

CONSULATE GENERAL OF INDIA, JEDDAH

**NOTICE INVITING TENDER FOR LEASING OFFICE SPACE FOR
OPENING TEMPORARY HAJ OFFICE AT PRINCE MOHAMMED
BIN ABDUL AZIZ INTERNATIONAL AIRPORT, MADINAH AL
MUNAWWARAH DURING HAJ SEASON 2024**

No. Jed/Haj/118/22/2024

Dated: 11.12.2023

Sealed Tenders/Quotations are invited from the reputed, licensed companies for leasing of office space for opening temporary Haj office at Prince Mohammed Bin Abdul Aziz International Airport, Madinah Al Munawwrah during Haj season 2024.

2. Interested companies may submit their proposal **as detailed in the Tender Document available** to Consul (Haj), Consulate General of India, Villa No. 34, Behind National Commercial Bank, Tahaliya Street, P.O.Box No. 952, Jeddah-21421 (Telephone No. 6639351) by **Tuesday 2nd January, 2024 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/118/22/2024

Date: 11.12.2023

Tender Document for leasing of office space for opening temporary Haj office at Prince Mohammed Bin Abdul Aziz International Airport, Madinah Al Munawwarah during Haj season – Haj 2024

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	Period of completion (in Days)
Leasing of 9 Sq. Mts of office space for opening of temporary Haj office during Haj season – Haj 2024	Prince Mohammed Bin Abdul Aziz International Airport, Madinah Al Munawwarah	90

2. **Critical dates:**

Sl.No.	Particulars	Date	Time
a.	Tender publishing date	11.12.2023	--
b.	Bid submission start date	12.12.2023	0900 hrs.
c.	Bid submission end date	02.01.2024	1700 hrs.
d.	Start date for seeking clarification	Immediate after publishing	
e.	Last date for seeking clarification	01.01.2024	1700 hrs.
f.	Pre-Bid Meeting date	14.12.2023	1030 hrs.
g.	Bid opening date	03.01.2024	1100 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, then 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, even less than 3.

3. 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.

4. 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.

5. 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.

6. 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.**

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

7. **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. The e-mail & mobile numbers of bidder should be written on the envelope containing the Technical & Financial bids.**

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

- Copy of valid license and registration
- Profile of the company, also reflecting experience in concerned filed.

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 rate per Sq.Mt quoted by the Bidder for the above requirement should be entirely in Saudi Riyals only.

Sl.No.	Total Area	Rate per Sq. Mts.

8. **Opening of bids:**

a) A Tender Evaluation Committee of the Consulate General of India, Jeddah will open the bids on 03.01.2024 @ 11:00 hrs at the Consulate. Representatives of the bidders may attend the bid opening.

b) **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 06.01.2024 (17:00 hrs).

9. Decision of L1 bidder & Issue of work order: 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.**

9.1 In case the L1 Bidder is rejected due to noncompliance of the stipulated conditions in this document then the L-2 Bidder will become L-1 Bidder.

9.2 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.

9.3 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.

10. 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 1446 (corresponding to Gregorian 21.07.2024). **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.

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

12. Payment: Payment to the successful bidder will be made either through bank transfer or cheque after allocation of space has been made.

13. 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

14. 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)**