CONSULATE GENERAL OF INDIA, JEDDAH

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NOTICE INVITING TENDER

For short term leasing of Six (6) Mini Buses (13 seater) not older than 2022 model with two Drivers (preferably Indian nationals) on each Mini Bus and Refueling of Gasoline for Haj operation – HAJ 1448 H – 2027 G

Ref. No. Jed/Haj/118/13/2027 **Dated: 24.08.2026**

The Consulate General of India, Jeddah invites Sealed Tenders/bids from registered Car Rental Companies of KSA for short term leasing of 6 Mini Buses (13 seater) not older than 2022 model with two drivers (preferably Indian nationals) on each Mini Bus (13 seater) and refueling of gasoline etc. for Haj - 2027 operations.

2. Interested and eligible Car Rental companies of KSA may submit their bids in accordance with the procedure outlined in the Tender Document. The bids should be dropped in the Tender Box marked **"Tender Box**" placed at the **Reception of the Consulate General of India, Tahlia Street, Jeddah.** The offer must be submitted no later than **13.09.2026 by 1700 hrs.**

3. The detailed Tender Document can be downloaded from:

- The official website of the Consulate General of India, Jeddah: www.cgijeddah.gov.in

- The Central Public Procurement Portal of the Government of India: https://eprocure.gov.in/eprocure/app

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Consulate General of India,
Jeddah
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Ref. No. Jed/Haj/118/13/2027 **Date: 24.08.2026**

NOTICE INVITING TENDER

Consulate General of India, Jeddah, invites sealed Tenders/bids from the registered Car Rental Companies of KSA for short term leasing of 6 Mini Buses (13-seater) not older than 2022 model with two drivers (preferably Indian nationals) on each Mini Bus (13 seater), Gasoline/Diesel, without mileage restriction and comprehensive insurance having requisite license/registration/permissions etc., with local compliance authorities.

Item	Description
Title of Work:	Short terms leasing of 6 Mini Buses (13-seater) not older than 2022 Model
Period for which service is required:	1st Zul Qadah, 1448 H to 15th Moharram, 1449 H (corresponding to 05.04.2027 to 20.06.2027)
Requirement	Two drivers (preferably Indian nationals) on each Mini Bus (13-seater) (on 12 hrs duty), Gasoline Refilling by the company itself, comprehensive insurance, without mileage restriction & round the clock service
Purpose:	For movement of patient pilgrims and medical officials deputed by Government of India on Haj duty in/between Jeddah, Makkah & Madinah
Location of Work	Jeddah, Makkah and Madinah
Bid Security Declaration	Submission of Bid Security Declaration Form as per Annexure-I
Eligibility	Only registered car rental companies of KSA which can get necessary permits issued to the drivers by Ministry of Interior through (Elm) for movement between Jeddah, Makkah and Madinah during the leased period
	Drivers on the sponsorship of the company or hired through Ajeer are allowed and undertaking to the effect is required to be submitted.

2. **Critical dates**:

Sl.No.	Particulars	Date	Time
a.	Tender publishing date	24.08.2026	09:00 Hrs
b.	Bid submission start date	24.08.2026	09:00 Hrs
c.	Start date for seeking clarification	24.08.2026	09:00 Hrs
d.	Pre-Bid Meeting date	09.09.2026	14:00 Hrs
e.	Last date for seeking clarification	13.09.2026	14:00 Hrs
f.	Bid submission end date	13.09.2026	17:00 Hrs
g.	Bid opening date	16.09.2026	14:00 Hrs

2.1. Extension of critical dates: *If the number of bids received is found to be less than three (03) at the end of the bid submission period, the last date for submission of bids and the bid opening date shall be extended for such period as may be approved and notified by the Consulate General of India, Jeddah.*

3. Bid Security Declaration: The bidder shall furnish, as part of his/her bid, a Bid Security Declaration**.** Bids submitted without a valid Bid Security Declaration shall be deemed non-responsive and will be summarily rejected by the Consulate. The Bid Security Declaration must be submitted in the letter head of the company as mentioned in *Annexure-I*.

4. Performance Security: The Performance Security, amounting to **5%** of the contract value, must be submitted by the successful bidder within 15 days of issuance of Work Order by the Consulate. It shall be in the form of an **Account Payee Demand Draft or a Bank Guarantee** issued by a local Saudi commercial bank in favour of "**Consulate General of India, Jeddah. The Performance Security must remain valid for a period of ninety (90) days beyond the completion date of the Haj season 2027.**

4.1 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.

5. **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 official e-mail within the specified period.

6. **Eligibility of the bidder**: The invitation for bid is open to all bidders including an individual, 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.

7. **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. The mere fact of applying to this tender shall mean that the tenderer accepts all T&C specified in this RFP.

7.1 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**.

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

8. **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 duly sealed envelope. Name of the Tender, Tender Reference No., Name and address, e-mail mobile number of the 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) consisting of following documents/details (Self attested and duly stamped).

- Copy of valid Commercial Registration of the company.
- Copy of license issued by Transport General Authority (TGA), KSA
- Profile of the company, providing description of the establishment, past experience in the field of transportation, client testimonials, and details of senior management (*the list is only indicative*)

- The total number of Mini Buses (13-seater, not older than 2022 model) in the fleet (at least 06) - or alternatively, proof of leasing of at least 06 such Mini Buses - and their details, along with the Istamarah copies of Mini Buses being offered
- Copy of VAT Registration
- Copy of Company's Bank IBAN letter
- Bid Security Declaration Form **(As per Annexure-I)** duly singed and stamped on the company's letter head.
- Undertaking to deploy Operational Manager and drivers (all preferably Indian nationals) during Haj season-2027 **(As per Annexure-III)**

Note:- *If any of the aforementioned documents are submitted in Arabic, an* ***"Official English Translation"*** *of each document must be provided concurrently.*

أ. العرض الفني: يتضمن العرض الفني (في مظروف مغلق) المستندات/التفاصيل التالية (مصدقة ذاتيًا ومختومة حسب الأصول).

• صورة من السجل التجاري الساري للشركة.
• صورة من السجل التجاري للشركة.
• صورة من الترخيص الصادر عن الهيئة العامة للنقل (TGA) في المملكة العربية السعودية
• نبذة عن الشركة تتضمن وصفًا لمنشأتها، وخبرتها السابقة في مجال النقل، وآراء العملاء، وتفاصيل الإدارة العليا (هذه القائمة استرشادية فقط)
• العدد الإجمالي للحافلات الصغيرة (13 راكبًا، موديل لا يزيد عن 2022) في الأسطول (6 حافلات على الأقل) - أو بديلًا عن ذلك، إثبات استئجار 6 حافلات صغيرة على الأقل من هذا النوع - وتفاصيلها، بالإضافة إلى نسخ من استمارات الحافلات الصغيرة المعروضة
• صورة من شهادة تسجيل ضريبة القيمة المضافة
• صورة من خطاب رقم الحساب المصرفي الدولي (IBAN) الخاص بالشركة
• نموذج إقرار ضمان العطاء (كما هو موضح في الملحق الأول) موقعًا ومختومًا حسب الأصول على ورق الشركة الرسمي.
• التعهد بتوفير مدير عمليات وسائقين (يفضل أن يكونوا جميعًا من الجنسية الهندية) خلال موسم الحج لعام ٢٠٢٧ (وفقًا للملحق الثالث).

ملاحظة: في حال تقديم أي من المستندات المذكورة أعلاه باللغة العربية، يجب تقديم ترجمة إنجليزية رسمية لكل مستند على حدة.

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

Period	Cost per Mini Bus (13 seater) not older than 2022 model inclusive of two drivers (preferably Indian nationals) on each Mini Bus (13 seater), refueling of gasoline and maintenance without VAT in SR.
1st Zul Qadah, 1448 H to 15th Moharram, 1449 H (corresponding to 05.04.2027 to 20.06.2027)	

The financial bid must be submitted on the company's official letterhead, duly signed and stamped by an authorized representative of the company.

8.1 Disqualification Due to Overwriting or Zero Bid.

Bidders are advised that any overwriting, alterations, or submission of a zero (0) bid in the financial bid shall lead to automatic disqualification. All entries in the Bid must be clear, unambiguous, and duly filled in accordance with the instructions provided in this Tender Document.

9. <u>Opening of bids</u>:

a) A Tender Evaluation Committee (TEC) of the Consulate General of India, Jeddah will open the bids on 16.09.2026 at 1400 hrs in the Consulate. Representatives of the bidders may attend the bid opening.

b) TEC will first evaluate the Technical bids and, technically qualified bidders will be informed of TEC's decision and invited to be present 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.

9.1 <u>Decision of L1 bidder & Issue of work order</u>: The L1 bidder will be decided on overall Bid Value (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**.

9.2 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 Upon issuance of the Work Order by the Consulate, the successful tenderer shall execute the contract agreement within 15 days or by the date/time specified by the Consulate, whichever is earlier. **Failure to execute the contract within the stipulated period shall result in cancellation of the Work Order.** Furthermore, the Consulate reserves the right to debar the bidder from participating in future tenders for a minimum period of 12 months, and the EMD/Bid Security shall be forfeited.

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 1449 H (corresponding to Gregorian 20.06.2027). **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. **Sub-letting of work**: **No subletting/out sourcing of work by the successful bidder is permissible.**

13. **Payment:** Payment to the companies (successful bidders) for execution of the work will be made either through bank transfer or account payee cheque after the completion of works/service and submission of a valid VAT invoices.

14. **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

15. **Postponement or cancellation 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.**

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ANNEXURE-I

Bid Security Declaration Form

To

The Consulate General of India,

Jeddah Tender reference No.:

Name of Tender:

Dear Sir,

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration on the Company's letter head duly signed and stamped and attested by Chamber of Commerce.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

(a) have withdrawn/modified/amended, impaired or derogated from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

(b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) failed or refused to execute the contract, if required, or (ii) failed or refused to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: …….
(insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name:……
(insert complete name of person signing the Bid Securing

Declaration) Dated on day of _____(insert date of

signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

ANNEXURE-II

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

On the 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/We do undertake that I/We shall hire drivers (preferably Indian nationals) and shall get necessary entry permits (stickers) issued by the General Cars Syndicate for transportation within Jeddah, Makkah and Madinah.

6. 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

8. That I/we accept all terms and condition of the tender document. l/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.

9. 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)

Annexure-III

ON THE LETTER HEAD OF BIDDER

To,

The Consulate General of India, Jeddah

Sub. :**Declaration regarding Deployment of Operational Manager and Drivers (Preferably Indian nationals)**

Tender reference No.:
Name of Tender:

Dear Sir,

This has reference to above referred bid.

1. **I/We undertake** to appoint an Operational Manager and drivers (all preferably Indian nationals) and to obtain all requisite permits for the drivers and vehicles from the Ministry of Interior through **Elm**, or any other competent Saudi authority, to facilitate the movement of vehicles between Jeddah, Makkah and Madinah Region during the lease period. It is also confirmed that the driver will be on the sponsorship of the company or hired through Ajeer.

2. **I/We undertake** to submit to the Indian Haj Mission the list of drivers and Operational Manager (all preferably Indian nationals) at least two weeks prior to the commencement of the work, i.e., by **15th Shawwal 1448 H**.

3. **I/We undertake** to provide **accommodation**, **meals** and **salary** for all deployed drivers throughout the period of their deployment at Jeddah, Makkah and Madinah.

Yours faithfully,

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