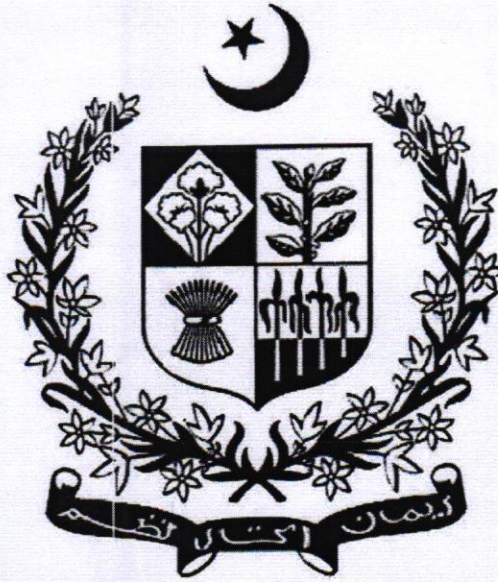


GUIDELINES/ TERMS AND CONDITIONS FOR HIRING OF BUILDINGS
AT NON-MARKAZIA MADINAH MUNAWARRAH FOR HAJJ

1444H/2023



Government of Pakistan
Ministry of Religious Affairs & Interfaith Harmony
Office of Pilgrims Affairs Pakistan (OPAP)
Consulate General of Pakistan, Jeddah/Madinah.

Phone: 014-8250782/0126125531 Fax: 012-5500431; e-mail:

opapmed@gmail.com

Preamble:

Serving Hujjaj is one of the most noble and heavenly duty. Under the Rules of Business, 1973 of the Government of Pakistan, Ministry of Religious Affairs & Interfaith Harmony (MoRA&IH), Government of Pakistan has a mandate to make arrangements for Hujjaj of Pakistan. Hajj which is one of the five pillars of Islam and is mandatory, once in a life time, for adult Muslims with requisite physical and financial capacity (Sahib-e-Istaat). Hardships of this pilgrimage are unavoidable primarily due to scale and intensity of the activity despite the fact that technological advancement has made it comparatively much easier in many ways. The Government of Pakistan endeavors to ensure cost effective but comfortable performance of the Hajj Manasik by the pilgrims by making elaborate arrangements, through a transparent process.

Office of Pilgrims Affairs Pakistan (OPAP), Consulate General of Pakistan, Jeddah/Madinah, being an operational arm of MoRA&IH, makes Hajj arrangements in Saudi Arabia, in line with the policies of Governments of Pakistan and Saudi Arabia, with a clear objective to ensure safety and comfort of the pilgrims alongwith economy of the package.

While the objectives mentioned above in view, the Office of Pilgrims Affairs Pakistan (OPAP), Consulate General of Pakistan, Jeddah/Madinah intends to procure various services, including, primarily, accommodation, food & transport, for hujjaj arriving from Pakistan under the government scheme for Hajj 2023/ 1444H.

Hiring of Accommodations at Madinah Munawwarahat Non Merkaziafor Pilgrims under Government Scheme for hajj-2023 G /1444 H

Terms & Conditions for Accommodations:

1. Stay of each Pakistani haji, for the purpose of this RFP, shall be in **Non-Markazia buildings** in Madinah-al-Munawarah for eight (08) to nine (09) days to enable them to complete their 40 prayers in the Al-Masjid un-Nabvi Al-Sharif.
2. The owners or Lessees of hotels / buildings, Accommodation Groups having buildings with valid Tasreehs/Tasneef for 1444 H / 2023AD who are registered with ShirkaAdilla and Ministry of Hajj or any other agency as provided under law of the land are eligible to apply

directly to OPAP, Jeddah/Madinah Munawwarah within the validity period as given in the advertisement in Newspapers/website.

3. The owners / lessees of hotels / buildings, Accommodation Groups will submit their bids on the basis of their maximum registered capacity.

4. Bidders may apply for provision of accommodation for complete "Hajj season" (Starting from 1st Dhulqadah, 1444H and ending on 15th of Muharram 1444H) or for any one of the seasons i.e., pre-hajj or post hajj separately, with or without *Fitra-Al-Haar*. Complete buildings may also be offered for whole hajj season, or as agreed upon mutually. In case of provision of certain number of beds, the distribution of hujjaj to the groups / hotels shall be based on the flight schedule to be announced by the Government of Pakistan.

5. Every bid should contain list of the offered buildings, their location and a proof of their ownership or agreement with the owners of the same.

6. All eligible owners of the Accommodation Groups / buildings / lessees will show that the offered capacity is registered in their names or they have contracts/MOUs of the offered buildings proving their ownership/legal holding for Hajj-2023 (Attested by the Ministry of Hajj).

7. Allocation of Hujjaj to the owners / lessees will be made on the basis of their registered capacity and performance of Accommodation Groups in the last hajj seasons with reference to services provided to the Hujjaj of Government Scheme of Pakistan.

8. The hiring committee may evaluate owners / lessees on the basis of any other additional criteria, as deemed appropriate, which would be informed to all owners/lessees before said evaluation.

9. In case of failure of any owner/lessee to provide accommodations in the buildings mentioned in the list given to OPAP as registered capacity etc. and non-acceptance of alternative buildings by the OPAP, fresh accommodations will be hired from market at the expense of defaulter owner/lessee in addition to imposition of penalty which may be upto SR.400/- for each short bed per Cycle.

10. OPAP may impose fine upto SR.400/- per haji in case of failure of the contractor, both in terms of non-provision of contracted accommodations and non-provision of Aqood for his daily share etc.

11. All owners/lessees shall provide a proportionate portion of the mezzanine or area of the restaurant of the hotel or building(in case rooms are hired in a hotel) or complete food service area in case total building is in occupation of the hujjaj of Government scheme to OPAP's approved catering companies for supply and distribution of food to hujjaj of Government scheme staying in the buildings of the owners / lessees. In case of failure on part of the owners / lessees / contractors or management of the building or hotel, the OPAP may impose fine in addition to deduction of total payment of unserved meals in the particular building / buildings or hotel / hotels.

12. All bids should be submitted in a sealed envelope by the owners/lessees/contractors containing list of buildings for evaluation which are in the name of Accommodation Groups or he is lessee or Mustajir or contractor of such buildings along with demand of number of hujjaj to be accommodated and rate quoted for Hajj 2023. The sealed envelope will be opened by the Hiring Committee in the presence of bidders/owners/lessees.

13. The number of hujjaj accommodated in any room shall be strictly as per approved crookie / Tasreeh and in accordance with Saudi Taleemat. Under no circumstances any violation in this regard shall be allowed. In case of any doubt or report, OPAP shall have right to inspect the room and take measurements etc. and initiate punitive action in case violation is established.

14. The bids shall be strictly in consonance with the Hajj Policy of the Government of Pakistan and the Saudi Hajj Instructions.

15. Any clarifications or information must be sought in writing. No verbal communication will be entertained.

16. These terms and conditions are being issued only in English, the working language of OPAP. Bidders may, if they so wish, obtain an Arabic translation on their own but the English version shall prevail and OPAP takes no responsibility for any omissions or mistakes in the Arabic translation.

17. Beds offered in under construction buildings will not be considered for selection no matter how advanced the level of completion may be.

18. By the very act of depositing an application, it will be deemed that applicant has accepted all terms and conditions governing the hiring of Accommodation in Madinah-al-Munawarah by OPAP.
19. All successful bidders will have to submit an affidavit stating that:
 - (a) That they have read all the terms and conditions in this document and agree to abide by these as well as any new conditions as shall be mutually agreed upon.
 - (b) No agent or intermediary has been involved and that no illegal payment has been made to anyone for the purpose of this bid.
20. OPAP is not bound to intimate/respond to any or all the bids offered.
21. OPAP accepts no liability for any failure by the bidder to comply with these terms and condition where such failure is due to circumstances beyond its reasonable control.
22. The scheduled date and time for opening of bids will be as per advertisement given in the newspaper and MORA & IH / Consulate General of Pakistan/PPRA websites.
23. Crookie/Floor/Room plan of hotel/building reserved for Pakistani Hujjaj will be provided at least 24 hours before the arrival of Hujjaj.
24. Internet/wi-fi is/shall be made available in the building to be used by hujjaj;
25. All COVID-19 and other pandemic related protective arrangements have been made in the building/Hotel as per Saudi Taleemat.
26. All equipment/gadgets related to COVID-19/other pandemic prevention like Hand Sanitizers, Thermal Scanners, Masks etc. has been made available in the building/Hotel.
27. The bid should be according to the standard bidding document of OPAP, which is available in the Directorate General of Hajj, Jeddah/Madinah Munawarah and can be collected on any working day between 0900 hrs to 1600 hrs, after the publishing of advertisement in newspapers. The same can also be downloaded from MoRA&IH(<https://mora.gov.pk/>) PPRA

Pakistan (<https://www.ppra.org.pk/>) & Consulate General of Pakistan, Jeddah (<https://parepjeddah.org>) websites.

28. Applications will only be deposited personally, however, applications may also be deposited through the authorized persons.

29. **IMPORTANT NOTES:**

- a. Bidders must ensure that they submit all the required documents without any failure. Bids received without, undertakings, valid documentary evidence, supporting documents, test certificates (if any required) are liable to be rejected at any stage.
- b. Upon submission of bid by a bidder it will be presumed that he undertakes that no intermediary has been involved and no illegal payment / commission has been paid by the bidder to any person/ entity.
- c. Bid submission timelines for all the goods and services will be according to the advertisement appearing in the Saudi newspapers and websites of MoRA&IH/Consulate General of Pakistan/ PPRA.
- d. OPAP reserves the right to reject all or any of the bids or proposals at any time prior to acceptance of a bid or proposal.
- e. OPAP has no agent and the Saudi owners / Mustajirs/ Contractors are informed to directly contact OPAP for all their inquiries and issues. For further information and clarification, kindly contact;

**“Director Hajj Madinah/OPAP Madinah & Directorate General of Hajj,
Consulate General of Pakistan, Jeddah**

Phone: 012-612553/0148250782 Fax: 012-5500431; opapmed@gmail.com

- f. Complaints due to lack of cooperation or any illegal demand by the office staff of OPAP/Consulate General of Pakistan should be immediately brought to the attention of the Director Hajj Madinah Munawarah and Director General Hajj on the following contacts directly. All reports/information shall be treated confidentially.

**“Mr. Abdul Wahab Soomro, Director General (Hajj) Phone: 021-5500432 & Mr.
Zia-Ur-Rehman, Director (Hajj) Madinah Munawarah, Phone No. 014-8250782”**

30. **General Conditions:**

- i. The owners or Lessees of hotels / buildings / Accommodation Groups having buildings with valid Tasreehs/Tasneef for 1444 H / 2023 AD who are registered with the relevant agency(ies) as provided under law of the land are eligible to apply directly to OPAP, Jeddah. In case the original Tasreeh/Tasneef has not been issued, the last original Tasreeh (1441 to 1443

- b. Upon submission of bid by a bidder it will be presumed that he undertakes that no intermediary has been involved and no illegal payment / commission has been paid by the bidder to any person/ entity.
- c. Bid submission timelines for all the goods and services will be according to the advertisement appearing in the Saudi newspapers and websites of MoRA&IH/ PPRA.
- d. OPAP reserves the right to reject all or any of the bids or proposals at any time prior to acceptance of a bid or proposal.
- e. OPAP has no agent and the Saudi owners / Mustajirs/ Contractors are informed to directly contact OPAP for all their inquiries and issues. For further information and clarification, kindly contact;

**“Director Hajj Madinah/OPAP Madinah & Directorate General of Hajj,
Consulate General of Pakistan, Jeddah
Phone: 012-612553/0148250782 Fax: 012-5500431;**

Complaints due to lack of cooperation or any illegal demand by the office staff of OPAP/Consulate General of Pakistan should be immediately brought to the attention of the Director General Hajj on the following contact directly. All reports/information shall be treated confidentially.

**“Mr. Abdul Wahab Soomro, Director General (Hajj) Phone: 021-5500432&
Mr. Zia-Ur-Rehman, Director (Hajj) Madinah Munawarah, Cell No. 014-
8250782”**

31. All successful bidders will have to submit an affidavit stating that:

- (a) That they have read all the terms and conditions in this document and agree to abide by these as well as any new conditions as shall be mutually agreed upon.
- (b) No agent or intermediary has been involved and that no illegal payment has been made to anyone for the purpose of this bid.

32. OPAP is not bound to intimate/respond to any or all the bids offered.

33. OPAP accepts no liability for any failure by the bidder to comply with these terms and condition where such failure is due to circumstances beyond its reasonable control.

34. The scheduled date and time for opening of bids will be as per advertisement given in the newspaper and MORA & IH / PPRA websites.

35. Crookie/Floor/Room plan of hotel/building reserved for Pakistani Hujjaj will be provided at least 24 hours before the arrival of Hujjaj.

36. The bid should be according to the standard bidding document of OPAP, which is available in the Directorate General of Hajj, Jeddah, and can be collected on any working day between 0900 hrs to 1600 hrs, after the publishing of advertisement in newspapers. The same can also be downloaded from MoRA&IH(<https://mora.gov.pk/>) PPRA Pakistan (<https://www.ppra.org.pk/>)& Consulate General of Pakistan, Jeddah(<https://parepjeddah.org>)websites.

37. Applications will only be deposited personally, however, applications may also be deposited online, by the authorized persons, through email on **opapmed@gmail.com**

Note: In case of any mis-statement in the affidavit, the owner or lessor or authorized person may be permanently barred from offering buildings to Pakistan hajj Mission in the future

38. **IMPORTANT NOTES:**

- a. Bidders must ensure that they submit all the required documents without any failure. Bids received without, undertakings, valid documentary evidence, supporting documents, test certificates (if any required) are liable to be rejected at any stage.

in case total building is in occupation of the hujjaj of Government scheme supply and distribution of food to hujjaj of Government scheme staying in the buildings of the owners / lessees. In case of failure on part of the owners / lessees / contractors or management of the building or hotel, the OPAP may impose fine in addition to deduction of total payment of unserved meals in the particular building / buildings or hotel / hotels. In all hotels, space arrangements for serving food will be ensured by the owner/Mustajir/Accommodation Group..

x. All bids should be submitted in a sealed envelope by the owners/lessees/contractors containing list of buildings for evaluation which are in the name of Accommodation Groups or he is lessee or Mustajir or contractor of such buildings along with demand of number of hujjaj to be accommodated and rate quoted for Hajj 2023. The sealed envelope will be opened by the Hiring Committee in the presence of bidders/owners/lessees.

xi. The number of hujjaj accommodated in any room shall be strictly as per approved crookie / Tasreeh and in accordance with Saudi Taleemat. Under no circumstances any violation in this regard shall be allowed. In case of any doubt or report, OPAP shall have right to inspect the room and take measurements etc. and initiate punitive action in case violation is established.

xii. The bids shall be strictly in consonance with the Hajj Policy of the Government of Pakistan and the Saudi Hajj Instructions.

xiii. Any clarifications or information must be sought in writing. No verbal communication will be entertained.

xiv. These terms and conditions are being issued only in English, the working language of OPAP. Bidders may, if they so wish, obtain an Arabic translation on their own but the English version shall prevail and OPAP takes no responsibility for any omissions or mistakes in the Arabic translation.

xv. Beds offered in under construction buildings will not be considered for selection no matter how advanced the level of completion may be.

xvi. By the very act of depositing an application, it will be deemed that applicant has accepted all terms and conditions governing the hiring of Accommodation in Madina-al-Munawarah by OPAP.

AH) along with proof of processing of Tasreeh/Tasneef for 1444H will be required at the time of registration; however, original Tasreeh/Tasneef shall be produced before final agreement.

ii. The owners / lessees of hotels / buildings / Accommodation Groups will submit their bids on the basis of their maximum registered capacity.

iii. Bidders may apply for provision of accommodation for complete "Hajj season". Complete Hotel/ buildings may also be offered for whole hajj season, or as agreed upon mutually. In case of provision of certain number of beds, the distribution of hujjaj to the groups / hotels shall be based on the flight schedule to be announced by the Government of Pakistan.

iv. Every bid should contain list of the offered Hotels/buildings, their location and a proof of their ownership or agreement with the owners of the same.

v. All eligible owners of the Accommodation Groups / buildings / lessees will show that the offered capacity is registered in their names or they have contracts/MOUs of the offered buildings proving their ownership/legal holding for Hajj-2023 (Attested by the Ministry of Hajj).

vi. Allocation of Hujjaj to the owners / lessees will be made on the basis of their registered capacity.

vii. The Procurement Committee may evaluate owners / lessees on the basis of any other additional criteria, as deemed appropriate, which would be informed to all owners/lessees before said evaluation.

vii. In case of failure of any owner/lessee to provide accommodations in the buildings mentioned in the list given to OPAP as registered capacity etc. and non-acceptance of alternative buildings by the OPAP, fresh accommodations will be hired from market at the expense of defaulter owner/lessee in addition to imposition of penalty which may be upto SR.400/- for each short bed.

viii. OPAP may impose fine upto SR.400/- per haji in case of failure of the contractor, both in terms of non-provision of contracted accommodations etc.

ix. All owners/lessees will reserve a proportionate portion of the mezzanine or area of the restaurant of the hotel or building(in case rooms are hired in a hotel) or complete food service area



مكتب شؤون حجاج باكستان (OPAP)
قنصلية باكستان العامة بجدة
دعوة لتقديم العروض والمناقصات لحج عام 2023 م



- يعتزم مكتب شؤون حجاج باكستان (OPAP) استئجار فندق / عمارة خارج المنطقة المركزية لموسم الحج 1444هـ/2023م، ويدعو بتقديم العروض والمناقصات (EoI) والتي تلبي جميع المتطلبات القانونية الصادرة وفقاً لأنظمة المملكة العربية السعودية لموسم حج عام 1444 هـ/2023م وقواعد الشراء ذات الصلة الصادرة عن حكومة باكستان.
- 2- يجب أن يكون العرض (العطاء) وفقاً لوثيقة العرض المعيارية لمكتب شؤون حجاج باكستان (OPAP) والمتوفرة في البعثة الباكستان المدينة المنورة ، ويمكن الحصول عليها في أي يوم عمل من الساعة (09:00) إلى الساعة (16:00) بعد نشر الإعلان في الصحف ، يمكن تحميل الملف نفسه أيضاً من موقع الويب لوزارة الشؤون الدينية والوقام بين الأديان MoRA&IH (<https://mora.gov.pk/>) ، وببيرا باكستان PPRA Pakistan (<https://www.ppra.org.pk/>) والقنصلية العامة لباكستان بجدة (<https://parepjeddah.org>) .
- 3- يحق فقط للمواطنين السعوديين المالكين أو الممثلين والمفوضين قانونياً بزيارة / ابداء الاهتمام / بتقديم العروض والمناقصات والطلبات كاملة من جميع النواحي مباشرة إلى مكتب شؤون حجاج باكستان (OPAP) المدينة المنورة ، الوكلاء والموردين غير مؤهلين لتقديم الطلبات.
- 4- يجب أن تصل جميع العروض EOIs إلى مكتب شؤون حجاج باكستان (OPAP)، المدينة المنورة ، إلى الساعة (15:00) 24 مايو 2023م. كما يمكن إرسال الطلبات شخصياً أو عبر الإنترنت من خلال البريد الإلكتروني opapmed@gmail.com ، من قبل الأشخاص المخولين ، قبل تاريخ ووقت الإغلاق ، حيث أنه لن يتم تقديم عروض وطلبات الخاصة بالفندق/العمارة إلا بتسليم التصنيف/التصريح الأصلي شخصياً. كما أنه سوف يتم فتح العروض في نفس اليوم. أي 24 مايو 2023م تمام الساعة (15:30) صباحاً بحضور أصحاب العروض أو من يمثلهم الذين يختارونهم للحضور ، لن يتم قبول العطاءات التي يتم استلامها بعد ساعات الإغلاق (1500 ساعة).
- علماً أنه تم تمديد تقديم التصاريح المصنفة من قبل أصحاب المجموعات/الفنادق في المنطقة المركزية بنفس السعر السابق حتى التاريخ المذكور أعلاه .

للحصول على الشروط والأحكام التفصيلية، يرجى زيارة موقع www.hajjinfo.org أو الاتصال بمكتب شؤون حجاج باكستان (OPAP) بالمدينة المنورة هاتف رقم 014-8250782 ، البريد الإلكتروني opapmed@gmail.com



Office of Pilgrims Affairs Pakistan (OPAP)
Consulate General of Pakistan, Jeddah/Madinah
Munawwraah



Invitation for Expressions of Interest / Bids for Hajj-2023

Office of Pilgrims Affairs Pakistan (OPAP), Jeddah/Madinah intends to hire/procure goods / services for **Non-Merkazia** Accommodation at Madinah Munawwraah for Hajj Operation-2023 / 1444H, therefore it invites Expressions of Interest (Eoi) / Bids in line with regulations issued by relevant authorities of the Kingdom of Saudi Arabia for Hajj 2023G/1444H and relevant procurement rules as issued by the Government of Pakistan.

2. The bid should be according to the standard bidding document of OPAP, which is available in the Directorate General of Hajj, Jeddah/Madinah, and can be collected on any working day between 0900 hrs to 1600 hrs, after the publishing of advertisement in newspapers. The same can also be downloaded from MoRA&IH (<https://mora.gov.pk/>) PPRA Pakistan (<https://www.ppra.org.pk/>) & Consulate General of Pakistan, Jeddah (<https://parepjeddah.org>) websites.

3. Only Saudi nationals being owners or their legally authorized representatives are authorized to visit/submit EOIs/applications. Agents or Suppliers are not eligible.

4. All EOIs/Bids must reach OPAP, Consulate General of Pakistan, P.O. Box 182 Jeddah 21411 or Pakistan House Madinah Munawwarrah till **1500hrs, on 24th May 2023**. Applications can be deposited personally or by the authorized persons, before the closing date & time. The bids will be opened on the same day i.e. 24th May 2023 at 1530hrs in the presence of bidders or their representatives who may choose to be present. Bids received after closing hours (1500 hrs) shall not be entertained. Date for Tasreeh submission for Merkazziaby Accommodation Groups is also extended upto above closing date as per the rates already finalized.

For further details, please visit www.hajjinfo.org or contact OPAP,
Jeddah/Madinah.

Tel: 014-8250782/021-5500432 E-mail: opapmed@gmail.com