

**TENDER NOTICE FOR SUPPLY OF COMPUTER STATIONERY FOR  
USE DURING HAJ-2020**

Consulate General of India, Jeddah, invites sealed quotations from registered companies for supply of office Computer stationery to the Consulate General of India, Jeddah, Indian Haj Pilgrims Office, Makkah and Indian Haj Pilgrims Office, Madinah during Haj-2020. The quotations should be submitted to Vice Consul (Admn.), Consulate General of India, Jeddah latest by **Tuesday 3rd March, 2020 (till 1700 hrs)**.

2. Technical and Financial bids must be submitted in two separate sealed envelopes with "Technical Bid" & "Financial Bid" clearly mentioned on the envelopes. Before submission of technical and financial bids, the interested bidders are advised to attend a pre-bid meeting at Consulate General of India, Jeddah on **Sunday, 13th February, 2020 (11:00 hours)**. They are also advised to go through this tender notice in detail to apprise themselves of the information relevant to submission of their bids.

3. The items to be supplied to the Consulate General of India, Jeddah Indian Haj Pilgrims Office, Makkah and Indian Haj Pilgrims Office, Madinnah as per **Annexure-I**.

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.

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

- Copy of valid license and Registration
- Profile of the company, also reflecting experience in the field of supply of Office Stationery items, Computer Stationery items and Cleaning material items.

**5. Financial bid:**

i) The interested companies should submit a financial bid (in a separate sealed envelope) giving the **quoted rate per unit/piece for each item** and the total amount for the indented quantity they want to bid for.

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

6. **Opening of bids:**

Tender Evaluation Committee of the Consulate will open the bids on **Thursday 5<sup>th</sup> March 2020 (10:30 hrs) at the Consulate.**

7. **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 will 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 by it will lead to blacklisting of the company and non-payment of any dues to be paid by the Consulate (if any).

8. **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.

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

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S. No.	Code No	Item Details	Annexure -I			
			Items required in Makkah	Items required in Madinah	Items required in Jeddah	Total
1	CS - 01	Toner for Nashuatec DSM 616 (MP1600)	0 PCS	0 PCS	0 PCS	0 PCS
2	CS - 02	Toner for Laserjet HP 1018 (12A)	3 PCS	0 PCS	0 PCS	3 PCS
3	CS - 03	Toner for Laser Jet P1005 (35A)	5 PCS	5 PCS	0 PCS	10 PCS
4	CS - 04	Toner for HP Laserjet 2055 (5A)	60 PCS	10 PCS	0 PCS	70 PCS
5	CS - 05	Toner HP Laserjet 1102 (85A)	10 PCS	10 PCS	22 PCS	42 PCS
6	CS - 06	Toner Toshiba Photo Copier e-Studio 352	0 PCS	5 PCS	0 PCS	5 PCS
7	CS - 07	Toner Fax Panasonic MB 772	0 PCS	0 PCS	5 PCS	5 PCS
8	CS - 08	Toner Fax Panasonic No KX-MB2085	0 PCS	0 PCS	0 PCS	0 PCS
9	CS - 09	Toner HP Laserjet P 2035 (Toner 05A)	0 PCS	50 PCS	18 PCS	68 PCS
10	CS - 10	Toner for Photo Copier Toshiba e Studio-18T1800	0 PCS	5 PCS	0 PCS	5 PCS
11	CS - 11	Mouse PS2 (Optical)	0 PCS	5 PCS	0 PCS	5 PCS
12	CS - 12	Mouse with cord (Optical)	0 PCS	0 PCS	0 PCS	0 PCS
13	CS - 13	Key Board (Computer) USB	0 PCS	0 PCS	0 PCS	0 PCS
14	CS - 14	USB Flash Drive 16 GB Genx	15 PCS	10 PCS	30 PCS	55 PCS
15	CS - 15	DVD + RX	0 PCS	0 PCS	100 PCS	100 PCS
16	CS - 16	Glossy Paper (A4 Size) (Box) - Kodak	0 PKT	1 PKT	4 PKT	5 PKT
17	CS - 17	Power Suppliers XT (3 Pin)	0 PCS	10 PCS	6 PCS	16 PCS
18	CS - 18	Drum Unit Panasonic MB 2085	0 PCS	0 PCS	2 PCS	2 PCS
19	CS - 19	Extention cord (Three Pin 10 M) Original Quality	10 PCS	5 PCS	10 PCS	25 PCS
20	CS - 20	Extention Cord (Three Pin 5 M ) Original Quality	10 PCS	10 PCS	15 PCS	35 PCS
21	CS - 21	Internet switch (TP-Link)	0 PCS	0 PCS	1 PCS	1 PCS
22	CS - 22	Battery Duracell Ultra for Megaphone size 'C' 1.5 V	200 PCS	0 PCS	60 PCS	260 PCS
23	CS - 23	Electronic Extention 5 Meter with 4 socket 2000 W	28 PCS	10 PCS	0 PCS	38 PCS
24	CS - 24	Electronic Extention 10 Meter with 4 socket 2000 W	18 PCS	10 PCS	0 PCS	28 PCS
25	CS - 25	Toner Printer M402N No. 26A	0 PCS	0 PCS	5 PCS	5 PCS
26	CS - 26	Toner Printer M651	0 PCS Each	0 PCS Each	3 PCS Each	3 PCS Each
27	CS - 27	Drum Unit Panasonic MB 2030	0 PCS	0 PCS	0 PCS	0 PCS
28	CS - 28	Toner Fax Panasonic KXMB2030	0 PCS	0 PCS	0 PCS	0 PCS
29	CS - 29	Toner for Toshiba e-Studio 257 (Photocopier)	0 PCS	0 PCS	0 PCS	0 PCS
30	CS - 30	Drum Unit Panasonic MB 772 (Fax/Multiuse)	0 PCS	0 PCS	2 PCS	2 PCS
31	CS - 31	Toner for Nashuatec MP 3053 (Photocopier)	6 PCS	0 PCS	5 PCS	11 PCS
32	CS - 32	SMPS (Power Supply)	0 PCS	0 PCS	0 PCS	0 PCS
33	CS - 33	2 Pin Scket	0 PCS	0 PCS	0 PCS	0 PCS
34	CS - 34	Xerox Machine Toner No (MP 3055)	13 PCS	5 PCS	0 PCS	18 PCS
35	CS - 35	Toner HP (Laser Jet 1018)	5 PCS	0 PCS	0 PCS	5 PCS
36	CS - 36	Toner HP (Laser Jet P 2035) Clinic	36 PCS	0 PCS	6 PCS	42 PCS
37	CS - 37	6 Cartridges for colour printer (Colour 3 + Black 3)	0 PCS EACH	6 PCS EACH	0 PCS EACH	6 PCS EACH
38	CS - 38	Deskjet Ink Advantage 453, 123, 652 Black, Colour	3 PCS EACH	0 PCS EACH	5 PCS EACH	8 PCS EACH



39	CS - 39	Laser Jet Pro MFP - M125HW	0 PCS	0 PCS	4 PCS	4 PCS
40	CS - 40	Toner printer HP Laserjet P4515 (64A)	0 PCS	0 PCS	25 PCS	25 PCS
41	CS - 41	Access Point TP Link	0 PCS	0 PCS	1 PCS	1 PCS
42	CS - 42	Toner Fax Panasonic KXMB2138 -MLW	4 PCS	10 PCS	3 PCS	17 PCS
43	CS - 43	Drum Unit Fax Panasonic KXMB2138 -MLW	16 PCS	4 PCS	1 PCS	21 PCS