

## **TENDER NOTICE FOR BEDSHEETS & PILLOW COVERS**

### **I. INTRODUCTION**

Consulate General of India, Jeddah, invites sealed quotations from licensed and reputed companies for supplying bed sheets and pillow covers 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 Thursday, 30 January 2020 (till 1700 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, 20 January 2020 (1000 hours)**. 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. STAGES OF PROCESS OF BID EVALUATION:**

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

- (i) Valid license for trade of the country where it is operating;

- (ii) The bidding company shall submit a sample consisting of two bed sheets & two pillow covers, which shall be 100 percent cotton, and minimum Thread count (TC) of 200 (Weft + Warp per inch). Bid without sample shall be deemed to be disqualified;

A company can submit only one sample consisting of two bed sheets & two pillow covers.

- (iii) The bidding company shall submit a test report from a registered laboratory based in KSA, confirming the samples to be 100% cotton and having a minimum thread-count of 200.

[The samples submitted will also be subsequently sent to a reputed Saudi Lab by the Consulate for assessment. In case it is found that the results do not fulfill the required criteria, the contract will be cancelled and earnest money will be forfeited].

- (iv) Plan for procurement of items and their smooth distribution;
- (v) Reputation and credibility of the supplier. The supplier may also submit documents showing no. of clients in previous years to whom the company has supplied such items, and copy of duly certified documents of business turnover of the company in the last 3 years.
- (vi) Earnest Money of SAR 100,000 in the form of cheque, duly certified by the Bank and payable in favour of "Consulate General of India, Jeddah".

**4. Evaluation of technical bid:**

- (i) The technical bids will be opened on **Monday, 03 February 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.
- (iii) Bids without the earnest money deposit will be disqualified.

**5. Financial bid:**

- (i) The Company should submit financial bid giving quotation for one set comprising two bed-sheets and two pillow covers in Saudi Riyal.
- (ii) Note: The financial bid (cost of two bed sheets & two pillow covers) should be inclusive of the cost of delivery of item at the buildings in Makkah. The quoted price should be inclusive of VAT and all other applicable taxes and levies. In other words, all taxes and levies, including VAT, have to be borne by the supplier.

**6. Evaluation of financial bid:**

- (i) Financial bids will be opened after the technical assessment by the Committee on the same day. Financial bids of only those companies which qualify in technical bid will be opened.

(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.

**III. REQUIREMENTS:**

7. Description of the item to be supplied is indicated below:

S.No.	Item	Description
a.	Bed sheet with pillow Covers	Type : 100% cotton Minimum Size (bed sheet) : 148 cm x 225 cm Minimum Size (pillow) : 50cm x 75cm Colour : pigment print or White Thread count : 200 Minimum weight : 200 gm Packaging : plain poly bag

8. Total no. of pieces required is 250000 pieces of bed sheets and pillows covers to be packed in set of two bed sheets and two pillow covers for each

pilgrim. The quantity indicated is approximate. Actual quantity of bed-sheets and pillow covers will be intimated at the time of inspection of the stock.

#### **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 the bed-sheets and pillow covers latest by June 01, 2020. The stock will be inspected by a team of the Consulate on or after June 01, 2020 and thereafter advance payment will be made. If the stock is not made available for inspection by June 01, 2020, 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 (security guard) 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 bed-sheets and pillow covers submitted as samples and those supplied matches. However, in case of any variation in quality/size of bed-sheets and pillow covers 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 bed-sheets & pillow covers to pilgrims' accommodation. The last and final payment will be made after the complete supply & distribution of bed-sheets and pillow

covers at all pilgrims' accommodation in Makkah 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.