



सत्यमेव जयते

**Government of India
Ministry of External Affairs
(Haj Division)**

**Attache (Haj) Room No. 306, ISIL Building,9, Bhagwan Das Road,
New Delhi**

**NOTICE INVITING QUOTATION FOR SELECTION OF HANDLING AND
FORWARDING AGENT FOR SHIPMENT OF MEDICINES AND MEDICAL
EQUIPMENT TO CONSULATE GENERAL OF INDIA, JEDDAH FOR HAJ
2015**

No. M(HAJ)/1183/08/2015

LAST DATE OF SUBMISSION OF QUOTATION IS 24.03.2015

**GOVERNMENT OF INDIA
MINISTRY OF EXTERNAL AFFAIRS
HAJ DIVISION
NEW DELHI**

NOTICE INVITING QUOTATION

Haj Division of the Ministry of External Affairs, New Delhi invites Quotations in sealed double cover envelope through single bid system, from India based Handling and Forwarding Agents (HFA) for packing and forwarding of consignment of medicines and medical equipment to Consulate General of India (CGI), Jeddah, Kingdom of Saudi Arabia (KSA), for the welfare of Indian Haj Pilgrims during Haj 2015.

2. Contract shall be awarded by Haj Division, Ministry of External Affairs to the lowest bidder, and payment shall be processed by CGI, Jeddah.

3. If more than one bidder happens to quote the same lowest price, MEA reserves the right to split the order and award the contract to more than one bidder.

4. Name of companies who will procure and supply medicines and equipment will be intimated at the time of award of contract.

5. The estimated weight of the medicines and medical equipment to be sent to CGI, Jeddah for Haj 2015 is 96,000 Kg(approximately). The rates may be quoted for the following:-

- A. Terminal Charges per quintal
- B. Porterage charges per quintal
- C. Clearing and forwarding charges per quintal
- D. Iron band/stuffing charges per band
- E. Documentation charges on each airway bill
- F. Agency charges
- G. Service tax on agency charges
- H. Additional charges, if any

6. The lowest bidder will have to send all the medicines to CGI, Jeddah in **maximum five consignments only**.

7. The Agency that will be the lowest bidder would be responsible for arranging all the necessary clearances/documentations from concerned authorities.

8. SPECIAL CONDITIONS OF CONTRACT

(1) Tender Fee

Tender Fee of Rs. 500/- (Non Refundable) in the form of DD/Pay Order drawn in favour of "**Pay and Accounts Officer, MEA, New Delhi**" should be submitted along with the bid. Bids submitted without Tender Fee will stand rejected. Tender Fee will not be accepted in form of cash/ cheque / FDR/ BG or any other form except DD and Pay Order.

(2) Prior Experience

The bidder should have executed at least **FIVE** orders/contracts/agreements of similar nature in the last five years.

(3) Performance Bank Guarantee (PBG):

The successful bidder will be required to furnish the Performance Bank Guarantee, 10% of the order value in form of a Bank Guarantee in favour of "**Pay and Accounts Officer, MEA, New Delhi**" of total amount of the contract. This bank guarantee shall remain valid till December 31, 2015.

(4) Earnest Money Deposit (EMD):

The tender documents must be accompanied by Earnest Money Deposit draft of 10% of the bid value drawn on any Nationalized Bank, in favour of "**Pay and Accounts Officer, MEA, New Delhi**", payable at New Delhi and should be submitted along with the bid. Bids submitted without EMD will stand rejected. EMD will not be accepted in the form of cash/ cheque / FDR/ BG or any other form except DD. No interest shall be payable on return of EMD.

(5) Penalty for delayed Services:

MEA reserves the right to levy penalty in case medicines /equipments are not forwarded within the stipulated period. A Liquidated Damages @ 0.5% of FOB price would be levied for delay of each day subject to the maximum of 10% of total cost of the consignment.

(6) MEA reserves the right to cancel the order in case the delay is more than 4 weeks. The penalties, if any shall be recovered from the claim after supply of medicines and medical equipment.

(7) Jurisdiction:

The disputes, legal matters, court matters, if any shall be subject to New Delhi jurisdiction only.

(8) Force Majeure:

MEA may consider relaxing the penalty and delivery requirements, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of a Force Majeure. Force Majeure is defined as an event or effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises.

(9) Arbitration:

All disputes of any kind arising out of supply, acceptance etc., shall be referred by either party (MEA or the bidder) after issuance of 30 days notice in writing to the other party clearly mentioning the nature of dispute to a single arbitrator acceptable to both the parties. The venue for arbitration shall be specified in the purchase agreement. The jurisdiction of the courts shall be specified in the purchase agreement.

9. The sealed quotations would be accepted till 17:00 Hrs. on **March 24, 2015**. EMD draft of 10% of the bid value favoring "the Pay & Accounts Officer, Ministry of External Affairs" should be submitted along with the bid. The quotations should be submitted in single bid system in sealed envelopes, clearly marked so, super-scribed as "**Quotation for packing and forwarding of consignment of medicines and medical equipment to Consulate General of India (CGI), Jeddah, Kingdom of Saudi Arabia (KSA) for Haj 2015**" and sent to the Attache (Haj) Room No. 306, ISIL Building, 9, Bhagwan Das Road, New Delhi. The sealed quotations would be opened at 11.00 Hrs. on **March 25, 2015** Room No. 305, ISIL Building, 9, Bhagwan Das Road, New Delhi, in the presence of the authorized representatives of the companies/firms. **The lowest bidder will have to send all the medicines to CGI, Jeddah in maximum five consignments only.**

Ministry of External Affairs reserves the right to reject one or all of the bids without assigning any reasons.

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