

Consulate General of India
Jeddah

TENDER NOTICE

Sealed quotations from licensed and reputed companies are invited for supplying items at the buildings of Haj Committee of India (HCOI) pilgrims, **Makkah** during Haj 2017. The quotation should be submitted to Consulate General of India, Jeddah latest by **January 22, 2017**(till 1200 hrs).

2. Description of the item is indicated below :

| Sl. No. | Items | Description | Quantity (Approximate) | Earnest Money |
|---------|-----------------------------|--|---|----------------|
| 1. | Bed Sheet with pillow cover | Type : 100% cotton, size (Bed Sheet): 148 cm X 225 cm, size (Pillow cover): 50cm X 75 cm, Colour : pigment print or white, weight (Bed Sheet) : 200 gram (Minimum) : Minimum Cotton count 200 or higher, Packaging : Plain Poly Bag. | 200,000 Two sets for each pilgrim (two bed-sheets and two pillow covers) (Number of pilgrims would be around 100,000). If there would be an increase in pilgrims, it would be informed accordingly. | SR, 2,00,000/- |

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) Plan for procurement of items and their smooth distribution;
- (iii) 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

- (iv) Proof of the sample of bed sheet and pillow cover being a product of the supplier.

B. Selection Stage:

- i) Samples of only those applicants will be considered for selection who qualify in the first stage.
- ii) Sealed tender for Bed sheet and pillow cover should reach Vice Consul(Hajj), Consulate General of India, Jeddah latest by **January 22, 2017 till 1200 hrs.** Tender without sample shall not be entertained. A company can submit only one sample. It should submit two bed sheets of that sample only.
- 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”**. No bid shall be entertained without earnest money.
- iv) A committee will first open the samples and only after the samples are approved, the price bid would be opened.
- v) The rate of the items (bed sheets & pillow covers) should be inclusive of the cost of delivery of item at the building.

4. Terms and Conditions:

- i) The selected bidder will not be allowed to back off the contract and in case he is not able to supply the items, the Earnest Money will not be refunded to him.
- ii) The supplier will be given in advance the schedule of arrival of the pilgrims at each building and the items will be supplied by the supplier to the buildings of the pilgrims 24 hours before the arrival of the pilgrims. The items will be handed over at the buildings to the AHO of the concerned Branch Office and a receipt to this effect will be obtained from him. The receipt will be required at the time of settlement of the bill.
- iii) The supplier has also to undertake the task of distribution of plastic items, in addition to bed-sheets & pillow covers, to the accommodation of Hajjis in Makkah.

- iv) The successful bidder has to procure and store the bed-sheets and pillow covers by April 15, 2017. The stock will be inspected by a team of the Consulate on or after April 15, 2017 and thereafter advance payment of first installment of 20% of the total amount will be paid. If the stock is not made available for inspection by April 15, 2017, a suitable penalty would be imposed or contract will be cancelled. Earnest money would 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 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 Hajis' accommodation. The last and final payment will be made after the complete supply & distribution of bed-sheets and pillow covers to all Hajis at their accommodation in Makkah.
- v) It should be ensured that the quality of bed-sheets and pillow covers submitted as samples and bed-sheets and pillow covers 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.
- vi) The quantity indicated is approximate. Actual number of bed-sheets and pillow covers will be made available at the time of inspection of the stock.
- vii) 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.
- viii) The Consulate reserves the right to reject any or all tenders without assigning any reason thereof.

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