

**CONSULATE GENERAL OF INDIA,
JEDDAH**

NOTICE INVITING TENDER

**FOR PRINTING, SUPPLYING, REPAIR & INSTALLATION OF FLEX SIGN
BOARDS FOR HAJ 1447 H – 2026 G**

No. Jed/Haj/118/40/2026

Dated: 24.03.2026

The Consulate General of India, Jeddah invites Sealed Tenders/bids from registered/licensed companies operating in the Kingdom of Saudi Arabia for printing, supplying, repair and installation of flex sign boards during Haj 1447 H – 2026 G.

2. Interested companies may submit their bids in accordance with the procedure outline in the Tender Document. The bids should be dropped in 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 **02 April 2026 by 15:00 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/118/40/2026

Dated: 24.03.2026

NOTICE INVITING TENDER

The Consulate General of India, Jeddah, invites sealed tenders/bids from registered/licensed companies of KSA for printing, supplying, repair and installation of flex sign boards for Haj 1447 H – 2026.

Item	Description
Title of work	Printing, supplying, repair, and installation of flex sign boards – Haj 2026 (including un-installation of sign boards after Haj season)
Location of work	Makkah
Earnest Money Deposit	SR. 7000/- or Submission of a Bid Security Declaration (Please see para 3)
Period of completion (in days)	The work shall be completed within 10 days from the date of issuance of the Work Order.

2. **Critical dates:**

Sl.No.	Particulars	Date	Time
a.	Tender publishing date	24.03.2026	09:00 Hrs
b.	Bid submission start date	24.03.2026	09:00 Hrs
c.	Start date for seeking clarification	Immediate after publication	
d.	Pre-Bid Meeting date	26.03.2026	12:00 Hrs
e.	Last date for seeking clarification	01.04.2026	17:00 Hrs
f.	Bid submission end date	02.04.2026	15:00 Hrs
g.	Bid opening date	02.04.2026	16:00 Hrs

2.1 Auto extension of critical dates: The Auto Extension, if needed, will be decided by the Consulate General of India, Jeddah, based on the level of participation.

2.2 After extension, the tender shall be opened irrespective of available number of bids on the extended date of opening of tender, if they are less than 3.

3. Bid Security Declaration/Earnest Money Deposit (EMD): The bidder shall furnish, as part of his/her bid, a **Bid Security Declaration or Earnest Money Deposit of SAR 7,000** as shown in para 1 above by means of ***Demand Draft 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 Declaration or EMD shall be deemed non-responsive and will be summarily rejected by the Consulate. The **Bid Security Declaration** must be submitted in the letter head of the company as mentioned in ***Annexure-I***.

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

4.1 In case the tender is cancelled then 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.

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, or a Bank Guarantee** issued by the 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, 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. 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, Tender Reference No., Name and address, e-mail,

mobile number of the bidder should be written on the large envelope containing the sealed envelope with Technical & Financial bids respectively.

a. Technical Bid: Technical bid (in a sealed envelope) consisting of following documents/details:

- Copy of valid Commercial Registration (C.R.)
- Profile of the company, also reflecting experience in the field of printing, supplying/installation, repair of flex sign boards.
- Copy of VAT Registration
- Copy of Bank IBAN of the company
- Original EMD of SR. 7,000/- as per mentioned in point No. 3 or a Bid Security Declaration duly signed and stamped on the company's letter head (As per Annexure-I)
- Acceptance of Terms & Conditions of Tender (Annexure-II) (duly signed on stamped on the company's letter head)

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 items (excluding VAT), along with the total bid amount, using the format provided below. Bidders are hereby informed that the evaluation of bides will be conducted on the basis of the lowest overall total amount for all items combined in the tender.

<u>FLEX CHANGE (OLD SIGN BOARDS) WITH PRINTING, REPAIR & INSTALLATION</u> (including un-installation of sign boards after Haj season)						
Sl. No	Item Code	Description	Size	Quantity	Per unit rate (Excluding VAT)	Total rate (Excluding VAT)
1.	FX-01	Pilgrims' Accommodation Building Sign Boards	1.25m x 1m	290		
2.	FX-02	Branch Office cum Dispensary Sign Boards	3m x 1m	16		
3.	FX-03	Bus Stand Sign Boards	2.4m X 1m	20		

4.	FX-04	Observation Center (Temporary Hospital) Sign Boards	3m X 1m	02		
5.	FX-05	Misplaced Baggage Cell Sign Boards	3m X 1m	02		
6.	FX-06	Azizia Transport Office Sign Board	3m X 1m	01		
Grand Total Rate (Excluding VAT)						

Note: The quantity mentioned in the above tables is only indicative and it will be increased/decreased and the decision of the Consulate will be final. The payment will be made as per the actual quantity of the item supplied.

(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 the Tender Document.

10. Opening of bids:

a) A Tender Evaluation Committee (TEC) of the Consulate General of India, Jeddah will open the bids on **02.04.2026 at 1600 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 at 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.

10.1 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.**

10.2 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).

10.3 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.

10.4 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.

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 after the completion of work/service and submission of a valid VAT invoice. No request for any advance payment shall be entertained.

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.**

Bid Security Declaration Form
(On the Letter Head of Company)

To,

The Consulate General of India, Jeddah

Tender reference No.:

Name of Tender:

Dear Sir,

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed:

(insert signature of person whose name and capacity are shown)

In the capacity of.....

(insert legal capacity of person signing the Bid Securing Declaration).

Name:.....

(insert complete name of person signing the Bid Securing Declaration)

Dated on _____ day of _____

Corporate Seal (where appropriate)

**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 condition 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)**