

## APPENDIX I

### PROFORMA

(For empanelment of lockers)

1. Name of the Mission/Post :
2. Name and address of the firm :
3. Quotations for cost of packing of personal and household effects weighing as follows :

#### (A) By Ship

Approx. Weight	Packing charges per 100 kgs		Total cost of packing material including lift van		Labour charges for packing	
Kgs	Local currency	Indian Rupees	Local currency	Indian Rupees	Local currency	Indian Rupees
2800						
1400						
700						

#### (B) By Air

Approx. Weight	Packing charges per 100 kgs		Total cost of packing material including lift van		Labour charges for packing	
Kgs	Local currency	Indian Rupees	Local currency	Indian Rupees	Local currency	Indian Rupees
1100						
560						
400						

- Note:** (i) Separate proforma to be used for each firm  
(ii) Copies of quotation to be sent with proforma alongwith the English translation.  
(iii) The quotations may be sent for the gross weight as per the proforma.

The format of the proforma is explained as below:-

The column "packing charges per 100kgs" shows the unit cost for the total packing. The second column shows the cost towards the liftvan and packing material and the third column towards labour. 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> columns. For the entitlement 2800 kgs. The figure in the 1<sup>st</sup> column should be 1/28<sup>th</sup> of the sum of figures in 2<sup>nd</sup> and 3<sup>rd</sup> columns. The same explanation holds good for other entitlements also.