

CONSULATE GENERAL OF INDIA

JEDDAH

TENDER NOTICE :

**PRINTING, SUPPLY//INSTALLATION OF FLEX SIGN BOARDS FOR USE
DURING HAJ-2022**

Consulate General of India, Jeddah, invites sealed quotations from registered companies for printing, supply and installation of flex signboards for the Indian Haj Pilgrims Office, Makkah during Haj-2022.

2. The quotation, containing both technical bid and financial bid, should be submitted to Vice Consul (Haj), Consulate General of India, Jeddah latest by **Thursday, 19 May 2022** (till 1400 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 to apprise themselves of the process of selection of the company to be awarded the contract as well as the main terms and conditions of the contract. They are also advised to attend a pre-bid meeting (optional, not mandatory) at Consulate General of India, Jeddah on **Wednesday, 10 May 2022 (1400 hours)** to clarify their doubts, if any.

REQUIREMENT:

4. The items to be printed and supplied/installed to Indian Haj Pilgrims Office, Makkah are:

Item Code	Description	Quantity	Size
A-01	Building Signboards in pilgrims accommodation	250 (approx)	1.25 x 1.00 mtr
B-01	Branch/Dispensary Signboards	10	1.00 x 3.00 mtr
C-01	Hospital Sigh Boards	03	1.00 x 3.00 mtr

D-01	Misplaced baggage signboards	02	1.00 x 3.00 mtr
E-01	Transport Office signboards	01	1.00 x 3.00 mtr
F-01	Signboards for Bus Station fixed for pilgrim buses	09	1.00 x 2.00 mtr
G-01	Signboards indicating Maktab Nos. in Mina	17	1.00 x 1.50 mtr
H-01	Signboards of Mina & Arafat Map –for Maktab location	01 Mina 01 Arafat	2.00 x 4.00 mtr
	Total Amount <i>(compulsory to give total amount; evaluation will be on the basis of total amount)</i>		SR * (inclusive of VAT and all applicable taxes)

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.

b) The items are to be supplied/installed in Makkah – in buildings in Azizia and Mina-Arafat as per the location and details given by the Consulate.

c) The printing and supply/installation should be completed before 25 May 2022.

STAGES OF PROCESS OF BID EVALUATION:

5. **Technical bid:** The interested companies should submit a technical bid in a separate envelope (*with “Technical Bid” written over it*) consisting of the filled Technical bid form along with the following documents /details:

- a) Copy of valid license and Registration
- b) Profile of the company, also reflecting experience in the field of printing

6. **Financial bid:**

a) The interested companies should submit a Financial bid in a separate envelope (*with “Financial Bid” written over it*) giving the **quoted rate per unit/piece for each item** they want to bid for.

b) While submitting the rate quotes, the companies must use the same Item codes used in the above table (i.e. A01, B01, .. H01 etc.) to avoid complexities in selection of lowest quote among various competing bidders.

c) The companies are advised to submit the per unit cost of each item also. This rate will be used for calculating the actual amount to be paid to the company after the order is satisfactorily executed.

But, it may be noted that evaluation of the financial bids will be done as per the total amount of all items in this tender combined.

7. Opening of bids:

A Tender Evaluation Committee of the Consulate will open the bids. It is likely to be on **Thursday, 19 May 2022** (16:00 hrs) at the Consulate premises. *Date and time will be confirmed to all bidders.*

8. CONDITIONS:

a) The successful bidders should be able to print and 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 will lead to cancellation of the order and stopping any further payment as well as blacklisting the company.

b) Refusing to supply particular items by a successful bidder at the rate by it will 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 companies (successful bidders) supplying the items will be made either through bank transfer or cheque after the supply of the items demanded.

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