

**CONSULATE GENERAL OF INDIA
JEDDAH**

NOTICE INVITING TENDER

**Procurement of Computer Stationery/Miscellaneous items for use during Haj
1447 H – 2026 G**

No. Jed/Haj/118/01/2026

Dated: 22.12.2025

The Consulate General of India, Jeddah, invites sealed tenders/bids from registered/licensed companies operating in the Kingdom of Saudi Arabia for supplying Computer stationery/Miscellaneous items at Makkah, Madinah and Jeddah during Haj – 1447 H – 2026.

2. Interested companies may submit their bids in accordance with the procedure outline in the Tender Document. The bids should be dropped in the Tender Box marked “**Tender Box**” placed at the **Reception of the Consulate General of India, Tahlia Street, Jeddah**. The offer must be submitted no later than **11.01.2026 by 1700 hrs..**

3. The detailed Tender Document can be downloaded from:

- The official website of the Consulate General of India, Jeddah: www.cgijeddah.gov.in
- The Central Public Procurement Portal of the Government of India: <https://eprocure.gov.in/eprocure/app>

**Consulate General of India
Jeddah**

No. Jed/Haj/118/01/2026

Date: 22.12.2025

NOTICE INVITING TENDER

Consulate General of India, Jeddah, invites sealed Tenders/bids from registered/licensed companies of KSA for supplying of Computer stationery/Miscellaneous items at Makkah, Madinah and Jeddah during Haj – 1447 H – 2026.

Item	Description
Title of Work:	Procurement Computer stationery/Miscellaneous items for Haj-2026 (as listed in Para 9).
Location of Work	Makkah, Madinah and Jeddah
Earnest Money Deposit	SAR 5,000/-
Period of completion	All items must be delivered on or before 15 Ramadan, 1447 H

2. **Critical dates:**

Sl.No.	Particulars	Date	Time
a.	Tender publishing date	22.12.2025	09:00 hrs.
b.	Bid submission start date	22.12.2025	09:00 hrs.
c.	Start date for seeking clarification	Immediate after publishing	
d.	Pre-Bid Meeting date	30.12.2025	14:00 hrs.
e.	Last date for seeking clarification	08.01.2026	17:00 hrs.
f.	Bid submission end date	11.01.2026	17:00 hrs.
g.	Bid opening date	12.01.2026	11:00 hrs.

2.1 Auto extension of critical dates: If number of bids received is found to be less than 03 (three) on the end date of bid submission, then the last date of bid submission and bid opening date of the Tender will be automatically extended for a

period of 03 (three) working days ending at 17.00 hrs. The auto extension shall work on the basis of number of bids received only.

2.2 If any of the above extended dates falls on a Holiday i.e. a non-working day then the same is to be rescheduled to the next working day.

2.3 This extension will be also applicable in case of receipt of zero bid.

2.4 After extension, the tender shall be opened irrespective of available number of bids on the extended date of opening of tender, even less than 3.

3. Bid Security/Earnest Money Deposit (EMD): The bidder shall furnish, as part of his/her bid, a **Bid Security/Earnest Money Deposit (EMD) of SAR 5,000/-** as shown in para 1 above by means of Account Payee Demand Draft, Banker's Cheque, Fixed Deposit Receipt or Bank Guarantee issued from the local Saudi commercial bank in favour of "**Consulate General of India, Jeddah**". Bids submitted without a valid Bid Security/EMD shall be deemed non responsive and shall be summarily rejected by the Consulate. The Bid Security/EMD of the successful bidder may be retained and adjusted against the Performance Security.

3.1 The Bid Security/Earnest Money may be forfeited:

(a) if the Bidder withdraws the Bid after Bid opening during the period of Bid validity

OR

(b) in the case of a successful Bidder, if the Bidder fails within the specified time limit to:

(i) sign the Agreement; OR

(ii) Furnish the required Performance Security/ Security Deposit.

3.2 Additionally, the Consulate shall ban such defaulting contractor from participating in future tenders of the Consulate for a period of minimum one year.

3.3 The Bid Security/EMD deposited with the Consulate will not carry any interest.

3.4 The Earnest Money/ Bid Security deposited shall be discharged when the successful Bidder has signed the Agreement and furnished the required Performance Security. The bid security deposited may be adjusted against the Performance security at bidder's choice.

4. Refund of Security/EMD: If Bid Security/EMD is paid by the bidder then the EMD of rejected bidders will be refunded (except the cases where EMD is to be forfeited).

4.1 In case the tender is cancelled, the EMD of all the participating bidders will be refunded unless it is forfeited by the Consulate.

4.2 If the bidder withdraws his/her bid (i.e. before the end date of submission of tender) then his/her EMD will be refunded automatically after the opening of tender.

4.3 At the option of the Bidder, the EMD of successful Bidder (on the Award of Contract) will be retained by the Consulate and will be adjusted to Performance Security/Security Deposit.

5. Performance Security: The Performance Security, amounting to **5%** of the contract value, must be submitted by the successful bidder within 15 days of issuance of Work Order by the Consulate. It shall be in the form of an Account Payee Demand Draft, Banker's Cheque, Fixed Deposit Receipt, or a Bank Guarantee issued by a local Saudi commercial bank in favour of "**Consulate General of India, Jeddah. *The Performance Security must remain valid for a period of ninety (90) days beyond the completion date of the Haj season 2026.***

5.1 Refund of Performance Security: The refund of security deposit shall be subject to Consulate's right to deduct penalties as determined on account of deficiency in services and non-compliance of terms and conditions of the agreement with the successful bidder.

6. Pre-Bid Meeting: The purpose of the pre-bid meeting is to clarify the issues and to answer the questions on any matter that may be raised at that stage regarding Tender. Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder and it shall be presumed that the bidder does not require any clarification. The pre-bid meeting shall be held in Consulate General of India, Jeddah on the scheduled date & time. The bidder may also seek clarification over official e-mail within the specified period.

7. Eligibility of the bidder: The invitation for bid is open to all bidders including an individual, proprietorship firm, partnership firm, company registered with the Chamber of Commerce/Zakat, Tax and Customs Authority (ZATCA)/appropriate licensing authority of the Kingdom of Saudi Arabia.

8. General Essential Requirements: In order to qualify in the tender, the Bidders have to accept all the Terms and Conditions of the Tender Document unconditionally. The tenderer shall closely study the Tender Document.

8.1 Each Bidder shall submit only one Bid, either individually, or as a proprietor, or as a partner in a partnership firm. **A Bidder who submits or participates in more than one Bid will cause all the proposals with the Bidder's participation to be disqualified.**

8.2 The successful Bidder will be expected to complete the Work(s) by the Intended Completion period specified in the Tender document.

9. Required Computer Stationary/Miscellaneous Items: The following items are required to be procured for Haj–2026. (**Item code mentioned below is important*)

S. No	Code No	Item Details	Unit	IHPO Makkah	IHPO Madinah	Haj Section Jeddah	Total Qty
1	CS01	Toner for Laser Jet P1005 (35A)	Pcs	0	8	1	9
2	CS02	Toner for HP Laserjet ,2035 2055 (5A)	Pcs	54	0	16	70
3	CS03	Toner HP Laserjet 1102 (85A)	Pcs	17	20	3	40
4	CS04	Mouse wired (Optical) (USB)	Pcs	2	10	3	15
5	CS05	Key Board (Computer) USB	Pcs	8	10	5	23
6	CS06	USB Flash Drive 32 GB Sandisk Ultra Flair (3.0 Metal)	Pcs	20	5	25	50
7	CS07	Glossy Paper (A4 Size) (Pkt) - Kodak	Pkt	3	3	4	10
8	CS08	Power Suppliers XT (3 Pin)	Pcs	10	5	1	16
9	CS09	Extention Cord (Three Pin 10 M) Original Quality	Pcs	30	0	2	32
10	CS10	Extention Cord (Three Pin 5 M) Original Quality	Pcs	25	15	1	41
11	CS11	Internet switch (TP-Link)	Pcs	2	5	1	8
12	CS12	Electronic Extention 3 Meter with 4 socket 2000 W	Pcs	6	0	2	8
13	CS13	Electronic Extention 5 Meter with 4 socket 2000 W	Pcs	6	10	2	18
14	CS14	Electronic Extention 10 Meter with 4 socket 2000 W	Pcs	6	0	3	9
15	CS15	Toner Printer M402N No. 26A	Pcs	0	0	3	3
16	CS16	3 Pin Adapter	Pcs	34	10	8	52

17	CS17	Xerox Machine Toner No (MP 3055)	Pcs	5	5	0	10
18	CS18	Deskjet Ink Advantage 652 Black & Colour	Sets	3	0	0	3
19	CS19	Toner printer HP Laserjet P4515 (64A)	Pcs	0	0	8	8
20	CS20	Access Point TP Link	Pcs	5	10	1	16
21	CS21	Toner for HP Laser 107a (106A)	Pcs	23	0	7	30
22	CS22	Zebra ZC300 Card Printer Cartridge	Pcs	8	1	0	9
23	CS23	HP Laser Jet Pro MFP 428 dw (59A)	Pcs	5	0	0	5
24	CS24	HP lase jet Pro M254nw (203A)	Sets	0	0	3	3
25	CS25	Toner Laser jet MFP M130a (Drum - 19A)	Pcs	2	0	1	3
26	CS26	Toner Laser jet MFP M130a (Cartridge - 17A)	Pcs	6	0	2	8
27	CS27	HP Colur Laserjet Pro M255 Dw Cartidge (207 A)	Sets	16	0	4	20
28	CS28	TP Link USB Wifi adapter	Pcs	15	5	0	20
29	CS29	Laser Jet toner 150A	Pcs	20	0	0	20
30	CS30	Xerox Machine Toner No (MP 3053)	Pcs	0	0	3	3
31	CS31	Xerox Machine RICOH Toner No (IM 3500)	Pcs	0	0	3	3
32	CS32	HP Cartridge 222A	Sets	5	0	0	5
33	CS33	Toner for Laserjet HP 1018 (12A)	Pcs	0	4	0	4
34	CS34	CANON LBP631CW (COLOR PRINTER) TONER-067	Sets	0	4	0	4
35	CS35	CANON IMAGERUNNER 2730I (C-EXV63)	Pcs	0	12	0	12
36	CS36	Server Rack HP Proliant Main Server	Pcs	0	1	0	1

(i) The bidding companies are hereby informed that the quantities mentioned are indicative and subject to minor variation at the time of issuance of the supply order. Payment shall be made strictly based on the actual quantities supplied as per order.

(ii) The aforementioned items shall be delivered to the designated locations, namely **Makkah, Madinah, and Jeddah**, as specified in the order.

(iii). The successful bidder shall supply the aforementioned items and, if required, additional quantities at the same unit price quoted in the financial bid, during the Haj period.

10. Submission of bid: Technical and Financial bids must be submitted in two separate sealed envelopes with “Technical Bid” & “Financial Bid” clearly mentioned on the envelopes. Both the envelopes should be placed in one large duly sealed envelope. Name of the Tender, Ender Reference No., Name and address, e-mail mobile number of the bidder should be written on the larger envelope containing the sealed envelopes with Technical & Financial bids respectively.

a. **Technical Bid:** Technical bid (in a sealed envelope) must consist following documents/details (Self attested and duly stamped)

- Copy of valid commercial license and registration
- Profile of the company, also reflecting experience in the field of supplying of stationery items
- Copy of VAT Registration
- Original EMD of **SAR 5000/-** as per mentioned in Para 3.
- Copy of Company’s Bank IBAN letter
- Annexure-I

Note:- *If any of the aforementioned documents are submitted in Arabic, an “Official English Translation” of each document must be provided concurrently.*

b. **Financial bid:**

(i). Interested companies shall submit a financial bid specifying the quoted rate per unit/piece for each item (excluding VAT), along with the total bid amount, using the format provided below. Bidders are hereby informed that the evaluation of bids will be conducted on the basis of the lowest overall total amount for all items combined in the tender.

S. No.	Code No.	Item Details	Unit price in SR. (excluding VAT)	Total in SR. (excluding VAT)
Total Bid Amount				

(ii). The financial bid which is incomplete and not submitted as per instruction given in this document is liable for rejection.

(iii). The financial bid must be submitted on the company's official letterhead, duly signed and stamped by an authorized representative of the company.

(iv) **Disqualification Due to Overwriting or Zero Bid:** Bidders are advised that any overwriting, alterations, or submission of a zero (0) bid in the financial bid shall lead to automatic disqualification. All entries in the Bid must be clear, unambiguous, and duly filled in accordance with the instructions provided in this Tender Document.

11. Opening of bids:

a) A Tender Evaluation Committee (TEC) of the Consulate General of India, Jeddah will open the bids on **12.01.2026 at 11:00 hrs.** in the Consulate. Representatives of the bidders must attend the bid opening.

b) TEC will first evaluate the Technical bids and, technically qualified bidders will be informed of TEC's decision and invited to be present for the opening of Financial bids. Thereafter, financial bids of only technically qualified bidders will be opened, in presence of representatives of technically qualified bidders. The EMD of the remaining bidders who could not meet the requirements of Technical bid would be returned after the bidding process.

c) In case of more than one company quoting the same L1 rate, those companies will be asked to resubmit financial bids (only rates lower than the original quote will be entertained).

11.1 Decision of L1 bidder & Issue of work order: The L1 bidder will be decided on overall Bid Value (Excluding VAT). **If L1 bidder backs out, the bidder will be debarred from participating in tenders floated by the Consulate General of India, Jeddah for minimum one (1) year.**

11.2 The approval for award of work to L-1 Bidder will be accorded by the Competent Authority. Only after such approval, the Letter of Acceptance/Work order to the L-1 Bidder will be issued.

10.3 On receipt of Letter of Acceptance (LOA)/Work Order of the tender issued by the Consulate, the successful tenderer shall execute the contract agreement within 7 days starting from the day the Draft Agreement is shared by the Consulate or as per the date/time indicated by the Consulate. **Failure to enter into the required contract within the specified period in the work order/LOA shall be cancelled.** In addition, the Consulate may debar the bidder from participating in future bids for at least 12 months and the EMD/bid security would be forfeited.

12. Bid Validity: The validity period of the tenders shall be from the date of issue of work order to the end of Haj Season i.e. 15th Muharram 1448 H (corresponding to Gregorian 30.06.2026). **The tenderer shall not, during the said period, revoke or cancel the tender or alter the tender or any terms/conditions thereof.** In case the tenderer violates to abide by this, the Consulate will be entitled to take suitable action.

13. Contract Agreement Document (s): This Tender Document shall be deemed to be part of the Contract Agreement.

14. Sub-letting of work: No subletting/out sourcing of work by the successful bidder is permissible.

15. Payment: Payment to the companies (successful bidders) for execution of the work will be made either through bank transfer or account payee cheque after the completion of works/service and submission of a valid VAT invoices.

16. Canvassing in Tender: Canvassing in connection with the tenders in any shape or form is strictly prohibited and tenders submitted by such tenderers who resort to canvassing shall be liable for rejection

17. Postponement or cancellation of tenders: The Consulate reserves the right to postpone the date of receipt and opening of tenders or to cancel the tenders **without assigning any reason whatsoever.**

**PROFORMA FOR LETTER OF BID TO BE ACCEPTED UNCONDITIONALLY BY
A BIDDER DURING SUBMISSION OF BID:**

LETTER HEAD OF BIDDER

To,

The Consulate General of India, Jeddah

Sub. : **Acceptance of Terms & Conditions of Tender**

Tender reference No.:

Name of Tender:

Dear Sir,

This has reference to above referred bid. I/we have read and examined the conditions of contract, Scope of Work, technical specifications, Bill of Quantity and other documents carefully.

2. I/We am/are pleased to submit our bid for the above work. I/We hereby unconditionally accept the bid conditions and bid documents as available on the website in its entirety for the above work and agree to abide by and fulfill all terms and conditions and specifications as contained in the bid document.

3. I/we here by submit all the documents as required to meet the eligibility criteria as per provision of the bid notice/document.

4. I/We hereby confirm that this bid complies with the Bid validity, Bid Security and other documents as required by the Bidding documents.

5. I do hereby undertake that all the information being submitted by me/us is genuine, authentic, true and valid on the date of submission of tender and if any information is found to be false at any stage of tendering or contract period, I/We will be liable to the following penal actions apart from other penal actions prescribed elsewhere in the tender document.

- a. Cancellation of my/our bid/contract (as the case may be)
- b. Reasonable action as deemed fit by the Consulate

6. That I/we accept all terms and conditions of the tender document. I/We do not have relationship with any other participating Bidders, directly or through common third

parties, that puts us in a position to have access to information about or influence on the bid of another Bidder.

7. I do undertake that if any information and document submitted is found to be false/ incorrect at any time, Consulate may cancel my/our Bid and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of all dues and banning of our firm and all partners of the firm etc as per the tender document for which I/We shall have no claims against Consulate.

Yours faithfully,

**(Authorized Signatory)
(Signature of the bidder & Official Seal)**