

**CONSULATE GENERAL OF INDIA
JEDDAH**

TENDER NOTICE:

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

Consulate General of India, Jeddah invites sealed quotations from registered companies for supply of 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 (1600 hours)** to clarify their doubts, if any.

4. **REQUIREMENTS:** The items to be supplied to the Indian Consulate are:

Sl. No	Code No.	Item Details	Items required in IHPO Makkah	Items required in IHPO Madinah	items required in Jeddah	Total
1	ST-01	Photocopying paper A4- Reams (Roco 80 gm s) (1 box contains 5 reams)	120 box	130 box	290 box	540 box
2	ST-02	Pens Uniball UB -157 (Black) (One PKT.10 Pens)	8 pkt	15 pkt	8 pkt	31 pkt

3	ST-03	Pens Uniball UB -157 (Blue) (One PKT. 10 Pens)	21 pkt	15 pkt	15 pkt	51 pkt
4	ST-04	Pens- Uniball UB -157 (Red) (One PKT. 10 Pens)	7 pkt	5 pkt	2 pkt	14 pkt
5	ST-05	Pen Uniball UB-150 (Red) (One PKT.10 pens)	Nil	15 pkt	3 pkt	18 pkt
6	ST-06	UHU Glue stick medium 21 gms (Per Piece)	350 pcs	13 pkt	78 pcs	441 pcs
7	ST-07	Ball pen 1.0.mm (Blue) (One PKT.10 pens)	70 pkt	5 pkt	12 pkt	87 pkt
8	ST-08	Ball pen 1.0. mm (Black) (One PKT 10 pens)	55 pkt	3 pkt	12 pkt	70 pkt
9	ST-09	Ball pen 0.7 mm (Red) (One PKT. 10 pens)	35 pkt	Nil	2 pkt	37 pkt
10	ST-10	Ball pen Lexi 0.7.mm (Blue) (One PKT.10 pens)			2 pkt	2 pkt
11	ST-11	Lexi Ball Pen blue 50 PCS/PKT		7 pkt		7 pkt
12	ST-12	Lexi Ball Pen Red 50 PCS/PKT		3 pkt		3 pkt
13	ST-13	Lexi Ball Pen Black 50 PCS/PKT		6 pkt		6 pkt
14	ST-14	Ball pen Pilot BL-G2-7 Roller BallPen(0.7 Blue)	24 pkt	05 pkt	8 pkt	37 pkt
15	ST-15	Ball pen (Pilot BL-G2-7 Roller BallPen (0.7 Black)	17 pkt	5 pkt	6 pkt	28 pkt
16	ST-16	Calligraphy pen Blue (One PKT. 10 Pens)		2 pkt	6 pkt	8 pkt
17	ST-17	Pencil with erasers HB (Box) (One PKT.10 Pcs)	20 box	13 box	17 box	50 box
18	ST-18	Pencil sharpeners (With container)	20 pcs	20 pcs	12 pcs	52 pcs
19	ST-19	Steadtler Ball pen stick 430 (Blue) Faber Castel	30 pkt	15 pkt	5 pkt	50 pkt
20	ST-20	Steadtler Ball pen stick 430 (Black)/Faber Castel	6 pkt	10 pkt	5 pkt	21 pkt
21	ST-21	Steadtler Ball pen stick 430 (Red)/Faber Castel	10 pkt	10 pkt	5 pkt	25 pkt
22	ST-22	Pencil Stabilo HB Faber Castel		Nil	2 box	2 box
23	ST-23	Eraser Stabilo (Box)	10 box	1 box	5 box	16 box

24	ST-24	Note Pad (Spiral Yellow) Small (Roco)	400 pcs	25 pcs	31 pcs	456 pcs
25	ST-25	Note Pad (Spiral Yellow) A4 Size single lined	50 pcs	13 pcs	27 pcs	90 pcs
26	ST-26	Note pad (Spiral Medium size)	250 pcs	100 pcs	24 pcs	374 pcs
27	ST-27	Register (100 Pages) 2 Gr	160 pcs	150 pcs	37 pcs	347 pcs
28	ST-28	Daily Note Book	100 pcs	Nil		100 pcs
29	ST-29	Exercise Book/Note Books (60 Pages)	25 pcs	90 pcs		115 pcs
30	ST-30	Office pad small (Steno pad)		Nil	5 pcs	5 pcs
31	ST-31	Self Adhesive Yellow slips (Small) post it	5 pkt	20 pkt	10 pkt	35 pkt
32	ST-32	Self Adhesive Yellow slips (Medium) post it	40 pkt	16 pkt	8 pkt	64 pkt
33	ST-33	Post it slips (Multicolours)	05 pkt	17 pkt	8 pkt	30 pkt
34	ST-34	Kent box files 8 cm	90 pcs	08 pcs	128 pcs	226 pcs
35	ST-35	Brown Envelope 17X25		3 box		3 box
36	ST-36	Brown envelops (26 cmX 18 cm)	190 pcs	100 pcs	90 pcs	380 pcs
37	ST-37	Brown Envelope A3 Size		3 box		3 box
38	ST-38	Brown envelope A4 Size	140 pcs	48 pcs	650 pcs	838 pcs
39	ST-39	CGI (Green) Files				
40	ST-40	Envelop 12X10 (Pkt of 25 Pcs)	200 pcs	100 pcs	50 pcs	350 pcs
41	ST-41	Envelop 17.5X14.25 (Pkt of 25 pcs)	140 pcs	Nil	50 pcs	190 pcs
42	ST-42	Envelo 30X20 (Pkt of 25 pcs)		Nil	2 pkt	2 pkt
43	ST-43	Envelop 35X20 (PKT of 25 Pcs)		Nil	2 pkt	2 pkt
44	ST-44	Rubber band 50 gm (Packet)	150 pkt	130 pkt	5 pkt	285 pkt
45	ST-45	Stamp Pad (Artline Medium)	05 pcs	15 pcs	2 pcs	22 pcs
46	ST-46	Stamp Pad Ink	10 pcs	10 pcs	2 pcs	22 pcs
47	ST-47	White Correction fluid pens (Pental/Roco)	80 pcs	40 pcs	35 pcs	155 pcs
48	ST-48	Art Marker 70 & 90 (Water proof) Assorted (Blue)	75 pcs	35 pkt	41 pcs	151 pcs

49	ST-49	Art Marker 70 & 90 (Water proof) Assorted (Black)	23 pcs	Nil	36 pcs	59 pcs
50	ST-50	Art Marker 70 & 90 (Water proof) Assorted (Red)	30 pcs	Nil	36 pcs	66 pcs
51	ST-51	Ruler (Scale Plastic) Omega	38 pcs	45 pcs	12 pcs	50 pcs
52	ST-52	Stapler Small		10 pcs		10 pcs
53	ST-53	Art Marker 70 & 90 (Water proof) Assorted (Balck)	300 pcs	20 pcs	29 pcs	349 pcs
54	ST-54	Scissors sawoy Japan	10 pcs	30 pcs	6 pcs	46 pcs
55	ST-55	Stapler Big B5		20 pcs	5 pcs	25 pcs
56	ST-56	Stapler MAX HD -50F (Black)	10 pcs	Nil	5 pcs	15 pcs
57	ST-57	Stapler (Rexel) No. 66/8, 66/11, 66/14		Nil	4 box	4 box
58	ST-58	Stapler (Rexel) No. 56(26/6) Novous B-5	14 pcs	Nil	2 pcs	16 pcs
59	ST-59	Stapler Pins (Size 26/6) Box	07 box	7 box	17 box	31 box
60	ST-60	Stapler Pin 23/10 (10 mm) 3/8" (Pkt of 1000)	5 pkt	Nil	3 pkt	8 pkt
61	ST-61	Stapler Pin Big 24/6 (Pkt of 1000)	30 pkt	Nil	2 pkt	32 pkt
62	ST-62	Stapler Pin small No 10(Pkt of 1000)	20 pkt	Nil	2 pkt	22 pkt
63	ST-63	Stapler Pin Heavy Duty 23/10		5 pkt		5 pkt
64	ST-64	Stapler Pin Heavy Duty 66/08		2 pkt		2 pkt
65	ST-65	Stapler Pin remover (Roco)	30 pcs	30 pcs	14 pcs	74 pcs
66	ST-66	Paper clips (No. 233)	30 pkt	Nil	2 pkt	32 pkt
67	ST-67	Scotch Tape	75 pcs	95 pcs	39 pcs	209 pcs
68	ST-68	Highlighters different colours Stabilo boss (PKTS) (Box)	175 pcs	40 pkt	18 pkt	233 pkt
69	ST-69	Transparent plastic folder (White)	60 pcs	70 pcs	83 pcs	213 pcs
70	ST-70	Lamination plastic sheet (80X110-150 Micro) Pack	2500 pcs	500 pcs	3 pcs	3249 pcs
71	ST-71	Packing tape (Brown 2)	290 pcs	20 pcs	34 pcs	344 pcs

72	ST-72	Masking Tape Yellow		3 box		3 box
73	ST-73	Fax Roll (216mmX30 MX0.5") Box			1 box	1 box
74	ST-74	Punch Single hole (Rexel 4363)	7 pcs	Nil	8 pcs	15 pcs
75	ST-75	Calculator (Casio-12 digits) DM 1200	4 pcs	25	7 pcs	36 pcs
76	ST-76	Paper Cutter (Small size)	5 pcs	8 pcs	6 pcs	19 pcs
77	ST-77	Gum Tubes 50 ML	150 pcs	50 pcs	37 pcs	237 pcs
78	ST-78	File Trays (Plastic) set of 2	5 pcs	Nil	4 pcs	9 pcs
79	ST-79	Pin for notice board (IU-1003A)	2 pkt	Nil	3 pkt	5 pkt
80	ST-80	Staple Pin (No. 10 Small Size)	20 pkt	15 pkt		20 pkt
81	ST-81	Clip for holding Identity cards	2500 pcs	400 pcs		2900 pcs
82	ST-82	Punch double (Roco Medium 50 sheet)		Nil	1 pcs	1 pcs
83	ST-83	Stock Register 500/600 Pages	2 pcs	2 pcs	8 pcs	12 pcs
84	ST-84	Brown Envelope (Big) 17.5 inchX14.5 inch		200 pcs	300 pcs	30 pcs
85	ST-85	Battery (Long Lasts) size for Torchlight Big D Size.	200 pcs	Nil		200 pcs
86	ST-86	Battery (Long Lasts) Pencil size AA	248 pcs	48 pcs	16 pcs	312 pcs
87	ST-87	Battery Long Last size AAA Alkaline 1.5 volts	32 pcs	36 pcs	6 pcs	74 pcs
88	ST-88	Battery Size -C	150 pcs	Nil		150 pcs
89	ST-89	Battery Size-2032 (Button type)	100 pcs	Nil		100 pcs
90	ST-90	Yellow flag (Small & Medium)		Nil		
91	ST-91	Letter Head (For IHPO, Makkah)	2000 pcs	Nil		2000 pcs
92	ST-92	Staple Pin (No. 23/10(H-13))		Nil	5 pkt	5 pkt
93	ST-93	Small Envelop CGI Printed white 24*10.7cm		Nil	500 pcs	500 pcs
94	ST-94	Stapler Novex No. 10(Small)	27 pcs	12 pcs		27 pcs
95	ST-95	Large Envelope (CGI		Nil		

		Printed) White				
96	ST-96	Letterheads (Large) for CGI Jeddah		Nil	3000 pcs	3000 pcs
97	ST-97	White Envelope (CGI Printed) small	600 pcs	Nil	1000 pcs	1600 pcs
98	ST-98	Letterheads (Large) for IHPO Madinah		500 pcs		500 pcs
99	ST-99	CGI (Green) Files	250 pcs	Nil	550 pcs	800 pcs
100	ST-100	File Tags	350 pcs	50 pcs	50 pcs	450 pcs
101	ST-101	File Bands	30 pcs	50 pcs	200 pcs	280 pcs
102	ST-102	Lamination punch file	200 pcs	Nil		200 pcs
103	ST-103	Invisible tape	20 pcs	Nil	20 pcs	40 pcs
104	ST-104	Paper pin	2 box	Nil	1 box	3 box
105	ST-105	Colour Pen 22X20 Pen	2 box	Nil		2 box
106	ST-106	Notice board (Medium Size)	2 pcs	Nil		2 pcs
107	ST-107	Disposable glass	5000 pcs	Nil		5000 pcs
108	ST-108	Stock Register 200 Pages In A4 Size	50 pcs	Nil		50 pcs
109	ST-109	Tube Light Big (Per Piece)		Nil		
110	ST-110	Clip black medium size		Nil	10 pkt	10 pkt
111	ST-111	Tape Dispensar		Nil	2 pcs	2 pcs
112	ST-112	One side Plastic Transparent Folder with Steel clip		Nil		
113	ST-113	Barcode Labels		10 pkt		

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 quantity of items actually ordered.

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 (specify size, manufacturer company name also, if applicable)	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 (1600 hrs)** at the Indian 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 a 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.