



**High Commission of India  
Port Moresby**

No. PNG/551/2/2024

January 03, 2024

**Subject: Invitation of bids for drawing up panel of packers in the High Commission of India, Port Moresby.**

Sealed tenders are invited from established/reputed packing and cargo handling Agencies for empanelment. Further details are available on <https://www.hcipom.gov.in/>. Last date of receipt of sealed bids is 31<sup>st</sup> January 2024 (by 1700 hrs).

2. Interested agencies may please send their applications at [hoc.pmoresby@mea.gov.in](mailto:hoc.pmoresby@mea.gov.in) by 31<sup>st</sup> January, 2024.

(Ashok Kumar)  
Head of Chancery

No. PNG/551/2/2024  
High Commission of India  
Port Moresby  
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**TENDER NOTICE**

**Subject: Invitation of bids for drawing up panel of packers in the High Commission of India, Port Moresby.**

The High Commission of India, Port Moresby invites Expression of interest from established packing and cargo handling companies for empanelment. Interested companies are requested to furnish their company profile and list of some of their regular clients in PNG. If they've been handling cargoes of diplomatic Missions, the same may also be indicated.

2. The High Commission of India, Port Moresby invites sealed quotations from reputed packing and forwarding agencies for drawing up a panel of packers, in the prescribe proforma as given below:

**A. By Ship (Surface route)**

| Weight | Packing Charges per 100 kgs | Total cost of packing material including lift van | Labour charges for packing |
|--------|-----------------------------|---|----------------------------|
| 4850   |                             |   |                            |
| 2600   |                             |   |                            |
| 1475   |                             |   |                            |

**B. By Air**

| Weight | Packing Charges per 100 kgs | Total cost of packing material including lift van | Labour charges for packing |
|--------|-----------------------------|---|----------------------------|
| 1120   |                             |   |                            |
| 560    |                             |   |                            |
| 400    |                             |   |                            |

**3. The Scope of the 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 Mission.

(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 cost of the luggage shall be taken to consideration, including the weight of packing materials, crates, hoops, receptacles etc..

(d). The agency will provide services on working days on Monday to Friday 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.

#### 4. **Eligibility Criteria:**

(a). The firm should possess all the necessary registration and certificate required under local regulations to carry similar business in PNG. **Please attach copy of registration.**

(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. **Please attach supporting documents.**

5. While submitting estimates, firms may also provide their company profiles as well as the details of similar work done previously along with copy of necessary documents that confirming their eligibility.

6. The company should submit necessary documents viz. Tax audited accounts etc. to establish the financial status.

7. Price quoted should be on an all-inclusive basis and shall include the cost of a service, personnel, material, transportation, rental taxes, consumables, labour, VAT, insurance of its workers etc. The High Commission of India would not be responsible for any dues other than the agreed contract amount.

8. Interested firms may like to send their representative to the High Commission of India, Port Moresby on all working days from Monday to Friday to enquire the actual scope of work before submitting their quotes. **Contact person – Mr. Ashok Kumar, Second Secretary (HOC), mobile No. 675-78264631.**

9. The High Commission of India, Port Moresby reserves the right to reject all or any bids without assigning any reasons thereof.

10. 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 **1700 hrs. on 31 January 2024** clearly mentioning on the envelope “Quotation for panel of packers at High

Commission of India, Port Moresby” along with company details and it should addressed to:

Head Of Chancery  
High Commission of India  
Lot 30, Sec 7, Lawes Road, Granville  
Port Moresby  
PO Box 86, Waigani, NCD,  
Papua New Guinea  
Tel: (675) 321 4291, Fax: (675) 321 4397  
Email: [hoc.pmoresby@mea.gov.in](mailto:hoc.pmoresby@mea.gov.in)  
Website: [www.hcipom.in](http://www.hcipom.in)

11. The bids will be opened at 1500 hrs. on 01 Feb 2024 at High Commission of India Lot 30, sec 7, Lawes Road, Granville, Port Moresby.

**(Ashok Kumar)**  
**Second Secretary &**  
**Head of Chancery**  
**Email: [hoc.pmoresby@mea.gov.in](mailto:hoc.pmoresby@mea.gov.in)**