

**CONSULATE GENERAL OF INDIA
JEDDAH**

NOTICE INVITING TENDER

Hiring of Furnished Apartment for lodging Officers/Officials deputed by Government of India for Haj duty on Twin sharing basis in one room at Jeddah during Haj- 1447 H – 2026 G

No. Jed/Haj/118/01/2026

Dated: 22.12.2025

Consulate General of India, Jeddah invites sealed Tenders/bids from registered licensed companies for hiring of furnished apartment for lodging officers/officials deputed by Government of India for Haj Duty on twin sharing basis in one room at Jeddah during Haj 2026.

2. Interested registered companies may submit their sealed bids in accordance with the procedure outlined 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>

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Consulate General of India, Jeddah invites sealed quotations from registered companies for hiring of furnished apartment for lodging officers/officials deputed by Government of India for Haj Duty on **twin sharing** basis in one room at Jeddah during Haj 1447 H – 2026 G.

Item	Description
Title of Work	Hiring of furnished apartment at Jeddah
Period	Approx. from 1st Zul Qadah 1447 H to 15 th Moharram, 1448 H (The period may vary upon requirement.)
Purpose	For lodging of approximately 65 officers/officials deputed by Government of India for Haj Duty on twin sharing basis in one room at Jeddah during Haj 1447 H – 2026 G. The number of officers may vary as per requirement.
Location of work	Jeddah
Requirements	The basic requirements are as follows: - (a) Drinking water through water dispensers round the clock and it's refilling as and when required. (b) Washing machine in each flat in washroom (c) Changing bed sheets, pillow covers every day (d) Refrigerator in each kitchen of the flat (e) Two single beds in each room, bed sheet, blanket, pillow and pillow cover (f) Cooking range, gas cylinder in each flat and refilling, whenever exhausted during the period of agreement. (g) Television with Indian channels in each flat (h) Cleaning of each room/flat on daily basis and (i) Maintenance of all the items of kitchen, bathroom and room, if required. (j) Two persons round the clock on 12 hrs duty to look after the affairs of the people accommodated in the furnished apartment. (k) In case of any variation in the above mentioned facilities, the Consulate shall impose appropriate penalty ranging from 10 to 100 % of the total cost. (l) The rental i.r.o. period covering over and above the agreement shall be paid as per the actual occupancy.

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, the last date of bid submission 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 if they are less than 3 (three).

3. 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.

4. 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.

5. 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.

6. 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.**

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

7. 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 envelope. Name of the Tender, Tender Reference No. Name and Address, e-mail, mobile number of the bidder should be written on the large 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 license and commercial registration of the company
- Copy of valid license issued by Ministry of Tourism
- Profile of the company, also reflecting experience in the field
- Copy of Company’s VAT Registration
- Copy of Bank IBAN letter of the Company
- Total number of Flats and Rooms in the apartment
- 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: The financial bid containing the Bill of Quantity should be quoted by the bidder in the following format. **The rate quoted by the bidder should be exclusive of VAT. The financial bid which is incomplete and not submitted as per instructions given in this document is liable for rejection.** The rate shall be quoted by the Bidder entirely in Saudi Riyals (SR) only in the following format.

Period	Rate per person/per day in SR. without VAT
1st Zul Qadah 1447 H to 15 th Moharram, 1448 H	

The financial bid must be submitted on the company’s official letterhead, duly signed and stamped by an authorized representative of the Company.

8. 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.

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

10. 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.**

10.1 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.

10.2 In case the L1 Bidder fails to comply with the terms and conditions of the tender, then fresh financial quote will be sought from all the other bidders except L1.

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 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.

11. 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.

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

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

14. **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 work/services and submission of a valid VAT invoices.

15. **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

16. **Postponement or cancel 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)