

No. JED/E/873/1/2022
Consulate General of India
Jeddah

Notice inviting Tender for Supply of vehicles along with chauffeur for
Consulate General of India, Jeddah.

Sealed Tenders are invited from eligible and qualified transportation companies for under mentioned requirements as per terms and conditions set forth in the Tender Documents:

1.	Tendering Authority	Consulate General of India, Jeddah
2.	Invitation Ref no & date	No. JED/E/873/1/2022
3.	Procurement Method	Open Tendering Method
4.	Source of Fund	Government of India
5.	Tender Name	Empanelment of Transportation Companies
6.	Tender Submission date	Publication Date : 27.11.2025 Last date of submission of bids : 25.12.2025 (1700 hrs)
7.	Scope of Work	2. The bidding companies may provide rental charges for car/SUV/van with AC/heating along with chauffeur for the services indicating Daily/ Half Day/Hourly rates within the Jeddah, Makkah and Madinah city and for tours from Jeddah to other cities of the Kingdom and also clearly indicate the minimum charges, if any for standard Sedan, premium Sedan, SUV and mini-van 12-14 / 16-18 seater. Any other additional charges if any may be specified.
8.	Pre-qualification	The invitation of tender is open to all eligible firms as mentioned below: i) The bidder must be a registered business entity ii) The bidder must have requisite facility and proven expertise in supplying vehicles iii) The bidder must not have been blacklisted by any government or private organization. Consulate General of India, Jeddah reserves the right to ask any additional documents from the bidders to substantiate issues related to registration of the company, financial health, experience etc. in order to establish holistic credentials of the bidding company.
9	Bid validity	The rate quoted should be effective throughout the year (including Ramadan and Haj period).
10	Name and address of the office receiving and opening of Tenders	Consulate General of India, Jeddah Building of Mr. Mansoor Abdul Rahman Al Hueesh, Villa No. 34. (Behind Saudi National Bank), Tahlia Street, Jeddah, Kingdom of Saudi Arabia, ZIP Code: 23326, Post box no: 952

11	General instructions	The bids should be submitted in a sealed envelop superscribed “Tender for the empanelment of Transportation Companies” and addressed to “Head of Chancery, Consulate General of India, Jeddah.
12.	Special Instructions	The ‘Bid’ should contain (a) The requisite information duly filled in as per proforma at Annexure-I and II (b) Company profile (c) Company Registration certificate, VAT certificate, Commercial activity certificate and any other relevant certificate (d) any other relevant documents to prove the experience a. Vehicles, for which the charges are quoted, should be in good condition with functional AC and heating system. b. The Chauffeur should have a valid driving license, legal resident status, should be Hindi/English speaking and should also have good knowledge of city routes and traffic rules. c. The vehicles should be registered in Kingdom of Saudi Arabia. d. The rates indicated should be specified whether these are inclusive of exclusive of taxes. We would welcome diplomatic discounts and other facilities which the transport companies can offer. e. The company should be willing to provide services on credit basis. Bills for the transportation services provided would be settled within a reasonable time after submission of invoices. f. Charges for any last minute cancellation would not be paid. g. The rates quoted should be effective throughout the year 2026.

		For any tender-related inquiry/query/clarification please contact: Vice Consul (Admin) e-Mail: admin.jeddah@mea.gov.in Tel: + 966 12 6646147
--	--	---

The tendering authority reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons.

Any bid received by the tendering authority after the deadline for submission of bids will be rejected and not be considered and may be returned unopened to the service provider.

Critical dates:-

Sl. No.	Particulars	Date
1	Tender Publishing Date	27.11.2025
2	Document Download Date	27.11.2025
3	Bid Submission Start Date	28.11.2025
4	Start Date For Seeking Clarification	28.11.2025
5	Document Download End Date	24.12.2025
6	Last Date For Seeking Clarification	24.12.2025
7	Bid Submission End Date	25.12.2025
8	Date and time for opening of the Bids	28.12.2025 at 1700 hours
9	Place of opening the Bids	CGI, Jeddah

Auto extension of critical dates;- If number of bids received is found to be less than three (03) on the end date of bid submission, then the last date of bid submission and bid opening date of the Tender will get automatically extended for a period of three (03) working days ending at 1700 hrs. The auto extension shall work on the basis of number of bids received only.

- Proposals received after the deadline will be rejected.
- Any change in the dates/place will be intimated.

Annexure I
(On the letterhead of the Company)

Technical Bid

To

Head of Chancery
Consulate General of India, Jeddah

Dear Sir/Madam,

I/We, _____, Representative(s) of M/S _____ solemnly declare that:-

1. I/We are submitting tender for empanelment of Transportation Companies against the Tender Notice No. JED/E/873/1/2022 dated 27/11/2025.
2. Myself or my partners do not have any relative working in any office of Consulate General of India, Jeddah.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and other information given in this tender is complete, correct and true.
4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
5. The Price-Bid submitted by me/us is "WITHOUT ANY CONDITION".
6. I/We have not been banned/de-listed by any Government or Quasi Government agencies or PSUs.
7. If any information or document submitted is found to be false/incorrect, Consulate may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.
8. All the terms and conditions of the tender are acceptable to us.

Yours sincerely,

(Signature of Tenderer)

Seal of the firm

Annexure – II
(On the letterhead of the Company)

GENERAL INFORMATION

1	Name and Address of the Bidder:	
2	Year of Establishment	
3	Trade License Number(please provide copy)	
	Copy of the license issued by the Transport General Authority, Ministry of Transport (TGA), KSA	
	Copy of Company's VAT Registration, Company Registration certificate and other relevant certificates issued by the Government of Saudi Arabia	
	Copy of Bank IBAN letter of the company	
4	Details of Owners/Partners (Please attach passport copies)	
5	Mobile No.	
6	E-mail:	
7	Name and Address of the Banker	

**Signature of the
Tenderer With
stamp and date**