

CONSULATE GENERAL OF INDIA, JEDDAH

TENDER NOTICE

**NOTICE INVITING TENDER FOR PROCUREMENT OF STATIONERY 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 stationery 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/118/06/2025

Date: 30.01.2025

Tender Document for Procurement of Stationery 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 stationery items	Jeddah, Makkah & Madinah	4,500.00	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	1200 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	1200 hrs.

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. 4,500.00** 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 upon 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 **Demand Draft or Bank Guarantee issued by the local Saudi banks in favour of “Consulate General of India, Jeddah”**. **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 large 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 stationery items.

b. Financial bid: The financial bid containing the Bill of Quantity to 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 instructions 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	Item Details	Unit	IHPO Makkah (Admin + Med)	IHPO Madinah (Admin + Med)	(Haj Sec + Dept Sec + C Cell) Jeddah	Total QTY
1	STA01	Photocopying paper A4-Reams(Roco 80 gm) (1 box contains 5 reems)	BOX	70	150	35	255
2	STA02	Legal A5 Paper	Sheets	3000	0	0	3000
3	STA03	Pens Uniball UB -157 (Black) (One PKT.12 Pens)	Pkt - 12	0	0	4	4
4	STA04	Pens Uniball UB -157 (Blue) (One PKT. 12 Pens)	Pkt - 12	0	0	6	6

5	STA05	Pens Uniball UB -157 (Red) (One PKT. 12 Pens)	Pkt - 12	1	0	3	4
6	STA06	Pens Uniball UB -150 - 38(Blue) (One PKT. 12 Pens)	Pkt - 12	10	3	4	17
7	STA07	Pen Pilot BI-G2-7 Roller Ball Pen (0.7 Blue)	Packet	5	0	6	11
8	STA08	Pen Pilot BI-G2-7 Roller Ball Pen (0.7 Black)	Packet	3	0	4	7
9	STA09	Clara- Ball pen 0.7 mm (Blue) (One PKT.10 pens)	Packet	290	20	4	314
10	STA10	Clara - Ball pen 0.7. mm (Black) (One PKT 10 pens)	Packet	20	5	4	29
11	STA11	Clara - Ball pen 0.7 mm (Red) (One PKT. 10 pens)	Packet	10	5	3	18
12	STA12	Calligraphy pen Blue	Pkt - 10	2	0	1	3
13	STA13	UHU Glue stick medium (21 gms - Per Piece)	Pkt -12	50	10	8	68
14	STA14	Pencil with erasers HB (Box)	Pkt - 10	26	15	8	49
15	STA15	Pencil sharpeners (With container)	Pcs	60	30	5	95
16	STA16	Roco Eraser Stabilo (Box)	Pkt-12 Pcs	10	5	2	17
17	STA17	ROCO MEMO NOTE BOOK RQ- 14083	Pcs	30	0	1	31
18	STA18	ROCO Steno Book - 6"x 9" 40 Sheets	Pkt-10 Pcs	5	0	7	12
19	STA19	Note pad (Spiral Yellow) Small Size	Pkt-10 Pcs	40	20	6	66
20	STA20	Note pad (Spiral Yellow) A4 Size Single Lined	Pkt-10 Pcs	10	0	1	11
21	STA21	Register (100 Pages) 2 Gr	Pcs	430	50	18	498
22	STA22	Exercise Book/Notebooks (60 Pages)	Pcs	0	0	0	0
23	STA23	Self-Adhesive Yellow slips (Small) post it	Pkt-10 Pcs	10	25	0	35

24	STA24	Self-Adhesive Yellow slips (Medium) post it	Pkt-10 Pcs	10	25	0	35
25	STA25	Kent box files Black (size - 8 cm)	Pcs	360	60	120	540
26	STA26	Kent box files Black (size - 5 cm)	Pcs	60	0	10	70
27	STA27	Brown Envelope size (17X25) A5	Pkt-50	4	2	6	12
28	STA28	Brown envelope (26 cm x 18 cm)	Pkt-50	1	0	2	3
29	STA29	Brown Envelope A3 Size	Pkt-50	10	1	19	30
30	STA30	Brown envelope A4 Size	Pkt-50	10	6	37	53
31	STA31	Envelope 17.5 x 14.25	Pkt-25	4	0	2	6
32	STA32	Rubber band 50 mg (Packet)	Packet	10	15	25	50
33	STA33	StamPad (Artline Medium)	Pcs	20	4	1	25
34	STA34	Stamp Pad Ink	Pcs	10	0	1	11
35	STA35	White Correction fluid pens (Pental)	Pcs	130	50	19	199
36	STA36	Permanent Marker 70 & 90 (Blue)	Pkt - 12	20	50	8	78
37	STA37	Permanent Marker 70 & 90 (Black)	Pkt - 12	50	30	8	88
38	STA38	Permanent Marker 70 & 90 (Red)	Pkt - 12	10	0	4	14
39	STA39	Ruler (Scale Plastic)	Pcs	80	10	8	98
40	STA40	Comix Scissors Japan 8.0"	Pcs	80	5	5	90
41	STA41	Comix Scissors Japan 6.5"	Pcs	30	0	0	30
42	STA42	Stapler Max - HD- 50F	Pcs	50	5	4	59
43	STA43	Staple Pin - Rexel 56 (26/6)	Box	40	20	0	60
44	STA44	Stapler Big B5 nova	Pcs	5	10	2	17
45	STA45	Stapler Pin Heavy Duty 23/10	Pkt	0	12	0	12
46	STA46	Stapler Pin remover (Roco)	Pcs	30	15	0	45
47	STA47	Paper clips (No. 233)	Pkt	20	10	1	31
48	STA48	Roco Tape Transparent	Pcs	70	45	55	170
49	STA49	Highlighters different colours	PKT - 4	35	50	6	91

50	STA50	Transparent plastic folder (White) L SHAPE -A4	PKT - 100	7	1	6	14
51	STA51	Lamination Plastic sheet (80 x 110 - 150 Micro)	PKT - 100	60	0	5	65
52	STA52	Packing tape (Brown 2)	Pcs	30	280	17	327
53	STA53	Packing tape transparent	Pcs	120	0	33	153
54	STA54	Packing tape white Colour	Pcs	0	0	15	15
55	STA55	Punch Hole single (Roxel 4363)	Pcs	45	0	2	47
56	STA56	Calculator (Casio-12 digits) -DM 1200	Pcs	30	5	3	38
57	STA57	Paper Cutter Knife (Small Size)	Pcs	40	0	3	43
58	STA58	Gum Tubes 70 ML (Roco)	Pkt of 12 Pcs	25	2	0	27
59	STA59	Punch Double (Roco Medium)	Pcs	20	0	2	22
60	STA60	Stock Register 200 Pages	Pcs	5	0	6	11
61	STA61	Battery (Long Lasts) size Big D Size. (Duracell)	Pcs	0	0	10	10
62	STA62	Battery (Long Lasts) Pencil size AA (Duracell)	Pcs	290	15	25	330
63	STA63	Battery Long Last size AAA Alkaline 1.5 (Duracell)	Pcs	890	15	25	930
64	STA64	Battery Duracell Ultra 1.5 Volt (Size -C) (Duracell)	Pcs	350	0	0	350
65	STA65	Battery Size-2032 (Button type) (Duracell)	Pcs	200	0	0	200
66	STA66	Binder Clip black medium size (25mm)	12 Pcs in Box	4	5	2	11
67	STA67	Binder Clip black medium size (32mm)	12 Pcs in Box	3	0	6	9
68	STA68	Binder Clip black medium size (41mm)	12 Pcs in Box	3	0	6	9
69	STA69	Binder Clip black medium size (51mm)	12 Pcs in Box	3	0	6	9
70	STA70	One side Plastic Transparent Folder with clip	Pcs	165	20	10	195

71	STA71	Writing clip board (Hard/Aluminum)	Pcs	40	0	5	45
72	STA72	Stick note pad (Flags)	Pcs	10	0	8	18
73	STA73	Temporary white Board Markers	Pkt	5	0	2	7
74	STA74	ROCO spiral Steno Book 6 " x 9" (80 Sheets)	Pcs	0	0	10	10
75	STA75	Barcode Labels/ Stickers small	Pkt	0	0	0	0
76	STA76	ID Card Holders	Pcs	750	0	100	850
77	STA77	ID card neck strap	Pcs	6000	0	100	6100
78	STA78	Tape Dispensar (Roco)	Pcs	17	0	2	19
79	STA79	Notice board (Medium Size)	Pcs	3	1	2	6
80	STA80	Pin for notice board	Packet	6	10	0	16
81	STA81	Plastic A3 File Bag	Pcs	500	0	0	500
82	STA82	Plastic Spiral coil medium size	Pcs	200	0	0	200
83	STA83	A4 Sticker Single side Label (A4 Size)	Pcs	1000	0	0	1000
84	STA84	Sign Here Stickers Medium Size	Pkt	2	0	3	5
85	STA85	Clear Plastic Binding Sheet (A4 Size)	100 Pcs in Pkt	4	0	1	5
86	STA86	Paint Marker (ROCO (White)	Pcs	10	0	0	10
87	STA87	Paint Marker (ROCO (Blue)	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 price 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. **No request for any advance payment shall be entertained.**

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)**