

## Call for tenders

### International Transportation Services for Artworks

### July 2025

#### 1. General information

This call for tenders concerns the door-to-door transportation of **59 textile artworks/installations**, varying in size, format, and weight. These artworks will be shipped by freight (both air and sea freight could be considered here even if the tight schedule of the project and the nature of the works would required to be mainly shipped by air freight) from multiple locations across India, and UK, to Paris at the **Mobilier National 42 avenue des Gobelins, 75013 Paris**, and returned following the conclusion of the exhibition. For the transportation within France, the service provider will ensure coordination between the port/airport of arrival and the exhibition venue.

The transportation service must adhere to international museum standards for the packing, handling, and shipping of textile artworks, with particular emphasis on the handling of climate-sensitive materials. Special attention must be paid to the secure crating of these artworks to ensure their preservation and safety throughout the journey.

#### Key dates:

- **10 November 2025: Date of delivery of the artworks and unpacking at the Mobilier National, Paris.**
- **3 December 2025 – 4 January 2026: exhibition at Mobilier National, Paris**
- **7 January 2026: Pick up of the artworks at Mobilier National, Paris, by a French service provider for the return of the artworks to their different provenances.**

The selected service provider will be responsible for ensuring the safe and timely delivery of the artworks, including installing, handling, transit, customs clearance, and any necessary storage arrangements. Previous experience with an Embassy or a Government project will be appreciated as the artworks will travel from India to France through **the official channel**, involving specific administrative procedures.

#### 2. Project context and presentation

##### The French Institute in India

The French Institute in India (Institut Français en Inde) is the educational, scientific and cultural department of the Embassy of France in India. It facilitates academic and scientific exchanges between higher institutes of learning and research, enables student mobility, and promotes the French language as well as artistic and cultural dialogue. Cooperation between India and France takes place through several sectors: Arts & Culture, Books & Ideas, French Language and Education, Study in

France programme, Academic Partnerships, Science and Technology, as well as Innovation and Multimedia ([www.ifindia.in](http://www.ifindia.in)).

### **Background to the mission**

The French Institute in India (IFI), in partnership with the Mobilier National - Manufactures Nationales and the French Institute Paris, is organizing a landmark event aimed at fostering cultural exchange between France and India in the field of arts and craft. The event, showcasing a dialogue through textile traditions, will be held at Galerie des Gobelins (Mobilier National) in Paris from December 4, 2025, to January 4, 2026. On this occasion, an exhibition will display the rich historical and contemporary textile creations from both nations.

IFI is seeking to select a transport company for the international transportation of artworks mostly between India and France (and back), in compliance with the highest standards of security, confidentiality, and preservation.

### **3. Purpose of Consultation:**

The goal of this consultation is to identify a suitable transportation service provider to handle the door-to-door shipping of artworks between India, UK and Paris at the Mobilier national 42 avenue des Gobelins, 75013 Paris (and back) for the aforementioned exhibition. The transportation services must include packing, handling, transport, delivery, installing and all administrative and customs procedures, ensuring the safety and integrity of the artworks throughout the process.

#### **3.1. Scope of Services:**

- **Transport from India and UK to France:**
  - Museum standard packing and crating of artworks from various institutions and private collections in India and the UK with particular emphasis on the handling of climate-sensitive materials.
  - Pickup and transportation from various institutions and private collections in India and the UK, export clearance at Indian port/airport, and maritime/air freight to Paris. Provision of secure, climate-controlled storage in India if required due to transport delays.
  - Diplomatic import clearance in France.
  - Coordination with a French vendor - to be identified - related to the transportation from the port of arrival of the artworks in France / airport in Paris to Mobilier National.
- **Transport from France to India and the UK (Post-Exhibition):**
  - Coordination with a French vendor for the repacking and the transportation of artworks from Mobilier National to port/airport in France.
  - Handling of customs clearance, and delivery procedures upon return to India and the UK.
  - Transportation of the artworks from France to their institutions/owners of origin in the UK and India after the exhibition. The service provider will ensure appropriate transport conditions are maintained throughout the return journey.
- **Coordination and Consultation:**

- Close coordination with IFI and the Mobilier National throughout the entire process.
- Regular communication with IFI and Mobilier National, ensuring transparency and smooth handling of all procedures.
- **Installation and desinstallation:**
  - The service provider is required to provide a dedicated team in Paris for the installation and deinstallation of the artworks. Given the number of pieces involved, several days should be anticipated for these operations, under the supervision of the production team of Mobilier National.
- **Quotation and Financial Terms:**
  - The service provider is required to provide IFI with 3 detailed quotations for the entire project:
    - 1st quotation: shipping of the artworks from India and UK to France for the show at Mobilier National (see Appendix 1);
    - 2nd quotation: shipping of the artworks listed in Appendix 1 + global insurance\* for this shipping, should insurance be covered directly by the service provider.  
\*Global insurance would include nail-to-nail insurance of the artworks for the duration of the transportation, exhibition, and return journey. The provider must submit proof of coverage and list all insured values prior to shipment.
    - 3rd quotation: shipping of the artworks listed in Appendix 1 and Appendix 2 as an additional shipping (no insurance policy should apply there, and no installation required - only shipping costs).
  - IFI will pay the service provider in two installments:
    - 40% upon the arrival of artworks at Mobilier National in Paris, upon presentation of an invoice to IFI.
    - 60% upon the return of all the artworks to their institutions and owners of origin, upon presentation of a second invoice to IFI.

### 3.2. Detailed information:

The weight and number of artworks for both the outbound and return shipments will differ.

- **Number of artworks, types, and dimensions:** cf appendices 1 & 2.
- **Total Weight of the artworks:** cf appendices 1 & 2.
- **Transport type:** Maritime freight/Air freight - up to the service provider.
- **Locations:** Multiple cities in India (exact locations to be confirmed), London in the UK, and final delivery to the Mobilier National. Address: Galerie des Gobelins, 42 Av. des Gobelins, 75013 Paris (and back).

The service provider will also be required to offer solutions for any unforeseen delays, risks, or complications that may arise during transportation, ensuring the artworks arrive in perfect condition and on schedule.

### 3.3. Project Timeline (tentative):

#### IF MARITIME FREIGHT

- **Early September 2025:** Pick-up of artworks from lending institutions in India. Transport by land to the port of departure in India (Mumbai)
- **Mid-September 2025:** Departure of maritime freight from the port of departure in India (Mumbai) to the port of arrival in France (end of October, early November). Estimated shipping duration: 6 weeks
- **Early November 2025:** Arrival of artworks in France at the port of arrival (TBD)
- **Early November 2025:** Handling of customs clearance for the artworks
- **8 November 2025:** Land transport of artworks from the port of arrival in France to the Mobilier National, Paris
- **10 November 2025:** Delivery and unpacking of artworks at Mobilier National, Paris
- **11 November-3 December 2025:** Exhibition setup
- **3 December 2025 - 4 January 2026:** Exhibition
- **5-7 January 2026:** Repacking, crating of artworks after the exhibition and pick-up of artworks from Mobilier National and transport by land to the port of departure in France (TBD)
- **January 2026:** Return freight from Paris, Mobilier National to India and the UK
- **February 2026:** Arrival of artworks in India and the UK
- **February 2026:** Customs clearance in India and the UK
- **February 2026:** Delivery of artworks to lending institutions and collectors in India and the UK

#### **IF AIR FREIGHT**

- **Mid-October 2025:** Pick-up of artworks at lending institutions in India
- **2-3 November 2025:** Arrival of artworks at Paris airport
- **6-7 November 2025:** Customs clearance at Paris airport
- **10 November 2025:** Delivery to and unpacking at the Mobilier National, Paris
- **10 November - 28 November 2025:** Exhibition setup
- **3 December 2025 - 4 January 2026:** Exhibition
- **5-6 January 2026:** Repacking of artworks
- **7 January 2026:** Pickup from Mobilier National to Paris airport
- **January 2026:** Air freight back to Delhi/Mumbai and London
- **January 2026:** Arrival of artworks at Indian and UK airports
- **January 2026:** Customs clearance in India and in the UK
- **January 2026:** Delivery to lending institutions and collectors in India and the UK

#### **4. Submission Requirements:**

- **Company Profile:** Provide a detailed profile of your company, including past experience in handling international art transportation, especially between India and France.
- **Methodology:** Outline your approach to the project, including details on packaging, handling, air/maritime transport, customs clearance, delivery, and any other relevant procedures.
- **Quotations:** Submit comprehensive quotations including all services mentioned in the scope, breaking down costs for each phase (pick-up, transportation, customs, etc.).

- **Compliance:** Demonstrate how your services will comply with all required security, confidentiality, and preservation standards for artwork transportation.
- **Insurance:** Provide specific details on the insurance coverage you would offer for the duration of the project (related to the quotation inclusive of insurance).

## 5. Evaluation Criteria:

Submissions will be evaluated based on the following criteria:

- **Financial Offer - 40%**
  - Clarity and transparency of the quote 10%
  - Overall competitiveness of the price 20%
  - Identification of any potential additional costs 10%
- **Methodology and Execution Quality - 40%**
  - Detailed logistical planning (timeline, steps, contingencies) 10%
  - Description of security protocols, packing methods, and handling procedures 10%
  - Composition and experience of the proposed team (art handlers, technicians, supervisors) 10%
  - Capacity to manage fragile or high-value artworks, including customs processes if needed 10%
- **Insurance Coverage - 10%**
  - Type and scope of insurance offered 5%
  - Ability to manage insurance formalities and values in line with lender or institutional requirements 5%
- **Experience and References - 5%**
  - Relevant experience in transporting artworks for major institutions or international exhibitions 3%
  - References, testimonials, or letters of recommendation 2%
- **Responsiveness and Client Support - 5%**
  - Responsiveness in communication and ability to adapt to changes 3%
  - Dedicated point of contact and personalized project follow-up 2%

### **Deadline for Submission:**

Please submit your proposal no later than **Monday August 18<sup>th</sup> 2025, 12am (midnight) IST by email to the address [artistic@ifindia.in](mailto:artistic@ifindia.in)**

No additional attachment will be considered after the submission deadline.

In order to be eligible, make sure to provide 3 separate offers as per the following instructions:

- One including only the shipping of the artworks listed in Appendix 1;

- One including both the shipping and insurance of the artworks in Appendix 1;
- One including the shipping of artworks listed in both Appendix 1 and Appendix 2.

**Contact Information:**

For further inquiries or clarification, please contact [artistic@ifindia.in](mailto:artistic@ifindia.in)

The team will make sure to assist you and provide as much information as possible regarding the artworks, especially when some key elements are still missing in the appendices.