



Sudhansu Kumar Mohanty
Joint Resident Commissioner

GOVERNMENT OF ODISHA
OFFICE OF THE CHIEF RESIDENT COMMISSIONER
4-Bordoloi Marg, Chanakyapuri
New Delhi – 110021
Tel: 23019771, Fax:23010839
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No. 1767 / CRC. Dated 31/03/2023

To

All Packers & Forwarders
New Delhi

Sir/ Madam,

Ms. Debjani Chakrabarti, IAS (OD: 2002) appointed to the post of Minister (Economic & Commercial), Embassy of India, Tokyo, Japan (Mob: +91 8527576579) intends to transport her household goods to her new station of posting i.e. Embassy of India, Tokyo, Japan. Please send your comprehensive quotation for forwarding approximately 4850 Kgs (FCL Double Container) of her personal and household goods by SEA from Delhi to Tokyo, Japan on door to door basis as per the following proforma:

Sl. No.	Particulars	Amount (excluding GST) (a)	GST (b)	Total Amount (a+b)
1.	Local Transportation Charges (from Residence to ICD Tughlakabad) (i) Opening closing and sealing of baggage for facilitation of Custom examination etc.			
2.	Inland Haulage Charges			
3.	Miscellaneous/ incidental charges (at port of origin) such as: (i) Agency charges. (ii) Crane charges. (iii) Portage charges. (iv) Other admissible charges, if any, payable on the basis of actual/ production of receipt.			
4.	Freight Charges from Port in India to Near Sea Port (destination port)			
5.	All charges at destination port			
6.	Transportation Charges from Destination Port to Embassy/ Residence			
7.	Unpacking Charges (Including removal of Debris)			
8.	Insurance Charge in respect of Personal effects for Rs.2,62,500/- (as per entitlement, specified by the Personnel Section)			
(A)	Total (items 1 to 8)			
(B)	Packing charges per Kg (to be reflected separately)			

2. The quotation should be submitted in sealed cover in Office of the Chief Resident Commissioner, Government of Odisha, New Delhi latest **by 1500 hrs on 07.08.2023 (Monday)**. The quotation will be opened **on 07.08.2023 at 1700 hrs** in Office of the Chief Resident Commissioner, Government of Odisha, New Delhi. You are requested to remain present at the time of the opening of the bid. Quotations sent by fax, email or in unsealed condition will not entertained by this office.

3. You are advised to carry out a physical survey of goods at the residence of the officer **(House No. D-1/48, Rabindra Nagar, New Delhi-110003: (Mob: +91 8527576579) on 31st July to 6th August, 2023 between 1200-1400 hrs**, before submitting the quotation. In case you are unable to carry out a survey during the given time slot, the responsibility of conducting a survey during another slot, according to the convenience of the official/ officer, shall lie with you.

Alternate Para 3 (in case of electronic survey: A personnel effects excel sheet filled by the officer/ official shall be shared for the purpose of submitting quotations.

4. You are also encouraged to convey an approximate cumulative figure towards packing charges to the officer/ official directly to the officer/ official concerned after the survey.

5. Unpacking at residence abroad may be done either on the day of delivery or any other day within seven days of delivery, as indicated by the officer. You may contact the officer well in advance to make necessary arrangements in this regard.

6. Demurrage Charges shall not be admissible.

7. All customs formalities and containerisation should be done at ICD Tughlagbad.

8. Original Bill of Lading (and not Agency Bill of Lading) should be mandatorily handed over.

9. The quotation should be accompanied by the following details:

- (a) A certificate, duly signed by the officer/ official, stating that a survey of goods has been conducted (in case of physical survey-1):
- (b) Name of the shipping line proposed to be engaged:
- (c) Exact route which will be adopted for transportation of baggage:
- (d) Name of the clearing and packing agent proposed to be engaged at the country of destination:
- (e) Time frame within which the consignment will reach residence of the officer abroad:
- (f) **Certificate that no other charges over and above those specified in points (1) to (8) in the proforma shall be claimed.**

10. The quotation should be submitted by 1500 hrs on 07.08.2023 (Monday) and the official submitting the quotation should attach a copy of his/ her ID issued by your Firm and carry the same for verification.

11. The date of dispatch should be finalised with the concerned officer/ official directly.

Yours faithfully,


Joint Resident Commissioner

Memo No. 1768 /CRC. New Delhi, Dated, the 31/07/2023

Copy forwarded to All State's Resident Commissioners Office at New Delhi for information and necessary action.


Joint Resident Commissioner

Memo No. 1769 /CRC. New Delhi, Dated, the 31/07/2023

Copy forwarded to ITO for publication in our official website (www.rcodisha.gov.in) and Notice Boards of OB/ON/OS/ LO for wide publication.


Joint Resident Commissioner