

**Embassy of India  
Sweden**



**भारतीय दूतावास  
स्वीडेन**

**EMBASSY OF INDIA  
STOCKHOLM**

**TENDER NOTICE**

The Embassy of India, Stockholm invites sealed quotations in prescribed proforma from reputed Packing and forwarding agencies for drawing up a panel of packers. The last date for submission of bid is Monday, **30 March 2026**.

2. For further enquiries, please visit our website:

**[www.indembassysweden.gov.in](http://www.indembassysweden.gov.in)**

**Embassy of India  
Stockholm**

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**TENDER NOTICE**

**9 March 2026**

**Subject: Invitation of bids for drawing up panel of packers in the Embassy of India, Stockholm.**

**Place of work: EMBASSY OF INDIA, KORNHAMNSTORG 4, 111 27, STOCKHOLM, SWEDEN.**

The Embassy of India, Stockholm 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)**

Approx. weight	Packing charges per 100 Kgs (KW)	Total cost of packing material including Lift Van (KW)	Labour charges for packing (KW)
4850 Kg			
2600 Kg			
1475 Kg			

**B. By air**

Approx. weight	Packing charges per 100 Kgs (KW)	Total cost of packing material including Lift Van (KW)	Labour charges for packing (KW)
1120 Kg			
560 Kg			
400 Kg			

**2. 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.** 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 weight of luggage shall be taken into consideration, including the weight of packing material, crates, hoops. Receptacles etc.

(d) The agency will provide services on working day from Monday to Friday or any other day as 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.

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

(a) The firm should possess all necessary registration and certificates required under local regulations to carry similar business in the Kingdom of Sweden.

(b) The firm should have minimum 5 years of work experience in the similar field with reasonable annual turn over in the past three years.

4. 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 confirming their eligibility.

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

6. Price quoted should be on 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 Embassy of India would not be responsible for any dues other than the agreed contract amount.

7. Interested firms may like to send their representatives to the Embassy on all working days from Monday to Friday to enquire the actual scope of work before submitting their quotes. Contact person — Ms. Leena Nayyar — Attache (Admin & DDO), Mobile No. 0768982761

8. The Embassy of India, Stockholm reserves the right to reject all or any bids without assigning any reason thereof.

9. The quotations should bear the signature and date of the bidder company, may be sent physically or by courier in sealed envelopes **on or before 1600 hrs. on 30 March, 2026** clearly mentioning on the envelope “ Quotation for Panel of packers at Embassy of India, Stockholm” along with company details and it should be addressed to:

**Head of Chancery**

Embassy of India

Kornhamnstorg 4, 111 27

Stockholm, Sweden

10. The bids will be opened at 1600 hrs. on Wednesday, **1 April, 2026** at Embassy of India, Kornhamnstorg 4, 111 27, Stockholm, Sweden.



(Bipin Kumar Baranwal)

Second Secretary (Head of Chancery)

