

CONSULATE GENERAL OF INDIA  
JEDDAH

**Notice Inviting Tender**

Tender invitation for empanelment of Packers & Forwarders for packing, clearing and forwarding personal effects, household goods and other consignments in the name of Office of the Consulate General of India, Jeddah.

Tender No. : JED/E/661/03/2019  
Last date for submission of bids : 24<sup>th</sup> July, 2025

Sealed tenders having financial bids and credentials of the firm, are invited by Consulate General of India, Jeddah, Saudi Arabia, from contractors /firms/companies situated within KSA, having head/branch office in Jeddah, for packing, clearing and forwarding personal effects of its personnel and other consignments in the name of Consulate General of India, Jeddah. The tender should be submitted in prescribed format as laid down in the tender documents (**Annexure I and II**). The tender documents; duly filled in and complete in all respect should be addressed to the Head of Chancery, Consulate General of India, Jeddah, and are to be submitted before 1700 hrs. on 24<sup>th</sup> July, 2025.

**1. Instructions to Bidders:**

Consulate General of India, Jeddah invites tenders for packing, clearing and forwarding of personal effects, household goods and other consignments in the name of Consulate General of India, Jeddah from Contractors/ firms/companies situated within Jeddah. The detailed terms and conditions, schedule of work/specifications and format for bidding are available in the tender document. The bidders are instructed to go through Tender Form, thoroughly before quoting their rates.

1.1 Bidders are requested to submit complete information regarding their credentials (**Annexure - I**) along with their financial bid as per **Annexure - II**. All pages of the tender document must be signed by the authorized signatory.

1.2 Price quoted must be in Saudi Riyal as well as in Indian Rupees and should be inclusive of all charges. In no case any enhancement in approved rate will be entertained by the Consulate General of India, Jeddah. The quotations shall be furnished in a sealed envelope.

## **2. Conditions of Empanelment Contract:**

2.1 The empanelment contract, if awarded, will be initially for two years from the date of award and may be extended for further one year subject to continuous satisfactory performance (maximum tenure of 03 years).

2.2 The Consulate General of India, Jeddah reserves the right to accept/reject the bid and does not bind itself to accept the lowest bid or any bid and can reject any or all the bids or to scrap the RPF in whole or in part without assigning any reason whatsoever.

2.3 In case of failure of the contractor/firm/company to comply with the provision of the term and conditions mentioned in the Tender Document or the Agreement to be signed between Consulate General of India, Jeddah and the successful bidder, the Competent Authority of this Consulate reserves the right to terminate the contract and to blacklist the firm.

2.4 The contractor/firm/company will be responsible for compliance of all laws, acts and rules made there under, statutory orders issued from time to time in relation to the environment and man-power deployed by them for performance of the job under reference and the Consulate General of India, Jeddah, will have a right to be indemnified in respect of any consequences resulting from any breach or violation by the contractor/firm/company of such rules, statutory obligations etc.

2.5 The contractor/firm/company will be responsible for conduct of the persons engaged by him for the work, which will be conducive for maintaining harmonious atmosphere as expected by the Consulate General of India, Jeddah.

2.6 In the event of any violation of laws, rules, statutory provision by the contractor, this will amount to breach of contract and in such case, the Consulate General of India, Jeddah will have the right for terminating the empanelment contract, forthwith, without giving any notice or assigning any reason.

2.7 The Consulate General of India, Jeddah reserves the right to terminate this empanelment contract in any eventuality, without any notice and without explaining any reasons to the contractor/firm/company. The Contractor/firm/company shall not have claim for any compensation in such event of discontinuation of the empanelment contract.

2.8 The price quoted by the bidder shall be kept open and valid for acceptance for a minimum period of 120 business days.

2.9 Bids may be hand delivered or sent by post at the below mentioned address so as to reach on or before the prescribed date and time. Consulate General of India, Jeddah, will not be responsible for any postal delay.

Address Details:

**Head of Chancery,  
Consulate General of India, Jeddah  
Building of Mr. Mansoor Abdul Rahman Al Hueesh,  
Villa No. 34. (Behind Saudi National Bank), Tahlia Street, Jeddah,  
Kingdom of Saudi Arabia, ZIP Code: 23326, Post box no: 952**

**3. Eligibility Criteria:**

3.1 The bidder should be a registered firm/entity legally authorised or competent to engage in the business of packing, moving and forwarding operations, based in Saudi Arabia having its Head Office/Branch office in Jeddah.

3.2 The bidder should have an experience of at least three (3) years in similar works of packing clearing and forwarding of consignments.

3.3 Firms should possess and demonstrate ability to provide “Door to Port” and “Door to Door” service for international shipments.

**4. Scope of work:**

**Outbound Consignment**

- Packing (Including stuffing) of personal effects and household goods.
- Material to be shipped may include household goods (some of which may be fragile in nature requiring special care) such as furniture and fixtures, kitchenware and foodstuff, clothing, linen, shoes, books, toys, object d’art (paintings, art pieces, decoratives, etc.) personal sports goods, white goods, electronic items etc.
- Standard and good quality packing material should be used by the packer depending on the nature of the stuff to be packed.
- The packing work should be done keeping in view the climatic conditions of Jeddah, (warm and humid) as well as the climate of the destination to minimize the potential damage to the goods in transit. The bidder shall give his price for transport of the baggage from residence/office in Jeddah to the specific destination port (Sea or Air)/specific destination address on a case to case basis.
- Customs formalities for both “Door to Door” and “Door to Port” service.

- Export documentation and insurance of the Cargo as per the prescribed procedures and facilitation in case of any claim on account of damage.

### **Inbound Consignment**

- Handling of all formalities relating to clearance of personal effects & household goods and other consignments at Jeddah Airport /Seaport and delivery at the residence in Jeddah.
- Clearance of diplomatic cargo and other consignments received in the name of Consulate General of India, Jeddah, Saudi Arabia.

## **5. Price Schedule:**

5.1 The Bidder(s) shall quote price in clear terms. Break up should abide by the Format for the bids as described in Annexure - II. Bids having any hidden costs or conditional costs are liable to be rejected.

5.2 Prices quoted by the Bidder shall be fixed and no variation will be allowed under any circumstances except that of change in tax/govt. rates.

5.3 Prices shall be quoted in Saudi Riyal as well as in Indian Rupees.

5.4 Payment: The contractor will be required to submit its bill along with service report duly signed by the concerned Consulate Officer. The payment will be released by the Consulate General of India, Jeddah by bank transfer/cheque after satisfactory completion of the work.

5.5 The rates once accepted by Consulate General of India, Jeddah shall remain unaltered throughout the period of contract.

6. **Critical dates:-**

Sl. No.	Particulars	Date
1	Tender Publishing Date	22.06.2025
2	Document Download Date	22.06.2025
3	Bid Submission Start Date	23.06.2025
4	Start Date For Seeking Clarification	23.06.2025
7	Document Download End Date	23.07.2025
8	Last Date For Seeking Clarification	23.07.2025
9	Bid Submission End Date	24.07.2025
10	Date and time for opening of the Bids	27.07.2025 at 1100 hours
11	Place of opening the Bids	CGI, Jeddah

7. **Auto extension of critical dates;-** If number of bids received is found to be less than three (03) on the end date of bid submission, then the last date of bid submission and bid opening date of the Tender will get automatically extended for a period of three (03) working days ending at 1700 hrs. The auto extension shall work on the basis of number of bids received only.

- Proposals received after the deadline will be rejected.
- Any change in the dates/place will be intimated.

**(To be submitted on letterhead of the company)**

**COMPANY CREDENTIALS**

1. Name of the contractor/firm/company:
2. Contact details:  
Registered Postal Address:  
Mobile Phone No.:  
Telephone No.:  
Fax No.:  
Email Address:
3. Name of the Contact person (a high ranking member/official within your organization) to who all reference shall be made regarding this tender:
4. Contact person and details in case of Emergency:
5. License/Registration No. (attach Incorporation Certificate and other Standards' Affiliation Certificate):
6. Experience in packing, clearing and forwarding of consignments (attach list of clients and their contacts):
7. Any other information (to be supported by necessary documents):

**UNDERTAKING**

I, the undersigned, certify that I have gone through the terms and condition mentioned in the tender document and undertake to comply with them.

The rates quoted by me are valid and binding upon me for the entire period of contract.

I hereby undertake to render the service as per directions given in the tender document.

Date:  
Place:

Signature of the Bidder/Authorized Signatory  
Full Name:  
Designation:  
(Office seal of the Bidder)

**Annexure-II**

**(To be submitted on letterhead of the company)**

- (1) Name and address of the Company :
- (2) Quotation for cost of packing of personal and household effects weighing as follows:

**(A) By Ship**

<b>Approx Weight</b>	<b>Packing charges <u>(per 100 kg)</u> including the charges for packing material, lift van and labour etc.</b>	
<b>Kgs</b>	<b>Local Currency</b>	<b>Indian Rupees</b>
4850		
2600		
1475		

**(B) By Air**

<b>Approx Weight</b>	<b>Packing charges <u>(per 100 kg)</u> including the charges for packing material, lift van and labour etc.</b>	
<b>Kgs</b>	<b>Local Currency</b>	<b>Indian Rupees</b>
1120		
560		
400		

Date:

Place:

Signature of the Bidder/Authorized Signatory

Full Name:

Designation:

(Office seal of the Bidder)