**Part I: Technical Bid** consisting of details of services along with terms and conditions.

**Part II: Financial Bid** indicating service-wise price for the services mentioned in the Technical Bid. Bidding companies may kindly note that the Embassy is exempt from VAT/customs duty etc. So, the invoice/quotation should be without taxes.

**Quotation should be in the following format:**

S. No.	Description of service	Amount (in US\$)
(i)	Packing charges per Kg	
(ii)	Transport/Sea Freight per Kg	
(iii)	Charges for custom clearance/terminal handling and other formalities at Yerevan	
(iv)	Insurance charges (premium on total value of declared goods)	

4. **Contact Person:** The advertisement has been placed on the Central Public Procurement Portal (CPPP) and the Official Website of the Embassy of India, Yerevan. **Quotations would be accepted till 03.10.2019 (1700 Hours).** The quotation in sealed cover should be submitted to **Mr. Shambhu Amitabh, Head of Chancery, Embassy of India, Yerevan at 50/2 India Street, Yerevan (Armenia)-0015.** He can be contacted at Tel: (374-10) 533 928; 539 173/4/5 Fax: (374-10) 533 984, E-mail: [hoc.yerevan@mea.gov.in](mailto:hoc.yerevan@mea.gov.in).

5. **Evaluation & Selection:** It is proposed to open quotations on 04.10.2019 at 1100 Hrs. The quotation offering as per scope of work, good credentials and best prices would be selected for the award of the job. However, the final decision would rest with Embassy of India, Yerevan and we would owe no explanation to anyone about the selection process of the company for the job.



(Shambhu Amitabh)  
Head of Chancery  
11.09.2019