

NOTICE INVITING QUOTATIONS

12.01.2026

Subject: Invitation of Quotations for Shredding and Secure Disposal of Documents at the Consulate General of India, Dubai

The Consulate General of India, Dubai invites **sealed quotations** from **reputed, experienced and duly licensed firms/companies** for shredding and secure disposal of confidential papers and documents lying at the Consulate General of India, Dubai. The firms should be **registered under the relevant UAE Companies Law** and should have experience in providing secure document shredding services to Government / semi-Government / reputed organizations. The services shall be required on an “**as and when required**” basis.

Scope of Work:

The scope of work shall include the following:

1. Shredding of loose papers and documents using **cross-cut shredding** methodology to ensure confidentiality.
2. Collection and shredding of documents at the **Consulate premises**.
3. Deployment of **uniformed and security-trained personnel**, including **one (01) truck operator**.
4. Maintenance of a **secure chain of custody** during collection and shredding.
5. Issuance of a **Certificate of Destruction** (legally valid document) upon completion of the work.
6. Issuance of an **Environment Certificate** confirming environmentally compliant disposal.

Financial Terms

1. The firm shall quote rates for shredding services with a **minimum charge applicable for one (01) ton** of documents.
2. Any quantity beyond one (01) ton shall be charged on a **pro-rata basis**, as per the quoted rate.
3. The quoted rates shall be **exclusive of 5% VAT**, which, if applicable, shall be indicated separately.
4. The service shall be **one-time in nature**, suitable for large volumes or periodic clean-out of records.

Eligibility Conditions

1. The bidding firm must be legally registered in the UAE and hold valid trade and operational licenses for document shredding.
2. The firm must have adequate infrastructure, manpower, and experience to carry out secure shredding services.
3. The Consulate reserves the right to verify the credentials and past performance of the firm.

Submission of Quotations

Sealed quotations, superscribed “**Quotation for Shredding of Documents**”, may be sent by post or delivered by hand at the address given below:

Head of Chancery

Consulate General of India
Al Hamriya, Diplomatic Enclave
P.O. Box No. 737
Dubai, U.A.E.

The quotations must reach the Consulate on or before 1700 hrs on 26 January 2026. Quotations received after the stipulated date and time shall not be considered.

Security Requirement

The firm awarded the work shall submit a **list of personnel proposed to be deployed**, along with their **Emirates ID details**, **2 days prior** to commencement of the work, for security clearance.

General Conditions

1. The Consulate General of India, Dubai **reserves the right to accept or reject any or all quotations**, in whole or in part, without assigning any reason. The decision of the Consulate shall be final and binding in all matters relating to this NIQ.