



**Consulate General of India
Houston**

HOU/Admn/693/1/2026

22 July 2026

TENDER NOTICE

Subject: Invitation of bids for drawing up panel of packers in the Consulate General of India, Houston.

The Consulate General of India, Houston 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 USA. If they've been handling cargoes of diplomatic Missions, the same may also be indicated.

2. The Consulate General of India, Houston invites sealed quotations from reputed Packing and forwarding agencies for drawing up a panel of packers, in the prescribed proforma as given below:

A. By Ship (Surface route)

Approximate Weight	Packing Charges (per 100 kgs) including the charges for packing material, lift van and labour etc.
4850 Kg	
2600 Kg	
1475 Kg	

B. By Air:

Approximate Weight	Packing Charges (per 100 kgs) including the charges for packing material, lift van and labour etc.
1120 Kg	
560 Kg	
400 Kg	

The packing charges are to be fixed for various weight categories (**for sea/for air**). Other charges such as freight charges, customs clearance, local transportation etc are variable and are to be quoted separately in each case.

3. The scope of 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.**
- (c) The agency will be responsible to pay entire cost of manpower, equipment and supply of quality packing materials. The total weight of the luggage shall be taken into consideration, including the weight of packing material, crates, hoops, receptacles etc.
- (d) The agency shall use good quality packing materials suitable for international transportation by air and sea. Fragile, delicate and high-value items shall be packed with appropriate protective materials to ensure safe transit. The agency shall be responsible for any loss or damage to the consignment arising from improper or inadequate packing, loading or handling attributable to its negligence.
- (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 certificates required under local regulations to carry similar business in the USA. **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 document'**

5. While submitting estimates, firms may also provide their company profile 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 all services, personnel, material, transportation, rentals taxes, consumables, labour, VAT, insurance of its workers etc. The Consulate General 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 Consulate General of India, Houston on all working days from Monday to Friday to enquire the actual scope of work before submitting their quotes.

Contact person -
Mr. Prashant K. Sona,
Consul (Head of Chancery),
email: hoc.houston@mea.gov.in

9. The Consulate General of India, Houston 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 or email to hoc.houston@mea.gov.in and admn.houston@mea.gov.in before **14th August 2026** clearly mentioning on the envelop "Quotation for Panel of Packers at Consulate General of India, Houston" along with company details and it should be addressed to:

**Head of Chancery
Consulate General of India
4300 Scotland St,
Houston, TX 77007,**



**(Prashant K. Sona)
Consul (Head of Chancery)
Email: hoc.houston@mea.gov.in**

COMPANY CREDENTIAL

1. Name of the contractor/firm/company:
2. Organizational Structure of the company:
3. Contact Details:
Registered Postal Address:-
Mobile Phone No.:-
Telephone No.:-
Fax No.:-
Email Address:-
4. Name of the contact person (a high ranking member/ official within your organization) to who all reference shall be made regarding this empanelment:
5. Contact person and details in case of Emergency:
6. License/Registration No. (Please attach Incorporation Certificate and other Standards Affiliation Certificates related to packing services viz., ISO, FIDI-FAIM etc.):
7. Experience in packing, clearing and forwarding of consignments (attach list of clients and their contacts):
8. Other services provided by the company:
9. Any other information (to be supported by necessary documents):
10. Whether warehouse capacity is owned/leased by the firm with proper security features and is adequately insured against fire, theft etc.:
11. Number of employees on regular payroll of the firm:
12. Copies of audited financial statements during last three years:
13. Whether the firm owns vehicles or has a formal agreement with registered reputed transport companies/ firms for provision of transport services:

Signature:

Name of Signatory:

Designation of Signatory: