



**Embassy of India**  
**45, Al- Shatt Street, Tripoli, Libya**  
**Email: [hoc.tripoli@mea.gov.in](mailto:hoc.tripoli@mea.gov.in)**

No. TRI/824/01/2025

30 July 2025

**NOTICE INVITING TENDER**

**COMPETITIVE TENDER FOR EMPANELMENT OF PACKERS & MOVERS.**

The Embassy of India, Tripoli, Libya, for and on behalf of the President of India invites Fixed Price Tender under two bid system {(i) Technical Bid & (ii) Financial Bid} from registered and authorized firms for empanelment of Packers & Movers for packing, clearing and forwarding personal effects, household goods and other consignments (of Diplomatic Status) in the name of Embassy of India, Tripoli, Libya.

2. Crucial dates and time for the above tender would be as under:

Sl. No.	Key event	Dates & time.
1	Date of publishing the Tender	31 July 2025
2	Bid Submission start date	31 July 2025
4	Seeking clarification start date	31 July 2025
7	Bid submission end date	20 August 2025 (1500 hrs)
8	Technical bid opening date	20 August 2025 (1600 hrs)
9	Financial bid opening date	Would be communicated while opening technical bid

3. The Tender Notice, bid forms, instructions to bidders, terms & conditions can also be obtained from the web portal <https://eprocure.gov.in/epublish/app> => Active Tenders => Tender Title => Tripoli. The document is also available on the website of Embassy of India, Tunis, Tunisia (<https://www.embassyofindiatunis.gov.in>).

Sd/  
(Dr. Mohd. Aleem)  
FS/Cd'A

## TENDER NOTICE

### A. INSTRUCTIONS TO BIDDERS:

#### 1. General Instructions:

- 1.1 The quotations are invited for empanelment of Packers & Movers for packing, clearing and forwarding personal effects, household goods and other consignments (of Diplomatic Status) in the name of Embassy of India, Tripoli, Libya.
- 1.2 The Tender document can be downloaded from the portal <https://eprocure.gov.in/epublish/app> => Active Tenders => Tender Title => Tripoli as well as from the website of Embassy of India, Tunis, Tunisia (<https://www.embassyofindiatunis.gov.in>).
- 1.3 The last date of submission of sealed bids through post/courier or hand delivery at the Embassy of India, Tripoli, Libya is **1500 hrs on 20.08.2025**. It is to be addressed to **Head of Chancery, Embassy of India, 45, Al-Shatt Street, Tripoli, Libya**. The password protected bids can also be submitted by email addressed to [hoc.tripoli@mea.gov.in](mailto:hoc.tripoli@mea.gov.in). The bidders may share Technical bid as unprotected file and the Financial bid as password protected file. The password of the protected files can be shared by email on the date of opening of respective bid.
- 1.4 The Companies may participate in the tender process by submitting the details in prescribed format as attached in **Annexure I, II, III & IV**.
- 1.5 All the necessary documents including those in support of eligibility criteria etc. including Checklist & Bid Security Declaration as per Annexure I & Annexure II, Technical Bid & Tender Documents as per Annexure III, are to be submitted in single envelope superscribed with **“Technical Bid for empanelment of packers at Eol Tripoli”**. The Financial Bid is to be submitted in separate envelope superscribed with **“Financial bid for empanelment of packers at Eol Tripoli”**. These two envelopes are to be put in another sealed envelope superscribed with **“Tender for Empanelment of Packers & Movers at Eol Tripoli”**.
- 1.6 Only for information or clarification related to this tender, please write to [hoc.tripoli@mea.gov.in](mailto:hoc.tripoli@mea.gov.in) and [adm.n.tripoli@mea.gov.in](mailto:adm.n.tripoli@mea.gov.in).

#### 2. Empanelment contract:

- 2.1 The empanelment contract, if awarded will be initially for a period of **two (02) years** from the date of award and extendable for further period of one year at same rate, terms & conditions subject to vendor's continuous satisfactory performance and mutual agreement.
- 2.2 In case of failure of the contractor/firm/Company to comply with the provisions of the terms and conditions mentioned in the Agreement to be signed between Embassy of India, Tripoli, Libya and the successful Companies; the competent authority in this Embassy reserves the right to take any action deemed fit including termination of the contract, forfeiture of all dues and blacklisting the firm or partner firms.
- 2.3 The Company shall be responsible for conduct of the persons engaged by them for the work and verify character & ensure that the antecedents of the persons deployed are in accordance with extant Libyan laws. The staff engaged by the company should be security vetted.
- 2.4 The Company shall certify that it has adequate liability coverage and insurance for its workers.
- 2.5 The bid submitted by the Company shall remain valid for a minimum period of 180 days.
- 2.6 The price quoted by the Company should be in **USD** inclusive of all charges, excluding only VAT.

### **3. Eligibility Criteria:**

- 3.1 The Company should be a registered firm/entity legally authorized and competent to engage in the business of packing, moving and forwarding operations, based in Libya having its Head Office/Branch Office in/near Tripoli.
- 3.2 The Company should possess an experience of at least three (3) years in similar works of packing, clearing and internationally moving of consignments preferably of Libyan Government bodies/institutions, Diplomatic Missions / Embassies etc.
- 3.3 The Companies should possess and demonstrate ability to provide "Door to Port and Door to Door" service for international shipments.
- 3.4 The Company should either have its own vehicles or a formal agreement with a registered & reputed transport Company for provision of transport services.
- 3.5 The Company should have a self-owned or leased warehouse. If the warehouse is on lease, the empanelment of the firm would be dependent upon the lease being valid for the duration of the empanelment. The warehouse should be clean, dry, vermin-free and equipped with proper security, with adequate insurance against fire, theft, etc.
- 3.6 The number of working staff used for packing and movement of goods on regular payroll of the firms should be at least five (5).
- 3.7 The Company, while bidding, should certify that they have not been indicted for any criminal, fraudulent or anti-competition activity. Any false statement could result in automatic disqualification. The firm would indicate the details of litigation they are involved in, if any, at the time of bidding.
- 3.8 Timely despatch of the personal effects to its destination, not exceeding two weeks of packing, should be ensured by the Company, unless Embassy asks to defer the despatch.
- 3.9 Bidding Companies will be asked to show the sample of packing material to be used by them for evaluation of their bid, for which the bidding Company will be informed in advance.
- 3.10 The Company should be registered according to Libyan Laws.

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## **B. SCOPE OF WORK:**

### **4. Scope of work:**

- 4.1 Packing (including stuffing) of personal effects and household goods.
- 4.2 Material to be shipped may include household goods (some of which may be fragile in nature requiring special care) such as furniture and fixtures, crockery, kitchenware and foodstuff, clothing, linen, shoes, books, toys, object d'art (paintings, art pieces, decorative items etc.) personal sports goods, major appliances, electronic items etc.
- 4.3 Standard and good quality packing material should be used by the packer depending on the nature of item to be packed.
- 4.4 The packing work should be done keeping in view the climatic conditions of Libya as well as the climate of the destination to minimize the potential damage to the goods in transit.
- 4.5 The consignment should be weighed properly before it is handed over to the shipping lines. The invoice should mention the correct weight for payment purpose.
- 4.6 To facilitate Customs formalities at the ports.
- 4.7 The insurance of the baggage will be arranged by the packers till the point of delivery in India/other countries. The packer will be responsible for liaising with the Insurance Company in case of settlement of any claim.
- 4.8 Export documentation and insurance of the cargo as per the prescribed procedures and facilitation in case of any claim on account of damage.
- 4.9 Forwarding of personal effects and household goods from a particular address in Tripoli to the designated Airport if the baggage is transported by air cargo. The Company shall give its price for transportation of the baggage from Airport in Libya to the specific destination on a case-to-case basis.
- 4.10 **For Inbound Consignments:** Handling of all formalities relating to clearance of personal effects & household goods and other consignments at Libyan Airport/Seaport and delivery at the given address in Tripoli. Clearance of diplomatic cargo and other consignments received in the name of Embassy of India, Tripoli. The details of airlines/shipping lines can be provided only upon receipt of Air Way bill/ Bill of Lading of the consignment.

### **5. Price Schedule:**

- 5.1 The Company shall quote price in clear terms. Break up should abide by the format in **Annexure-IV**. There should not be any hidden costs.
- 5.2 Prices quoted by the Company shall be fixed and no variance will be allowed.
- 5.3 Prices shall be quoted in USD and exclusive of only VAT. All other charges must be included in bid price.
- 5.4 **Payment:** The Company will be required to submit its bill along with service report duly signed by the concerned officer of the Embassy. The payment will be released by the Embassy by cheque/bank transfer after satisfactory completion of the work.
- 5.5 The rates once accepted by the Embassy of India, Tripoli shall remain unaltered throughout the period of contract.

### **6. Penalty Clause:**

- 6.1 Notwithstanding the terms outlined in this Tender Notice, the Embassy reserves the right to temporarily or permanently blacklist/debar the Companies/(s) on its panel due to unsatisfactory services.
- 6.2 Companies which get empanelled with the Embassy will be required to participate in at least 75% of the bids floated by the Mission every year, failing which, the Embassy may consider blacklisting/barring from future bids for a time as deemed appropriate.

**Section 3: CHECK LIST**

Sl. No.	PARTICULARS	YES/NO
1.	Have you filled and submitted all forms (i) Technical bid, (ii) Financial bid, (iii) Bid Securing Declaration etc.?	
2.	Have you read and understood various conditions of the Contract and shall abide by them?	
	<b>TECHNICAL BID</b>	
3.	Have you enclosed the Bid Securing Declaration?	
4.	Is your Company registered with the concerned local authority? Have you attached registration certificate?	
5.	Have you submitted the proof of authorization to sign on behalf of the bidder in the Technical Bid?	
6.	Have your Technical Bid been prepared as per the format given in the Tender?	
7.	If VAT registered, have you provided valid VAT Certificate?	
8.	Is your Company registered with the concerned local authority?	
	<b>FINANCIAL BID</b>	
10.	Has your Financial Bid proposal been duly filled-in as per instructions/format?	

**Note: The above must be filled, signed, and submitted alongwith the Technical Bid.**

Signature of the Authorized signatory of  
the Bidder with seal of the firm/Company  
Full Name & Designation: \_\_\_\_\_  
Mobile No.: \_\_\_\_\_  
Email: \_\_\_\_\_  
Date: \_\_\_\_\_

**Section 4: BID SECURING DECLARATION**

**EMPANELMENT OF PACKING, MOVING AND FORWARDING COMPANIES FOR  
EMBASSY OF INDIA, TRIPOLI, LIBYA.**

I/We accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, before the deadline defined in the request for bids document, I/we will be suspended for the period of time specified in the request for bid document from being eligible to submit bids for contracts with the Government of India.

Signature of the Authorized

representative

Place:

Full Name:

Designation:

Date:

**(Office seal of the Company)**

**Section 5: TECHNICAL BID**

To  
Head of Chancery,  
Embassy of India,  
Tripoli, Libya.

Dear Sir/Madam,

I/We,.....Representative(s) of M/s.....  
.....solemnly declare that:

1. I/We are submitting bids in response to the tender no. TRI/824/01/2025 dated 30 July 2025.
2. I or my relative(s) do not work in the office of Embassy of India, Tripoli, Libya.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and other information given in this tender are complete, correct, and true.
4. All documents/credentials given below & submitted along with this tender are genuine, authentic, true and valid:
  - (a) Contact details-
    - (i) Name of the contractor/firm/Company:
    - (ii) Registered Postal Address:
    - (iii) Mobile Phone No.:
    - (iv) Office Telephone No.:
    - (v) Fax No.:
    - (vi) Email address:
  - (b) Name of the Contact person (a high-ranking member/official within your organization) to whom all reference shall be made regarding this tender:
  - (c) Contact person and details in case of Emergency:
  - (d) License/Registration No., if applicable:
  - (e) Experience in packing, clearing and forwarding of consignments (years):
  - (f) Any other information  
(to be supported by necessary documents):
5. The price-bid submitted by me/us is "WITHOUT ANY CONDITION".
6. I/We have not been banned/de-listed by any Government or Quasi Government agencies.
7. If any information or document submitted is found to be false/incorrect, Embassy of India, Tripoli may cancel my/our tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues and blacklisting of my/our firm and all partners of the firm etc.
8. All the terms and conditions of the tender are acceptable to us.

Date:

Signature of the Bidder/Authorized Signatory

Place:

Full Name:

Designation:

(Office seal of the Bidder)

**Section 6: FINANCIAL BID**

- 1) Name of the Mission: **Embassy of India, Tripoli, Libya.**
- 2) Name and address of the firm:
- 3) Quotation for cost of packaging of personal and household effects in the name of Embassy of India, Tripoli weighing as follows:

PROFORMA FOR **PACKING CHARGES** (ALL AMOUNTS IN USD)

**(A) By Sea:**

Approx. Weight of the shipment	Packing charges per 100 kgs (Excl. VAT)	Total cost of packing Material including lift van (Excl. VAT)	Labour charges for packing (Excl VAT)
1	2	3	4
Upto 4850 Kgs			
Upto 2600 Kgs			
Upto 1475 Kgs			

**(B) By Air:**

Approx. Weight of the shipment	Packing charges per 100 kgs (Excl VAT)	Total cost of packing Material including lift van (Excl. VAT)	Labour charges for packing (Excl VAT)
1	2	3	4
Upto 1120 Kgs			
Upto 560 Kgs			
Upto 400 Kgs			

**The format of the proforma is explained as below: -**

The column "packing charges per 100 kgs" shows the unit cost for the total packing. The second column shows the cost towards the liftvan/lorry/truck etc and packing material and the third column towards labour. Thus, the figure in the 1st column should be the corresponding fraction of the sum of 2<sup>nd</sup> and 3<sup>rd</sup> columns. For e.g.: for the entitlement 2600 kgs, the figure in the 1st column should be 1/26th of the sum of figures in 2<sup>nd</sup> and 3<sup>rd</sup> columns. The same explanation holds good for other entitlements also.

Date:

Signature of the Authorized representative

Place:

Full Name:

Designation:

(Office seal of the Company)