

**TENDER NOTICE FOR SUPPLY OF PLASTIC ITEMS AND
DISINFECTANTS**

I. INTRODUCTION

Consulate General of India, Jeddah, invites sealed quotations from licensed companies for supplying Plastic Items [a) Bucket, b) Mug, c) WC Brush with base, d) Toilet Wiper, e) Toilet Mug (Lota) and f) Broom with Dust Pan] & g) Disinfectant at the buildings hired for Haj Committee of India (HCOI) pilgrims in Makkah during Haj 2020. The quotation should be submitted to Vice Consul (Haj), Consulate General of India, Jeddah latest by **Wednesday, 18 March 2020 (till 1600 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.

2. Before submission of technical and financial bids, the interested companies are advised to attend a pre-bid meeting at Consulate General of India, Jeddah on **Monday, 16 March 2020 (1600 hours)**. If so desired, the interested companies may bring the samples of the items to get checked-about the acceptability of the quality of the items. They are also advised to go through this tender notice to apprise themselves of the process of selection of the company to be awarded the contract and terms and conditions of the contract.

II. STAGES OF PROCESS OF BID EVALUATION:

3. **Technical bid:** The interested companies should submit a technical bid (in a separate envelope) consisting of the following documents /details:

- (i) Valid license for trade **in the country of operation;**

Note: License should be in the name of the bidding company. License of another company, even if from the same group of companies, will be considered invalid.

- (ii) The bidding company shall submit a sample of each item viz Plastic Items [a) Bucket, b) Mug, c) WC Brush with base, d) Toilet Wiper, e) Toilet Mug (Lota) and f) Broom with Dust Pan] and g) Disinfectant. Bid without sample shall be deemed to be disqualified;
- (iii) All the items to be supplied [as mentioned in (ii) above] will be considered as one set. Hence, bids which do not contain quotes for the entire set of the items shall be deemed to be disqualified.
- (iv) Plan for procurement of items and their smooth distribution should be submitted;
- (v) The supplier may also submit documents showing number of clients in previous years to whom the company has supplied similar items, and **copy of duly certified documents of business turnover of the company in the last 3 years.**
- (vi) The company should have a warehouse in Makkah for stocking all these items. Company which doesn't have a warehouse in Makkah may submit an undertaking to hire a warehouse for stocking all these items in case they are awarded the tender.
- (vii) Earnest Money of SAR 30,000 in the form of cheque, duly certified by the Bank and payable in favour of "Consulate General of India, Jeddah".

4. **Evaluation of technical bid:**

- (i) The technical bids will be opened on **Thursday, 19 March 2020 at 1200 hrs.**
- (ii) The committee will carry out the technical assessment of the samples with respect to criteria mentioned above. Financial bids of only those companies which qualify the technical assessment will be opened. Financial bid will be opened the same day after completion of technical evaluation.
- (iii) Bids without the earnest money deposit will be disqualified.

5. Financial bid:

- (i) The Company should submit financial bid by submitting the duly filled Financial Bid Form in the prescribed format.
- (ii) Rate quoted per set of items should not exceed SR 25/- inclusive of VAT and all other applicable taxes & charges (if any).
- (iii) The financial bid should be inclusive of the cost of delivery of item at the buildings in Makkah whose locations will be provided by the Indian Consulate. The quoted price should be inclusive of VAT and all other applicable taxes and levies. In other words, all taxes and levies, including VAT, has to be borne by the supplier.
- (iv) Evaluation of the financial bid will be on the basis of the total bid amount for all items with the indicated quantity.

6. Evaluation of financial bid:

- (i) Financial bids of only those companies which qualify in technical bid will be opened on the same day (Thursday, 19 March 2020) after technical assessment by the Committee.
- (ii) Contract will normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the corresponding bidding document. However, where the lowest acceptable bidder is not in a position to supply the full quantity required, the remaining quantity, will be ordered from the next higher responsive bidder at the rates offered by the lowest responsive bidder.

III. REQUIREMENTS:

7. Description of the item to be supplied is indicated below:

Sl.No.	Item	Description	Approximate Quantity	Acceptable quality*

Sl.No.	Item	Description	Approximate Quantity	Acceptable quality*
a.	Bucket	Type: High quality plastic material Size: 20 Ltr Colour: Assorted	30,000 sets with each set comprising one piece each of the items mentioned in Sl. No. (a) to (g) Note: This is an indicative number. The exact quantity will be conveyed subsequently.	The acceptable quality will be determined by the Tender Evaluation Committee during the opening of the tender.
b.	Mug	Type: Plastic material Size: 1 Ltr Colour: Assorted		
c.	WC brush with base	Type: Plastic material Size: 1.5 feet Colour: Assorted		
d.	Toilet Wiper	Type: Metallic with wooden hand Size: 1.25 mtr		
e.	Toilet Mug (Lota)	Type: Plastic material Size: 1 ltr Colour: Assorted		
f.	Broom with dust pan	Type: Plastic material Size: 1 mtr Colour: Assorted		
g.	Disinfectant	Type: liquid, Minimum Size: 3.75 Ltr Killing bacteria: 99%		

***Note:** The bidding companies may bring the samples of the items to the Indian Consulate at the pre-bid meeting scheduled to be held on 16 March 2019 at 1600 hrs to get the samples checked for acceptability.

8. The quantity indicated is approximate. Actual quantity of all these items will be intimated at the time of inspection of the stock.

IV. CONDITIONS OF CONTRACT AND PAYMENT

9. Terms and Conditions:

- (i) After awarding of the contract, the selected bidder(s) does/do not have the right to cancel the contract. In case, he/they is/are unable to supply the items, the Earnest Money shall be forfeited.
- (ii) An agreement will be signed with successful bidder/bidders encompassing elaborate terms and conditions. In case of non-compliance of terms and conditions or any kind of deficiency in the services, a penalty as decided by the Consulate would be imposed on the supplier.
- (iii) The successful bidder has to procure and store all the items in a warehouse in Makkah latest by 01 June 2020. The stock will be inspected by a team of the Consulate on a suitable date decided by the Consulate on or after 01 June 2020. If the stock is not made available for inspection, a suitable penalty would be imposed or contract will be cancelled. Earnest money will not be refunded in case of non-availability of stock on due date. The company will also be blacklisted. The company will not have any right to demand any payment from the Consulate even if it has incurred any costs whatsoever, from the time of signing of contract till the date of inspection.
- (iv) The supplier will be given the schedule of arrival of the pilgrims at each building in advance and the items shall be supplied by the supplier to the buildings of the pilgrims at least 48 hours before the arrival of the pilgrims. The items shall be handed over at the buildings to the Haris of the building in the presence of the concerned branch officials and a receipt to this effect shall be obtained from the Officer In-charge of the concerned branch. The receipt will be required at the time of settlement of the bill.
- (v) It should be ensured that the quality of all the items submitted as samples and those supplied matches. However, in case of any

variation in quality/size of any of the item supplied and the samples approved, the Consulate shall impose appropriate penalty on the Company in addition to forfeiture of the earnest money.

10. **Payment:** Advance payment of first installment of 20% of the total amount will be made after inspection of stock. The second installment of 30% will be released after the distribution of at least 50% of the total required quantity to pilgrims' accommodation. The last and final payment will be made after the complete supply & distribution of all the items at all pilgrims' accommodation in Makkah after due certification by the Consulate for rendering of the services satisfactorily by the company.

Note: Consulate General of India, Jeddah, reserves the right to reject any or all tenders without assigning any reason thereof.

FINANCIAL BID FORM FOR SUPPLY OF
PLASTIC ITEMS AND DISINFECTANTS FOR INDIAN PILGRIMS IN HAJ-2020

1. Name of bidding company: _____

2. Detail of Price quotation:

Item	Rate* per set in SAR
One set comprising one piece each of bucket, mug, WC brush with base, toilet wiper, toilet mug (Lota), broom with dust pan and disinfectant	

* *Determining of the successful bidder will be based on this rate.*

Note: The estimated number of set (of items as mentioned above) is 30000 sets of the mentioned items. However, payment will be as per actual number of sets supplied.

3. Item wise rates: (It is **mandatory requirement to submit item-wise rates** also).

SI No (A).	Item (B)	Price per unit piece (in SAR) (C)
1.	Bucket	
2.	Mug	
3.	WC brush with base	
4.	Toilet Wiper	
5.	Toilet Mug (Lota)	
6.	Broom with dust pan	
7.	Disinfectant	

Note: In case, additional quantity of an item(s) is/are required to be procured more than the number of item sets procured, the company(s) which has/have been awarded the contract will have to supply the demanded item(s) as per the rates quoted above.
