

High Commission of India
Swami Vivekananda Cultural Centre
Suva

(REQUEST FOR PROPOSAL)

Subject: Supply of Musical Instruments to High Commission of India in Suva (Fiji)
(On Door to Port Basis)

Introduction

Sealed/Emailed quotations are invited from eligible and experienced suppliers for the supply and shipment of musical instruments via **Sea Freight on a Door-to-Port** delivery basis.

Eligibility criteria:

The successful bidder will be responsible for:

- (i) Supply and packaging of specified musical instruments.
- (ii) Sea Freight Shipping from the India to High Commission of India, Suva, Fiji.
- (iii) Door-to-Port delivery, including customs clearance, unloading, handover at Port.
- (iv) Providing tracking and delivery schedule updates.

A detailed list of instruments and quantities are as follows:

Total Requisition for Musical Instruments	<ul style="list-style-type: none">• Harmonium – 11• Tabla – 10• Dholak – 11• Manjira – 11• Kartal – 9• Kanjira – 2
Ghunghrus	<ul style="list-style-type: none">• 5 pairs with 25 ghunghrus per ankle• 5 pairs with 50 ghunghrus per ankle• 5 pairs with 100 ghunghrus per ankle• 5 pairs with 3 rows of ghunghrus• 5 pairs with 4 rows of ghunghrus• 5 pairs with 5 rows of ghunghrus

Eligibility Criteria

Bidders must meet the following minimum criteria:

- (i) Registered company with valid trade license.
- (ii) Minimum 3 years of experience in international freight forwarding/logistics.
- (iii) Proven experience in handling musical instruments or similar fragile items.

- (iv) Valid registration with relevant shipping or freight forwarding authorities.
- (v) PAN/TIN/VAT registration as applicable in the country of origin.
- (vi) Not debarred or blacklisted by any government agency or international organization.

Submission of Quotation

- (i) Company profile.
- (ii) Quotation with cost breakdown (Cost of Musical Equipment, freight, insurance, customs handling).
- (iii) Proof of eligibility (licenses, registrations, references).
- (iv) Delivery timeline.

Quotations must be received **no later than 5:00 PM (Fiji Time), Monday, 16th June 2025**, at the following address:

- (v) **Kings Wharf, Port of Suva,
Harris Road, Suva, Fiji.**
- (vi) **Late submissions will not be considered.**

Evaluation Criteria

Vendors will be evaluated based on:

- Compliance with eligibility criteria.
- Cost-effectiveness.
- Delivery time and shipping method.
- Quality assurance and handling of fragile instruments.
- Previous performance and client references.

General Terms

- The issuing authority reserves the right to accept or reject any or all vendors without assigning any reason.
- Award of contract will be in accordance with General Financial Rules (GFR) and procurement norms.

Nishi Bala

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