I. INTRODUCTION

Consulate General of India, Jeddah, invites sealed quotations from licensed companies for supplying Umbrella 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 (1500 hours). If so desired, the interested companies may bring samples of umbrella to get checked about the acceptability of the quality of the umbrella. 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. REQUIREMENTS:

3. Umbrellas are required to be supplied to the buildings in Makkah where pilgrims of Haj Committee of India (locations to be provided by the Indian Consulate) are accommodated. Description of the umbrellas to be supplied is indicated below:
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Approximate Quantity</th>
<th>Acceptable quality</th>
</tr>
</thead>
</table>
| Umbrella | Type: Folding                                                               | 125,000 pcs           | The acceptable quality will be determined by the Tender Evaluation Committee during the opening of the tender*.
|          | Color: Tricolour as per Indian flag                                          |                       |                                                                                     |
|          | Size: Minimum 3 feet diameter                                                |                       |                                                                                     |
|          | Material: Suitable for protection from rain and sunlight                     |                       |                                                                                     |
|          | Note: This is an indicative number. The exact quantity will be conveyed subsequently. |                       |                                                                                     |

*Note: The bidding companies, may bring the sample(s) of umbrella 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.

4. The quantity indicated is approximate. Actual quantity of umbrella required will be intimated in due course.

III. EVALUATION OF TENDERS:

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

   (i) Valid license for trade of 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 (only one) sample of Umbrella. Bid without sample or more than one sample shall be deemed to be disqualified;
(iii) Plan for procurement of umbrella and their smooth distribution;

(iv) 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.

(v) The company should have a warehouse in Makkah for stocking the required number of umbrellas. Company which doesn’t have a warehouse in Makkah should submit an undertaking to hire a warehouse for stocking all the required items in case they are awarded the tender.

(vi) Earnest Money of SAR 35,000 in the form of cheque, duly certified by the Bank and payable in favour of “Consulate General of India, Jeddah”.

6. Evaluation of technical bid:

(i) The technical bids will be opened on Thursday, 19 March 2020 at 1000 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.

7. 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 item should not exceed SR 10, inclusive of VAT and all other applicable taxes & charges (if any).

(iii) The bidders should note that 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 also be inclusive of VAT and all other applicable taxes and levies.

8. **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.

**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 and 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 UMBRELLA FOR INDIAN PILGRIMS IN HAJ-2020

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1. Name of bidding company: ____________________________________

2. Detail of Price quotation:

<table>
<thead>
<tr>
<th>Item</th>
<th>Rate* per set in SAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Umbrella</td>
<td></td>
</tr>
</tbody>
</table>

* The rate should be inclusive of taxes (VAT and others, if any), transportation & distribution costs and all charges. The quoted price should not exceed SR 10.

**Note:** The estimated number of pieces required is 125,000. In case, additional quantity is required to be 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. Payment will be as per actual number of pieces supplied.

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