

**Consulate General of India
Jeddah**

TENDER NOTICE FOR BEDSHEETS & PILLOW COVERS

Sealed quotations are invited 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 2018. The quotation should be submitted to Vice Consul (Haj), Consulate General of India, Jeddah latest by **March 18, 2018** (till 1700 hrs).

2. Description of the item is indicated below:

S.No.	Item	Description	Quantity (Approximate)	Earnest Money
1	Bed Sheet with pillow covers	Type: 100% Cotton Size (Bed Sheet): 148cm x 225 cm Size (Pillow Cover): 50cm x 75cm Colour: Pigment print or White Weight (Bed Sheet): 200gm Minimum Cotton Count: 200 x 200 Packaging: Plain poly bag	250000 pcs One Set for each pilgrim comprising two bed sheets and two pillow covers. If there is any change in quantity, it would be informed accordingly.	SR 250000/-

3. The process of selection of final bidder will consist of following two stages:

A. Qualifying Stage:

An eligibility criteria will be laid down by the designated Committee in order to assess professionalism, resourcefulness, etc. of the applicants. Broadly, following indicators will be taken into account to decide eligibility of the applicants:

- (i) Valid license for trade;
- (ii) The bidding company shall submit a sample consisting of two bed sheets & two pillow covers, which shall be 100 percent cotton, minimum weight of 200 gm as well as minimum cotton count of 200 x 200. Tender without sample shall not be entertained.
- (iii) Plan for procurement of items and their smooth distribution;

- (iv) Reputation and credibility of the supplier. Certain documents showing no. of clients in previous years to whom the company has supplied items, etc. may be required to assess the credential of the company; and
- (v) Sample of bed sheet and pillow cover should be properly tagged carrying the name of the supplier.

B. Selection Stage:

- i) The committee will first open the samples and only after the samples are approved, the price bid would be opened, i.e., quotations of only those applicants will be considered, whose samples qualify the technical assessment of 100 percent cotton, minimum weight of 200 gm as well as minimum cotton count of 200 x 200.
- ii) A company can submit only one sample consisting of two bed sheets & two pillow covers.
- iii) The bidders have to submit Earnest Money in the form of cheque /draft, duly certified by the Bank and payable in favour of "**Consulate General of India, Jeddah**". Bid without the earnest money deposit will not be considered.
- iv) The bid (cost of bedsheets & pillow covers) should be inclusive of the cost of delivery of item at the building.

4. Terms and Conditions:

- i) After awarding of the contract, the selected bidder does not has the authority to cancel the contract. In case he is unable to supply the items, the Earnest Money shall be forfeited.
- ii) 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 AHO of the concerned Branch Office and a receipt to this effect shall be obtained from him. The receipt will be required at the time of settlement of the bill.
- iii) The successful bidder has to procure and store the bed-sheets and pillow covers latest by May 31, 2018. The stock will be inspected by a team of the Consulate on or after May 31, 2018 and thereafter advance payment of first installment of 20% of the total amount will be made. If the stock is not made available for inspection by

May 31, 2018, a suitable penalty would be imposed or contract will be cancelled. **Earnest money may not be refunded in case of non-availability of stock on due date.** The company may 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. 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.

- iv) 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 ranging from 20% to 100% of the total cost of the bedsheets/pillow covers.
- v) The quantity indicated is approximate. Actual quantity of bed-sheets and pillow covers will be intimated at the time of inspection of the stock.
- vi) 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.
- vii) The quoted price should be inclusive of VAT and all other applicable taxes and levies. In other words, all taxes and levies, including VAT, has to be borne by the supplier.
- viii) The Consulate reserves the right to reject any or all tenders without assigning any reason thereof.

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