

CONSULATE GENERAL OF INDIA, JEDDAH

TENDER NOTICE

**NOTICE INVITING TENDER FOR PROCUREMENT OF COMPUTER
STATIONERY / MISCELLANEOUS ITEMS FOR HAJ 1446 H – 2025 G**

No. Jed/Haj/118/06/2025

Dated: 30.01.2025

Sealed Tenders/Quotations are invited from the reputed, licensed companies for procurement of computer stationery / miscellaneous items at Jeddah, Makkah & Madinah for Haj 1446 H – 2025 G.

2. Interested companies may submit their proposal as per the procedure detailed in the Tender Document published in the local dailies, uploaded on the Consulate Website and CPP portal **to Vice Consul (Haj), Consulate General of India, Villa No. 34, Behind Saudi National Bank, Tahliya Street, P.O.Box No. 952, Jeddah - 21421 (Telephone No. 6639351) by 20th February, 2025 till 17:00 hrs.**

3. Further details in respect of the Tender are available at www.cgijeddah.gov.in & on <https://eprocure.gov.in/eprocure/app>.

Consulate General of India, Jeddah

No. Jed/Haj/118/06/2024

Date: 30.01.2025

Tender Document for Procurement of Computer Stationery /Miscellaneous items for use during Haj 1446 H – 2025 G

Brief of the work: Consulate General of India, Jeddah, invites sealed quotations from the eligible bidders in the concerned field, having requisite license/registration/permissions etc. with local compliance authorities for the following work:

Description of work	Location	Earnest Money in SR.	Period of completion (in Days)
Procurement of Computer stationery/ Miscellaneous items.	Jeddah, Makkah & Madinah	5,800.00	15

Only Demand Draft or Bank Guarantee issued by the local Saudi banks in favour of “Consulate General of India, Jeddah” is accepted as EMD and no other kind of cheque will be accepted. In case of other kind of cheque, if submitted, the bid will be rejected as non-responsive.

2. Critical dates:

Sl.No.	Particulars	Date	Time
a.	Tender publishing date	30.01.2025	--
b.	Bid submission start date	30.01.2025	0900 hrs.
c.	Start date for seeking clarification	Immediate after publishing	
d.	Pre-Bid Meeting date	02.02.2025	1500 hrs.
e.	Last date for seeking clarification	19.02.2025	1700 hrs.
f.	Bid submission end date	20.02.2025	1700 hrs.

g.	Bid opening date	26.02.2025	1500 hrs.
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2.1 Auto extension of critical dates: If number of bids received is found to be less than 03 (three) on the end date of bid submission, the last date of bid submission and bid opening date of the Tender will be automatically extended for a period of 03 (three) working days ending at 17.00 hrs. The auto extension shall work on the basis of number of bids received only.

2.2 If any of the above extended dates falls on a Holiday i.e. a non-working day then the same is to be rescheduled to the next working day.

2.3 This extension will be also applicable in case of receipt of zero bid.

2.4 After extension, the tender shall be opened irrespective of available number of bids on the extended date of opening of tender, if they are less than 03 (three).

3. Earnest Money Deposit (EMD): The bidder shall furnish, as part of his bid, a Bid Security/**Earnest Money of SR. 5,800.00** as shown in para 1 above by means of **Demand Draft or Bank Guarantee issued by the local Saudi banks in favour of “Consulate General of India, Jeddah”**. Any Bid not accompanied by an acceptable Bid Security/EMD shall be summarily rejected by the Consulate as non-responsive. The bid security/EMD, of the successful bidder may be retained and adjusted with performance security/security deposit.

3.1 The Bid Security/Earnest Money may be forfeited:

(a) if the Bidder withdraws the Bid after Bid opening during the period of Bid validity.

OR

(b) in the case of a successful Bidder, if the Bidder fails within the specified time limit to:

(i) sign the Agreement; OR

(ii) Furnish the required Performance Security/ Security Deposit.

3.2 Additionally, the Consulate shall ban such defaulting contractor from participating in future tenders of the Consulate for a period of minimum one year.

3.3 The Bid Security/EMD deposited with the Consulate will not carry any interest.

3.4 The Earnest Money/ Bid Security deposited shall be discharged when the successful Bidder has signed the Agreement and furnished the required Performance Security. The bid security deposited may be adjusted against the Performance security at bidder’s choice.

4. Refund of EMD: If EMD is paid by the bidder then the EMD of rejected bidders will be refunded (except the cases where EMD is to be forfeited).

4.1 In case the tender is cancelled then EMD of all the participating bidders will be refunded unless it is forfeited by the Consulate.

4.2 If the bidder withdraws his/her bid (i.e. before the end date of submission of tender) then his/her EMD will be refunded automatically after the opening of tender.

4.3 At the option of the Bidder, the EMD of successful Bidder (on the Award of Contract) will be retained by the Consulate and will be adjusted to Performance Security/Security Deposit.

5. Performance Security/Security Deposit: Performance Security to be submitted at the award of work should be 5% of the contract amount and should be submitted by the successful bidder within 15 days of issuance of work order by the Consulate in the form of Bank Guarantee. **It should remain valid for a period of sixty days beyond the date of completion of the work.**

5.1 Refund of Performance Security: The refund of security deposit shall be subject to Consulate's right to deduct penalties as determined on account of deficiency in services and non compliance of terms and conditions of the agreement with the successful bidder.

6. Pre-Bid Meeting: The purpose of the pre-bid meeting is to clarify the issues and to answer the questions on any matter that may be raised at that stage regarding Tender. Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder and it shall be presumed that the bidder does not require any clarification. The pre-bid meeting shall be held in Consulate General of India, Jeddah on the scheduled date & time. The bidder may also seek clarification over phone within the specified period.

7. Eligibility of the bidder: The invitation for bid is open to proprietorship firm, partnership firm, company registered with the Chamber of Commerce/Zakat, Tax and Customs Authority (ZATCA) /appropriate licensing authority of the Kingdom of Saudi Arabia.

8. General Essential Requirements: In order to qualify in the tender, the Bidders have to accept all the Terms and Conditions of the Tender Document unconditionally. The tenderer shall closely study the Tender Document.

8.1 Each Bidder shall submit only one Bid, either individually, or as a proprietor, or as a partner in a partnership firm. **A Bidder who submits or**

participates in more than one Bid will cause all the proposals with the Bidder's participation to be disqualified.

8.2 The successful Bidder will be expected to complete the Work(s) by the Intended Completion period specified in the Tender document.

9. Submission of bid: Technical and Financial bids must be submitted in two separate sealed envelopes with “Technical Bid” & “Financial Bid” clearly mentioned on the envelopes. Both the envelopes should be placed in one large sealed envelope. The e-mail & mobile numbers of bidder should be written on the larger envelope containing the sealed envelopes with Technical & Financial bids respectively.

a. Technical Bid: Technical bid (in a sealed envelope) must consist of following documents/details:

- Copy of valid license and registration
- Profile of the company, also reflecting experience in the field of supply of Computer stationery items.

b. Financial bid: The financial bid containing the Bill of Quantity should be quoted by the bidder in the following format. **The rates quoted by the bidder should be exclusive of VAT. The financial bid which is incomplete and not submitted as per instruction given in this document is liable for rejection.** The unit rates and prices shall be quoted by the Bidder entirely in Saudi Riyals only.

i) * Item code mentioned below is important

S. No	Code No	Item Details	Unit	IHPO Makkah (Admin + Med)	IHPO Madinah (Admin + Med)	(Haj Sec + Dept Sec + C Cell) Jeddah	Total Qty
1	CS01	Toner for Laser Jet P1005 (35A)	Pcs	0	8	0	8
2	CS02	Toner for HP Laserjet ,2035 2055 (05A)	Pcs	40	50	5	95
3	CS03	Toner HP Laserjet Pro MFP M125 nw(83A)	Pcs	0	0	5	5
4	CS04	Toner HP Laserjet 1102 (85A)	Pcs	15	12	0	27
5	CS05	Mouse wired (Optical) (USB)	Pcs	0	10	0	10
6	CS06	Keyboard (Computer) USB	Pcs	0	10	0	10

7	CS07	USB Flash Drive 32 GB Genx	Pcs	15	4	16	35
8	CS08	Glossy Paper (A4 Size) (Pkt) - Kodak	Pkt	11	3	5	19
9	CS09	Power Suppliers XT (3 Pin)	Pcs	10	5	0	15
10	CS10	Extension Cord (Three Pin 10 M) Original	Pcs	10	0	0	10
11	CS11	Extension Cord (Three Pin 5 M) Original	Pcs	10	15	0	25
12	CS12	Internet switch (TP-Link)	Pcs	0	5	2	7
13	CS13	Universal Electronic Extension 3 Meter with 5 socket 2000 W	Pcs	10	0	0	10
14	CS14	Universal Electronic Extension 5 Meter with 5 socket 2000 W	Pcs	0	10	3	13
15	CS15	Electronic Extension 10 Meter with 5 socket 2000 W	Pcs	0	0	4	4
16	CS16	Toner Printer M402N No. 26A	Pcs	0	0	5	5
17	CS17	2 Pin Socket	Pcs	15	10	2	27
18	CS18	Xerox Machine Toner No (MP 3055)	Pcs	3	5	0	8
19	CS19	Deskjet Ink Advantage 652(Set) - Black	Pcs	3	0	6	9
20	CS20	Deskjet Ink Advantage 652(Set) - Colour	Pcs	3	0	6	9
21	CS21	Toner printer HP LaserJet P4515 (64A)	Pcs	0	0	10	10
22	CS22	Access Point TP Link	Pcs	0	10	0	10
23	CS23	Toner for HP Laser 107a (106A)	Pcs	30	0	5	35
24	CS24	Zebra ZC300 Card Printer Cartridge	Pcs	0	1	2	3
25	CS25	HP Laser Jet Pro MFP 428 dw (59A)	Pcs	5	0	0	5
26	CS26	Toner Laser jet MFP M130a (Drum - 19A)	Pcs	0	0	2	2
27	CS27	Toner Laser jet MFP M130a (Catridge)	Pcs	0	0	4	4

		- 17A)					
28	CS28	Toner Laser jet MFP M1029 (Drum - 19A)	Pcs	0	0	2	2
29	CS29	Toner Laser jet MFP M1029(Catridge - 17A)	Pcs	0	0	4	4
30	CS30	HP Colour LaserJet Pro M254 nw Cartidge (Colour 203 A) - Black	Pcs	0	0	2	2
31	CS31	HP Colour LaserJet Pro M254 nw Cartidge (Colour 203 A) - Cyan	Pcs	0	0	2	2
32	CS32	HP Colour LaserJet Pro M254 nw Cartidge (Colour 203 A) - Magenta	Pcs	0	0	2	2
33	CS33	HP Colour LaserJet Pro M254 nw Cartidge (Colour 203 A) - Yellow	Pcs	0	0	2	2
34	CS34	HP Colour LaserJet Pro M255 Dw Cartidge (Colour 207 A) - Black	Pcs	11	0	2	13
35	CS35	HP Colour LaserJet Pro M255 Dw Cartidge (Colour 207 A) - Cyan	Pcs	11	0	2	13
36	CS36	HP Colour LaserJet Pro M255 Dw Cartidge (Colour 207 A) - Magenta	Pcs	11	0	2	13
37	CS37	HP Colour Laserjet Pro M255 Dw Cartidge (Colour 207 A) - Yellow	Pcs	11	0	2	13
38	CS38	TP Link USB Wi-Fi adapter	Pcs	40	0	0	40
39	CS39	Toner for Canon IR - 2730 Photocopier	Box	0	1	0	1
40	CS40	Canon LBP631CW (Colour Printer) Toner - 67 - Black	Pcs	0	4	0	4
41	CS41	Canon LBP631CW (Colour Printer) Toner - 67 - Cyan	Pcs	0	4	0	4
42	CS42	Canon LBP631CW (Colour Printer) Toner - 67 - Magenta	Pcs	0	4	0	4

43	CS43	Canon LBP631CW (Colour Printer) Toner - 67 - Yellow	Pcs	0	4	0	4
44	CS44	Server Rack HP Proliant Mai Server	Pcs	0	1	0	1
45	CS45	RICOH – IM 3500 toner	Box	0	0	1	1
46	CS46	Toner for HP Colour LaserJet pro MFP 3303 FDW (HP 222X Cyan Toner Cartridge - Black)	Pcs	2	0	0	2
47	CS47	Toner for HP Colour LaserJet pro MFP 3303 FDW (HP 222X Cyan Toner Cartridge - Cyan)	Pcs	2	0	0	2
48	CS48	Toner for HP Colour LaserJet pro MFP 3303 FDW (HP 222X Cyan Toner Cartridge - Yellow)	Pcs	2	0	0	2
49	CS49	Toner for HP Colour LaserJet pro MFP 3303 FDW (HP 222X Cyan Toner Cartridge - Magenta)	Pcs	2	0	0	2
50	CS50	Wireless Keyboard and Mouse	Sets	2	0	2	4
51	CS51	Printer Cables 3 to 5 mtrs	PCS	2	0	4	6
52	CS52	Barcode Reader	PCs	0	0	3	3
53	CS53	Toner Fax Panasonic No KX-MB2085	Pcs	0	5	0	5
54	CS54	BLUE VGA Cable	Pcs	30	0	0	30
55	CS55	Brennentuhl Premium - line 6 way extension socket Black 5 m Cable	Pcs	10	0	0	10
56	CS56	Toner 150 A	Pcs	5	0	0	5

- ii) **Note:** The bidding companies may note that the quantity mentioned are indicative. There may be slight variation at the time of giving order for

supply of the items. Payments will be made as per the actual quantity of the item supplied.

- (iii) The above items are required to be delivered to the respective places viz. (Makkah, Madinah & Jeddah) as indicated.
- (iv) The interested companies should submit a financial bid giving the **Quoted rate per Unit/Piece for each item** and the total amount for the intended quantity they want to bid for in the below mentioned format.
- (v) 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.**

S. No	Code No	Item Details	Unit rate in SR.	Total in SR.

10. Opening of bids:

a) A Tender Evaluation Committee of the Consulate General of India, Jeddah will open the bids on 26.02.2025 in the Consulate. Representatives of the bidders must attend the bid opening.

b) TEC will first evaluate the Technical bids and, bidders who meet the technical eligibility criteria would stay for the opening of Financial bids. Thereafter, financial bids of only technically qualified bidders will be opened, in presence of representatives of technically qualified bidders. The EMD of the remaining bidders who could not meet the requirements of Technical bid would be returned after the bidding process.

c) **In case of more than one company quoting the same L1 rate, those companies will be asked to resubmit financial bids** (only rates lower than the original quote will be entertained) for those items in a sealed envelope by 04.03.2025 (17:00 hrs)

10.1 Decision of L1 bidder & Issue of work order: The L1 bidder will be decided item-wise and not of overall Bid Value. The ranking of the bidders will be decided based on rates quoted by the bidders, item-wise excluding VAT. **If L1 bidder backs out, the bidder will be debarred from participating in tenders floated by the Consulate General of India, Jeddah for minimum one (1) year.**

10.2 The approval for award of work to L-1 Bidder will be accorded by the Competent Authority. Only after such approval, the Letter of Acceptance/Work order to the L-1 Bidder will be issued.

10.3 On receipt of Letter of Acceptance (LOA)/Work Order of the tender issued by the Consulate, the successful tenderer shall execute the contract agreement within 7 days. **Failure to enter into the required contract within the specified period in the work order shall entail cancellation of LOA/work order.** In addition, the Consulate may debar the bidder from participating in future bids for at least 12 months and the EMD/bid security would be forfeited.

11. Bid Validity: The validity period of the tenders shall be from the date of issue of work order to the end of Haj Season i.e. 15th Muharram 1447 H (corresponding to Gregorian 10.07.2025). **The tenderer shall not, during the said period, revoke or cancel the tender or alter the tender or any terms/conditions thereof.** In case the tenderer violates to abide by this, the Consulate will be entitled to take suitable action.

12. Contract Agreement Document (s): This Tender Document shall be deemed to be part of the Contract Agreement.

13. Sub-letting of work: No subletting of work by the successful bidder is permissible. Subletting of work is only permissible with the prior approval of the Consulate. In such case, the Contractor will specify major items for which the contractor proposes to engage sub-contractor/sub-vendor.

14. Payment: Payment to the companies (successful bidders) for execution of the work will be made either through bank transfer or cheque after the completion of maintenance/service of items demanded.

15. Canvassing in Tender: Canvassing in connection with the tenders in any shape or form is strictly prohibited and tenders submitted by such tenderers who resort to canvassing shall be liable for rejection

16. Postponement or cancel of tenders: The Consulate reserves the right to postpone the date of receipt and opening of tenders or to cancel the tenders **without assigning any reason whatsoever.**

**PROFORMA FOR LETTER OF BID TO BE ACCEPTED UNCONDITIONALLY
BY A BIDDER DURING SUBMISSION OF BID:**

LETTER HEAD OF BIDDER

To,

The Consulate General of India, Jeddah

Sub. : **Acceptance of Terms & Conditions of Tender**

Tender reference No.:

Name of Tender:

Dear Sir,

This has reference to above referred bid. I/we have read and examined the conditions of contract, Scope of Work, technical specifications, Bill of Quantity and other documents carefully.

2. I/We am/are pleased to submit our bid for the above work. I/We hereby unconditionally accept the bid conditions and bid documents as available on the website in its entirety for the above work and agree to abide by and fulfill all terms and conditions and specifications as contained in the bid document.

3. I/we here by submit all the documents as required to meet the eligibility criteria as per provision of the bid notice/document.

4. I/We hereby confirm that this bid complies with the Bid validity, Bid Security and other documents as required by the Bidding documents.

5. I do hereby undertake that all the information being submitted by me/us is genuine, authentic, true and valid on the date of submission of tender and if any information is found to be false at any stage of tendering or contract period, I/We will be liable to the following penal actions apart from other penal actions prescribed elsewhere in the tender document.

- a. Cancellation of my/our bid/contract (as the case may be)
- b. Reasonable action as deemed fit by the Consulate

6. That I/we accept all terms and condition of the tender document. I/We do not have relationship with any other participating Bidders, directly or through

common third parties, that puts us in a position to have access to information about or influence on the bid of another Bidder.

7. I do undertake that if any information and document submitted is found to be false/ incorrect at any time, Consulate may cancel my/our Bid and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of all dues and banning of our firm and all partners of the firm etc as per the tender document for which I/We shall have no claims against Consulate.

Yours faithfully,

**(Authorized Signatory)
(Signature of the bidder & Official Seal)**