

**CONSULATE GENERAL OF INDIA  
JEDDAH**

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TENDER NOTICE:

**SUPPLY OF COMPUTERS STATIONERY ITEMS FOR USE IN CONNECTION  
WITH HAJ-2022**

Consulate General of India, Jeddah invites sealed quotations from registered companies for supply of Computer stationery items to the Indian Consulate for use in connection with India's Haj-2022 operations.

2. The quotation, containing both technical bid and financial bid, should be submitted to Vice Consul (Haj), Consulate General of India, Jeddah latest by **Saturday, 30 April 2022** (till 1700 hrs). Technical and Financial bids must be submitted in two separate sealed envelopes with "Technical Bid" & "Financial Bid" clearly mentioned on the envelope. Both the envelopes should be put in a bigger sealed envelope at the time of submission to the Consulate.

3. Before submission of technical and financial bids, the interested companies are advised to go through this tender notice in detail. They may also attend a pre-bid meeting (optional, not mandatory) at Consulate General of India, Jeddah on **Thursday, 21 April 2022 (1200 hours)** to clarify their doubts, if any.

S. No	Code No	Item Details	Items required in IHPO, Makkah	Items required in, IHPO Madinah	Items required in, Jeddah	Total Items
1	CS01	Toner for Nashuatec DSM 616 (MP1600)	nill	nil	nill	nill
2	CS02	Toner for Laserjet HP 1018 (12A)	3 pcs	nil	nill	3 pcs
3	CS03	Toner for Laser Jet P1005 (35A)	5 pcs	5 pcs	nill	10 pcs
4	CS04	Toner for HP Laserjet 2055 (5A)	30 pcs	05 pcs	10 pcs	45 pcs

5	<b>CS05</b>	Toner HP Laserjet 1102 (85A)	05 pcs	05 pcs	16 pcs	26 pcs
6	<b>CS06</b>	Toner Toshiba Photo Copier e-Studio 352	nill	5 pcs	nill	5 pcs
7	<b>CS07</b>	Toner Fax Panasonic MB 772	nill	nil	5 pcs	5 pcs
8	<b>CS08</b>	Toner Fax Panasonic No KX-MB2085	nill	nil	nill	nill
9	<b>CS09</b>	Toner HP Laserjet P 2035 (Toner 05A)	nill	30 pcs	4 pcs	34 pcs
10	<b>CS10</b>	Toner for Photo Copier Toshiba e Studio-18T1800	nill	3 pcs	nill	3 pcs
11	<b>CS11</b>	Mouse PS2 (Optical)	nill	3 pcs	4 pcs	7 pcs
12	<b>CS12</b>	Mouse with cord (Optical)	nill	nil	2 pcs	2 pcs
13	<b>CS13</b>	Key Board (Computer) USB	nill	nil	2 pcs	2 pcs
14	<b>CS14</b>	USB Flash Drive 16 GB Genx	10 pcs	10 pcs	24 pcs	44 pcs
15	<b>CS15</b>	DVD + RX	nill	nil	100 pcs	100 pcs
16	<b>CS16</b>	Glossy Paper (A4 Size) (Box) - Kodak	nill	1 pkt	5 pkt	6 pkt
17	<b>CS17</b>	Power Suppliers XT (3 Pin)	nill	07 pcs	nill	7 pcs
18	<b>CS18</b>	Drum Unit Panasonic MB 2085	nill	nil	2 pcs	2 pcs
19	<b>CS19</b>	Extention cord (Three Pin 10 M) Original Quality	07 pcs	5 pcs	6 pcs	18 pcs
20	<b>CS20</b>	Extention Cord (Three Pin 5 M ) Original Quality	07 pcs	07 pcs	9 pcs	23 pcs
21	<b>CS21</b>	Internet switch (TP-Link)	nill	nil	nill	nill
22	<b>CS22</b>	Battery Duracell Ultra for Megaphone size 'C' 1.5 V	10 pcs	nil	60 pcs	70 pcs
23	<b>CS23</b>	Electronic Extention 5 Meter with 4 socket 2000 W	4 pcs	05 pcs	nill	9 pcs
24	<b>CS24</b>	Electronic Extention 10 Meter with 4 socket 2000 W	4 pcs	05 pcs	nill	9 pcs
25	<b>CS25</b>	Toner Printer M402N No.	nill	nil	nill	nill

		26A				
26	<b>CS26</b>	Toner Printer M651	nill	nil	nill	nill
27	<b>CS27</b>	Drum Unit Panasonic MB 2030	nill	nil	nill	nill
28	<b>CS28</b>	Toner Fax Panasonic KXMB2030	nill	nil	nill	nill
29	<b>CS29</b>	Toner for Toshiba e-Studio 257 (Photocopier)	nill	nil	nill	nill
30	<b>CS30</b>	Drum Unit Panasonic MB 772 (Fax/Multiuse)	nill	nil	2 pcs	2 pcs
31	<b>CS31</b>	Toner for Nashuatec MP 3053 (Photocopier)	6 pcs	nil	5 pcs	11 pcs
32	<b>CS32</b>	SMPS (Power Supply)	nill	nil	nill	nill
33	<b>CS33</b>	2 Pin Scocket	nill	nil	nill	nill
34	<b>CS34</b>	Xerox Machine Toner No (MP 3055)	8 pcs	3 pcs	nill	11 pcs
35	<b>CS35</b>	Toner HP (Laser Jet 1018)	3 pcs	nil	nill	3 pcs
36	<b>CS36</b>	Toner HP (Laser Jet P 2035) Clinic	18 pcs	nil	6 pcs	24 pcs
37	<b>CS37</b>	6 Cartridges for colour printer (Colour 3 + Black 3)	nill	(3+3) 6	nill	6 pcs
38	<b>CS38</b>	Deskjet Ink Advantage 453, 123, 652 Black, Colour	3 pcs	nil	10 pcs	13 pcs
39	<b>CS39</b>	Laser Jet Pro MFP - M125HW	nill	nil	4 pcs	4 pcs
40	<b>CS40</b>	Toner printer HP Laserjet P4515 (64A)	nill	nil		
41	<b>CS41</b>	Access Point TP Link	nill	nil	1 pc	1 pcs
42	<b>CS42</b>	Toner Fax Panasonic KXMB2138 -MLW	4 pcs	10 pcs	3 pcs	17 pcs
43	<b>CS43</b>	Drum Unit Fax Panasonic KXMB2138 -MLW	16 pcs	4 pcs	1 pcs	21 pcs
44	<b>CS44</b>	Toner Toshiba Photo Copier Studio 166	nill	nil	1 pcs	1 pcs
45	<b>CS45</b>	HP Laser Jet 106 A	nill	nil	3 pcs	3 pcs
46	<b>CS46</b>	HP Laser Jet Ink				6 pcs

		Advantage 4535 ( 3 colours + 3 Black)				
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***Note: The bidding companies may note that the quantity mentioned are indicative. There may be slight variations at the time of giving order for supply of the items. Payments will be made as per the actual quantity of items supplied.***

**5. Technical Bid:**

The interested companies should submit a technical bid in a separate sealed envelope (*with "Technical Bid" written over it*) containing the following documents/ details: a) Copy of valid license and registration; b) Profile of the company, also reflecting experiences in the field

**6. Financial bid:**

i) The interested companies should submit a financial bid in a separate sealed envelope (*with "financial bid" written over it*) giving the **QUOTED RATE PER UNIT/PIECE FOR EACH ITEM** and the total amount for the indented quantity they want to bid for. The financial bid should be in the company letterhead in the following format:

Sl. No.	Item Code No. *	Item detail ( <i>specify size, manufacturer company name also, if applicable</i> )	Rate per unit piece

**\* Item Code number as per para 4 above is important.**

ii) While submitting the quotes, the companies are advised to note that **the evaluation of the bids will be done item-wise on per unit/piece price separately and not for all items in the tender combined.**

**7. Opening of bids:**

a) A Tender Evaluation committee of the Consulate may open the bids on **Sunday, 1st May 2022 at (1200 hrs)** at the Consulate. Exact date and time will be communicated in advance to all bidders.

b) In case of more than one companies quoting the same L1 rate for certain items, those companies will be asked to resubmit competitive rate (*only rates*)

*lower than the original quote will be entertained)* for those items in as sealed envelope by next day.

**8. Conditions:**

i) The Successful bidders should be able to supply the items as per the requirement of the Consulate. Failure to Supply the items in a reasonable time provided by the Consulate or Supplying an inferior quality than the agreed quality may lead to cancellation of the order and stopping any further payment as well as blacklisting the company.

ii) Refusing to supply particular items by a successful bidder at the rate quoted by it may lead to blacklisting of the company and non-payment of any dues to be paid by the Consulate (if any).

**9. Payment:**

Payment to the suppliers will be made either through bank transfer or cheque after the supply of the items demanded. Amount paid will be as per the actual order and at the pre-agreed rates.

***Note: Consulate General of India, Jeddah reserves the right to reject this tender without assigning any reason thereof.***

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