

SEY/551/03/2025
High Commission of India
Victoria

High Commission of India in Victoria is in the process of empanelling reputed, capable and credible packers & forwarding companies to send the baggage/personal effects of their officials from Victoria to India(New Delhi)/Place of posting of official to other countries by sea/air route on door to door basis.

1. Important Dates:

Sl. No.	Event	Date & Time (Seychelles' time)
(i)	Publishing of Tender	09.10.2025 at 09.00 AM
(ii)	Pre bid meeting	14.10.2025 at 11.00 AM
(iii)	Starting date of bid submission	15.10.2025 at 09.00 AM
(iv)	Last date of bid submission	10.11.2025 at 04.00 PM
(v)	Opening of Technical Bids	12.11.2025 at 11.00 AM
(vi)	Opening of Financial Bids	To be intimated later

2. SCOPE OF WORK-

- (i) survey of personal effects at residence of official in Victoria
- (ii) Packing of personal effects/baggage in good quality boxes and material(glassware and crockery to be packed with bubble paper)
- (iii) Insurance of the personal effects/baggage
- (iv) Transportation of personal effects/baggage from residence of official
- (v) All necessary arrangements, paper work, clearances, bookings etc. required to send the baggage/personal effects of officials from Victoria to India(New Delhi)/Place of posting of official to other countries by sea/air route on door to door basis.

3. Eligibility Criteria

3.1 The following shall be the minimum eligibility criteria for selection of bidders at technical bid stage of the bidding process:-

- (a) The bidder must be registered under the Seychelles Companies Act and should have all applicable/appropriate licenses in their own name.
- (b) The bidders should have a minimum of five years experience in the field as on 01.09.2025 and has done similar works.
- (c) The bidder should have a good financial standing. No loss has been incurred in last three years.

(d) The bidder should submit precise profile of its activities and operations in different fields, management and ownership/partnership and other companies in the same groups. Bidders may give information of details of their services with various important clients recently.

4.2 Earnest Money Deposit (EMD)/Bid Security Declaration:

4.2.1 EMD of SCR 5,000/- in the form of account Payee Demand Draft/Pay Order issued by any reputed Bank drawn in favour of "High Commission of India, Victoria" has to be submitted along with the bid. The validity of the Demand Draft/Pay Order must be up to 6 (six) months from the last date for submission of bids.

4.2.2 EMD should be submitted in the envelope containing Technical Bid. Bid submitted without EMD will stand rejected. No interest shall be payable on EMD.

4.2.3 The EMD of unsuccessful bidders will be discharged/returned as promptly as possible after the expiry of bid validity period and/or within 30 days from the date of signing the agreement with the successful bidder. However if the return of EMD is delayed for any reason, no interest/penalty shall be payable to the bidder.

4.2.4 The bid security may be forfeited:

- (i) If the bidder withdraws his bid during the period of validity of the bids specified by the bidder in the bid form; or
- (ii) In case of successful bidder, if the bidder:
 - (a) fails to sign the contract in accordance with the terms of the tender document; or
 - (b) Fails or refuses to honour his own quoted prices for the services or part thereof.

5. General Instructions:

5.1 The High Commission of India, Victoria, at its own discretion, accept or reject any bid/quotation without assigning any reasons thereof. The decision of the High Commission shall be final and binding on all.

5.2 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract or the bids not meeting the minimum eligibility criteria or Technical Bids or any other requirements, stipulated in the tender documents are liable to be rejected.

5.3 For all purposes thereunder, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address by a separate letter handed over personally/courier or by email to the High Commission of India, Victoria. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.

5.6 The bidder will have to ensure compliance of all mandatory Labour Laws/regulations laid down by the Government of the Seychelles and any other relevant Acts and regulations enforceable from time to time without any liability on the High Commission of India, Victoria or without any responsibility for statutory compliance by the High Commission.

5.7 The workers provided should be regular employees of the company. The company shall ensure that no person of doubtful antecedents and nationality is, in any way, associated with works.

5.8 All workers and staff employed by the company shall be employee of the company and will not have any claim of any nature on the High Commission. Any dispute arising between employee and company will be the responsibility of the company only.

5.9 Bids and all accompanying documents shall be in English only. The technical as well as the financial bids should be submitted in two sets – one original and one copy.

5.10 bidder must submit separate offer in two separate sealed envelopes, as explained below:

Envelope No. 1: "Technical Bid" shall contain documents in support of Eligibility Criteria as mentioned in **Para-4** above and Bid-Form as per '**Annexure-I**' with proper seal and signature of authorized person on each page of the bid.

Envelope No. 2: "Financial Bid" shall contain Price schedule as per '**Annexure- II**' complete in all respects with proper seal and signature of authorized person and shall be inclusive of Taxes. The quoted price should be in Seychelles Rupees only. Liability, if any, towards staff and employees from principal employer's end shall be deemed to be included in the offer. The High Commission will not entertain extra claim at any stage of execution of AMC.

5.11 The bids must be submitted on or before **1100 hrs** of **30.10.2025** to High Commission of India, Victoria. No Bid shall be accepted after the specified date and time and returned unopened to the Bidder. However, the Competent Authority in the High Commission reserves the right to extend the date / time for submission of bids, before opening of the Technical Bids.

5.12 Bids shall remain valid and open for acceptance for a period of 180 days from the last date of submission of Bids. The client may request for extension for another period of 60 days, if necessary, without any modifications and without giving any reasons thereof.

5.13 Opening of Bids:-

(i) The Technical Bids shall be opened at High Commission of India, 3rd floor, Maison Esplanade, Francis Rachel Street, Victoria, Mahe at due date and time in the presence of bidders or their representatives who chose to attend and

the Tender Evaluation Committee (TEC) constituted by the Competent Authority of the High Commission. After evaluation of Technical Bids, a list of qualified bidders will be prepared by the High Commission. The Financial bids (Envelope 'B') will be opened on a subsequent date.

(ii) The Financial Bids of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for the purpose. Those bidders who qualify in the technical bid stage, will be intimated through mail/phone about the date for opening of the Financial Bids.

(iii) The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time and venue remaining unaltered.

(iv) A maximum of two representatives of any bidder shall be authorized and permitted to attend the bid opening. Absence of bidder or their representative shall not impair the legality of the opening procedures. The bidder's authorized representative who attends the bid opening shall sign an attendance register as a proof of having attended the bid opening.

(v) During the Evaluation of bids, High Commission at its discretion may call upon the bidder to give their presentation on their offer or submit any paper, to explain their capability to undertake the work.

(vi) The bidder's name, bid prices, discounts and such other details considered as appropriate by High Commission, will be announced at the time of opening of the Financial Bids.

6. Award of Contract:

6.1 High Commission shall award the contract to the eligible bidder/s whose Technical Bid has been accepted and determined as the lowest evaluated Financial Bid based on total price given in Price Schedule of the Bid Document. If more than one bidder quote the same lowest price, High Commission reserves the right to award the contract anyone bidder.

6.2 High Commission will notify the successful bidder in writing that his bid has been accepted. This letter (hereinafter called 'Letter of Award') shall have in detail the sum which High Commission will pay to the Contractor. Upon receipt of the 'Letter of Award', the successful bidder shall accept it duly signed and stamped by his authorized signatory within 7 working days from the date of Letter of Award.

7. Change Orders:

The agreement may be amended or modified with consent of both parties in writing signed by the duly authorized representatives of the respective parties. No

variation in or modification of the terms of the Contract shall be made except by written amendment signed by both the parties i.e., the bidder and High Commission of India, Victoria.

8. Duration of Contract:

The contract, if awarded, shall be valid for a period of ONE YEAR (01 year). The contract may be extended annually on year to year basis, for further 02 years (total period 03 years from the date of signing of contract) on same terms & conditions and same rates as mention in contract agreement subject to satisfactory services provided by the vendor. In case of breach of contract or in the event of not fulfilling the minimum requirements / statutory requirements, the High Commission shall have the right to terminate the contract forthwith by giving a written notice of minimum 15 days.

9. Payments:

The Contractor shall be paid within 30 days after delivery of baggage/personal effects to specified destination satisfactorily. All payments shall be made in Seychelles Rupees (SCR) by means of crossed cheques/ bank transfer.

10. Force Majeure:

For the purpose of this clause, 'Force Majeure' means an event beyond the control of the service provider and not involving the service provider's fault or negligence and not foreseeable. Such events may include but are not restricted to acts of the High Commission either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

11. Please do not hesitate to get back to us on tel No. 4674126 in case any clarification is needed.

PROFORMA

(1) Name of the Mission/Post: **HCI Victoria**

(2) Name and address of the firm:

(3) Quotations for cost of packing of personal and household effects weighing as follows:

(A) By Ship

Approx. Weight	Packing charges (per 100 kg) including the charges for packing material, lift Van and labour etc.
4850 Kg	
2600 Kg	
1475 Kg	

(B) By Air

Approx. Weight	Packing charges (per 100 kg) including the charges for packing material, lift Van and labour etc.
1 120 Kg	
560 Kg	
400 Kg	