

**CONSULATE GENERAL OF INDIA
JEDDAH**

NOTICE INVITING TENDER

**Hiring of a building to accommodate the Officials of Government of India
deputed for Haj duty in Madinah during Haj- 1447 H – 2026 G**

No. Jed/Haj/118/01/2026

Dated: 04.03.2026

Consulate General of India, Jeddah invites sealed tenders/bids from Owners, Mustajirs (legally authorized lessors) or licensed Saudi service provider companies for hiring of a building to accommodate officials deputed by Government of India for Haj Duty in Madinah during Haj 1447 H – 2026 G.

2. Interested Owners, Mustajirs (legally authorized lessors) or licensed Saudi service provider companies may submit their sealed 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 **13.03.2026 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 invites sealed tenders/bids from Owners, Mustajirs (legally authorized lessors) or licensed Saudi service provider companies for hiring of a building to accommodate the Officials of Government of India deputed for Haj duty in Madinah during Haj– 1447 H – 2026 G.

Item	Description
Title of Work	Hiring of a building in Madinah
Period	1st Zul Qadah 1447 H to 15 th Moharram, 1448 H
Purpose	For accommodate approx. 125 officers/officials deputed by Government of India for Haj Duty at Madinah during Haj 1447 H – 2026 G. The number may vary depending upon requirements.
Location of work	Within 300 mts walking distance from Indian Haj Pilgrims Office, Madinah
Requirements	Tasreeh/Tashneef Capacity: Minimum 125 pilgrims Elevators: At least two functional lifts Storage: A spacious basement (or designated area) for storing essential Haj materials Meeting Area: Dedicated space on the mezzanine floor or another suitable service floor/ location Parking: Sufficient parking space in front of the building or basement Rooms: A minimum of 30-40 rooms

2. Critical dates:

Sl.No.	Particulars	Date	Time
a	Tender publishing date	04.03.2026	09:00 hrs.
b	Bid submission start date	04.03.2026	09:00 hrs.
c	Start date for seeking clarification	Immediate after publishing	
d	Pre-Bid meeting date	08.03.2026	14:00 hrs.
e	Last date for seeking clarification	10.03.2026	17:00 hrs.
f	Bid submission end date	13.03.2026	17:00 hrs.
g	Bid opening date	15.03.2026	11:00 hrs.

2.1 Auto extension of critical dates: If number of bids received is found to be less than 03 (three) on the end date of bid submission, the last date of bid submission of the Tender will be automatically extended for a period of 03 (three) working days ending at 17.00 hrs. The auto extension shall work on the basis of number of bids received only.

2.2 If any of the above extended dates falls on a Holiday i.e. a non-working day, then the same is to be rescheduled to the next working day.

2.3 This extension will be also applicable in case of receipt of zero bid.

2.4 After extension, the tender shall be opened irrespective of available number of bids on the extended date of opening of tender, even if they are less than 3 (three).

3. **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.

4. **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.

5. **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.

6. 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.**

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

7. **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 envelope. Name of the Tender, Tender Reference No.. Name and Address, e-mail, mobile number of the bidder should be written on the large 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/building
- Copy of Tashreeh/Tasneef for Haj 2026/1447 H
- Copy of valid license issued by Municipality of Madinah Al Munawwarah or any other local Saudi Authority.

- Documents to prove ownership/heirship, Tasreeh/E-ejar contract/rental agreement proving ownership of the bidder for the Haj -2026
- Residence ID of the building owner or Mustajirs (legally authorized lessors)
- Copy of Company's VAT Registration
- Copy of Bank IBAN letter of the Company
- Annexure-I

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

b. Financial bid: The financial bid containing the Bill of Quantity should be quoted by the bidder in the following format. **The rate quoted by the bidder should be exclusive of VAT. The financial bid which is incomplete and not submitted as per instruction given in this document is liable for rejection.** The rate shall be quoted by the Bidder entirely in Saudi Riyals (SR) only in the following format in Annexure-II

Name of the lessor/Hotel	
Tasreeh/Tasneef No.	
Tasreeh/Tasneef Capacity	
Period:	1st Zul Qadah 1447 H to 15 th Moharram, 1448 H
Total Rent for providing accommodation for approx.125 Haj Mission members during Haj-2026 (excluding VAT but including other local taxes/fee/charges etc)	
VAT amount	
Total Rent Amount including VAT	

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

8. 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. Opening of bids:

a) A Tender Evaluation Committee (TEC) of the Consulate General of India, Jeddah will open the bids on **15.03.2026 at 11:00 hrs** in the Consulate. Representatives of the bidders must 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.

c) In case of more than one company quoting the same L1 rate, those companies will be asked to resubmit financial bids (only rates lower than the original quote will be entertained).

10. Decision of L1 bidder & Issue of work order: 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.**

10.1 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.

10.2 On receipt of Letter of Acceptance (LOA)/Work Order of the tender issued by the Consulate, the successful tenderer shall execute the contract agreement within 45 7 days starting from the day the Draft Agreement is shared by the Consulate or as per the date/time indicated by the Consulate. **Failure to enter into the required contract within the specified period the work order/LOA shall be cancelled.** In addition, the Consulate may debar the bidder from participating in future bids for at least 12 months.

11. 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 1448 H (corresponding to Gregorian 30.06.2026). **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.

12. Contract Agreement Document (s): This Tender Document shall be deemed to be part of the Contract Agreement.

13. Sub-letting of work: No subletting/out sourcing of work by the successful bidder is permissible.

14. 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 work/services and submission of a valid VAT invoices.

15. 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

16. Postponement or cancel 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.**

TECHNICAL BID FORM**OFFER OF BUILDING ON RENT**

1.	Name of owner/lessor (copy of proof ownership/heirship/licence, e-Ejar attached)	
2.	ID Number of owner/lessor (copy attached)	
3.	Location of building	
4.	Tasreeh/Tasneef number of building for Haj 1447 [Copy attached]	
5.	Tasreeh capacity of building	
6.	Number of lifts	
7.	Total capacity of lifts	
8.	Number of floors	
9.	Building is unfurnished or semi-furnished (Tick one)	Unfurnished/Semi furnished
10.	Area in Mezzanine floor (SQ. M.)	
11.	Distance from Indian Haj Pilgrims Office, Madinah Al Munawwarah	
12.	Parking space available? Give the details	Yes/No
13.	Distance from Haram	
14.	Does the building have general maintenance agreement	Yes/No
15.	Does the building have lift maintenance agreement	Yes/No
16.	Does the building have electrical maintenance agreement	Yes/No
17.	Does the building have regular watchman (Harris)	Yes/No
18.	Does the building have agreement with the water supplying company for refilling the storage tank of the building	Yes/No
19.	Does the building have plumbing work agreement	Yes/No
20.	Does the building have Wifi facility	Yes/No
21.	Does the building have Fire agreement of the building	Yes/No
22.	Does the building have telephone connections	Yes/No
23.	Does the building have fiber optical connectivity	Yes/No

Name of the owner:-----

Signature -----

Stamp : -----

OFFER OF BUILDING ON RENT

Financial Bid Form

Name of the lessor	
Tasreeh/Tasneef No.	
Tasreeh/Tasneef Capacity	
Period:	1st Zul Qadah 1447 H to 15th Moharram, 1448 H
Total Rent for providing accommodation for approx.125 Haj Mission members during Haj-2026 (excluding VAT but including other local taxes/fee/charges etc)	
VAT amount	
Total Rent Amount including VAT	

Name of the owner:-----

Signature -----

Stamp : -----