

**CONSULATE GENERAL OF INDIA
JEDDAH**

No. Jeddah/Haj/118/11/2026

Date:03.11.2025

Hiring of Pilgrims' accommodation in Madinah for Haj 2026 G/ 1447 H

On behalf of the Haj Committee of India, the Indian Haj Pilgrims' Office, invites sealed bids from the Hotel Owners, Mustajirs (legally authorised lessees of hotels/buildings), and entities/ building rental groups of residential buildings in Madinah for providing about 9800 accommodation units for housing HCOI pilgrims during the Haj season. The bidders should be willing to provide buildings having at least 500 units **from 1st Dhu-al-Qa'dah to 24th Dhu-al-Qa'dah and from 16th Zilhijja to 15th Muharram.**

2. Interested bidders may submit their sealed bids in two separate envelopes containing Technical and Financial Offers 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 **17.11.2025 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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On behalf of the Haj Committee of India, the Indian Haj Pilgrims' Office, invites sealed bids from the Hotel Owners, Mustajirs (legally authorised lessees of hotels/buildings), and entities/ building rental groups of residential buildings in Madinah for providing about 9800 accommodation units (units defined as number of approved bed capacity for pilgrims) for housing HCOI pilgrims during the Haj season. The bidders should be willing to provide buildings with at least 500 units **from 1st Dhu-al-Qa'dah to 24th Dhu-al-Qa'dah and from 16th Zilhijja to 15th Muharram**. Interested bidders may submit their sealed bids in two separate envelopes containing Technical and Financial Offers 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 **17.11.2025 by 1700 hrs**.

(ii) Interested bidders are advised to peruse the tender notice in detail, to apprise themselves of the information required for the submission of the bids. By submission of bid application, it will be deemed that the applicant has accepted all the terms and conditions of Indian Haj Pilgrims' Office (IHPO) governing the hiring of buildings in Madinah. If required, they may also be invited to attend the pre-bid meeting. In such case, the venue and the date of the pre-bid meeting will be communicated to all the interested bidders in advance.

(iii) For a copy of the detailed tender, interested parties may visit the "**Haj-2026 News**" tab on our website <http://cgijeddah.gov.in> and on the CPP Portal of the Government of India. For any query, you may contact us at Telephone No. 012-6639351.

2. Terms and conditions

- i. Bids are invited for renting of the accommodation units from **1st Dhu-al-Qa'dah to 24th Dhu-al-Qa'dah and from 16th Zilhijja to 15th Muharram**.
- ii. The building offered should be inside the Markazia area and must contain a minimum of 500 units, and the *Krooki (floor plan)* of the entire building should be submitted along with the technical documents. Partial buildings or buildings not hired for the entire duration ie, **1st Dhu-al-Qa'dah to 24th Dhu-al-Qa'dah and from 16th Dhu-al-Hijjah to 15th Muharram** will not be considered for hiring.
- iii. Usually pilgrims will be housed in five 8 day cycles, it may vary and the decision of IHPO

Madinah in this regard shall be final.

- iv. Hotel Owners, Mustajirs (legally authorised lessees of hotels/buildings), and entities/ building rental groups with *Tasreeh / Tasneef* for Haj-2026 G / 1447 H and registration from the Ministry of Haj and Umrah or any other agency as approved by the Saudi authorities are eligible to apply.
- v. The number of pilgrim units offered shall be in accordance with the approved *Tasreeh / Krooki* (floor plan with number of accommodation units) and must comply with all applicable Saudi rules and norms, subject to the condition that the maximum number of pilgrims that can be accommodated inside a single room will be six (6); any additional units beyond this limit will not be included in the overall capacity. The IHPO reserves the right to inspect the rooms and initiate appropriate action, including the imposition of penalties, in the event of any established violations.
- vi. The accommodation provider must designate a main coordinator and two assistant coordinators for round-the-clock liaising with the IHPO.
- vii. The check-in/check-out of Pilgrims during the hired period shall be managed by IHPO, Madinah.
- viii. The accommodations should meet all the standards and norms as per the regulations of the concerned Saudi authorities.
- ix. The bidder shall be required to provide and maintain the following facilities and services in the buildings offered to the Indian Hajj Pilgrims Office (IHPO):
 - i. Adequate lighting arrangements throughout the building
 - ii. Carpets inside accommodation.
 - iii. Fully functional air-conditioning in every room
 - iv. Mattress, pillow, and freshly laundered soft blanket for each pilgrim
 - v. New bed sheet, pillow cover, and towel on arrival, with replacements as and when required
 - vi. Fumigation of beds and mattresses
 - vii. Snacks to pilgrims on first arrival
 - viii. Continuous supply of running water in bathrooms and toilets
 - ix. Drinking water through coolers or dispensers on each floor
 - x. Daily housekeeping to ensure cleanliness and hygiene
 - xi. Regular cleaning of common areas
 - xii. Effective garbage collection and removal
 - xiii. Adequate security arrangements
 - xiv. Sufficient experienced porters to handle pilgrims' baggage at arrival and departure

- xv. Geysers in bathrooms for hot water
- xvi. Elevator facility in each building, with regular maintenance
- xvii. Fire alarms, extinguishers, and emergency exits in compliance with Saudi Government regulations
- xviii. Wi-Fi facility
- xix. Laundry arrangements on a payable basis
- xx. 24x7 reception desk with trained staff
- xxi. Timely maintenance and repair of plumbing, electrical systems, air-conditioning units, sanitation facilities, and other equipment
 - i. In case of inadequacy in services, the bidder shall undertake to rectify the inadequacies noted within a 3-hour period, failing which the first party shall rectify it and deduct from payment.
 - j. Bidders shall quote on the basis of per-unit (per approved bed) cost (inclusive of taxes, baggage lifting charges and applicable charges) of accommodation **from 1st Dhu-al-Qa'dah to 24th Dhu-al-Qa'dah and from 16th Zil-Hijja to 15th Muharram** combined. In cases where a bidder offers more than one building, a common uniform rate for all the offered buildings may be quoted. Only those bidders offering a minimum of 500 units shall be eligible to participate in the financial bidding process.

3. **General Terms and Conditions**

- a) The Consulate reserves the right to postpone the date of receipt and opening of tenders, or to cancel the tenders without assigning any reason.
- b) Each Bidder shall submit only one Bid. A Bidder who submits or participates in more than one Bid will cause all the proposals with the Bidder's participation to be disqualified.
- c) 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.
- d) **Critical dates:**

Sl. No.	Particulars	Date	Time
a.	Tender publishing date	03.11.2025	10.00 Hrs
b.	Bid submission start date	03.11.2025	10.00 Hrs
c.	Start date for seeking clarification	Immediate after publishing	
d.	Pre-Bid Meeting date	13.11.2025	14.00 Hrs

e.	Last date for seeking clarification	16.11.2025	17.00 Hrs
f.	Bid submission end date	17.11.2025	17.00 Hrs
g.	Bid opening date	17.11.2025	18.00 Hrs

- e) **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 and bid opening date 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. 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. This extension will be also applicable in case of receipt of zero bid. After extension, the tender shall be opened irrespective of available number of bids on the extended date of opening of tender, if they are less than 03 (three).
- f) A **Performance Bank Guarantee** to the tune of 5% of the value of consideration (to be calculated based on number of units offered and price per unit) for every successful Building Rental Group is to be submitted within 30 days of communication to the successful Building Rental Groups regarding the award of the contract. The Performance Bank Guarantee should be valid for at least 3 months beyond the completion of Haj 2026.
- g) **Refund of Performance Security:** The refund of security deposit shall be subject to Consulate's right to deduct penalties as determined on account of deficiency in services and non-compliance of terms and conditions of the agreement with the successful bidder.
- h) **Pre-Bid Meeting:** The purpose of the pre-bid meeting is to clarify the issues and to answer 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. **Penalty**

- a) In case of any violation, the Consulate reserves the right to cancel the contract without making any further payment and impose suitable penalty.
- b) IHPO will provide a deadline for conclusion of the paper contract with the successful bidders.
- c) If the owner, lessee of hotels/buildings or registered building groups are not able to provide accommodation units as agreed in the contract or conclude digital contracts in Nusuk Masaar 21 days before the due date, the IHPO shall have the right to hire suitable alternative buildings from the market at the expense of defaulter. The difference in the price between the prevailing market rates and the tender awarded rate for the defaulted units

shall be charged as a penalty to the defaulter and deducted from any outstanding payment dues. The due date shall be intimated by CGI, Jeddah after conclusion of contract. IHPO reserves the right to levy penalty for default including blacklisting/forfeiture of bank Guarantee etc.

- d) If the building, where accommodation is provided, is sealed by the Saudi authorities, alternative accommodation will be immediately provided by the accommodation provider at its own cost within the agreed parameters.
- e) In case the accommodation provider fails to provide service as per the agreed terms and conditions, penalty shall be imposed on the accommodation provider separately for each service deficiencies.

5. Payment

- a) 80% of the total contract value will be made at the time of respective digital agreement.
- b) Remaining 20% of the total contract value will be released after the accommodation provider has provided all the accommodation units. The final instalment will be released after adjusting for suitable penalties, if any, on completion of Haj-2026. This payment shall be made only after certification by the Consulate for satisfactory rendering of services by the company.

6. Evaluation of Bids by Committee

- a) The Committee will open bids on a date and venue which will be intimated to all the concerned parties in advance.
- b) The Technical bids will be opened first.
- c) The bidders, offering accommodation units, must show proof of accommodation units which can be rented to IHPO inside the Markazia area which may include ownership papers, duly attested Mustajjir papers (from Saudi Haj Ministry or authorities), E- ejar contracts, Copy of valid Tasreeh / Tasneef or valid contract, of the offered buildings. The contracts may be attested through the chamber of commerce. The contracting period for leased buildings should include 1st Dhu-al-Qa'dah to 25th Dhu-al-Qa'dah and 16th Zilhijja to 15 Muharram.
- d) After the technical evaluation, the financial bids of the technically qualified bidders will be opened.
- e) The units offered by the bidders shall not exceed their approved capacity as per Tasreeh/Tasneef. If the number of units offered is more than the approved capacity, it shall be capped at the approved capacity as per documentary proof submitted by the bidders.
- f) The bidder quoting the lowest rate (L1) shall be recommended for award, and the units offered by such bidder shall be allocated accordingly subject to approval of Competent Authority.
- g) If L1 bidder is not able to offer the required number of units, Bidders quoting higher rates (L2, L3, L4, etc.) shall be provided an opportunity, in ascending order of rates quoted, for

award of balance requirement, subject to matching the L1 rate. The bidders may indicate the number of units they are willing to offer at the L1 rates. The number of units so awarded shall be limited to approved capacity of the respective bidder. Partial Buildings shall not be awarded.

7. **Submission of bids of accommodation units:** The interested bidders should submit bids/offers of accommodation units in separate sealed envelopes as provided in **Annexures I & II.**

Please note that Consulate General of India, Jeddah, reserves the right to cancel this tender without assigning any reason thereof.

ANNEXURE I

**TECHNICAL BID FORM FOR PROVIDING ACCOMMODATION UNITS IN
MADINAH TO HCOI PILGRIMS IN HAJ-1447 H – 2026 G**

1. Name of the bidding entity:

(Enclose a brief profile of the bidding entity)

2. License/Registration Number of the bidding entity (individual building owners may list the registration numbers of the buildings on offer):

(Enclose copy of valid License/Registration).

3. Valid National ID of the owner of the bidding entity:

(Enclose copy of valid National ID).

4. Complete Office address of the bidding entity:

(or residential address in case of individual Landlord)

5. Details of buildings/ units offered in Markazia: Please attach relevant papers supporting the ownership/lease claim with this Annexure. (It may include ownership papers, duly attested Mustajjir papers, Copy of valid Tasreeh/Tasneef, copy of e-Ejar contract, copy of valid contract (attested), of the offered buildings).

(a) If the buildings are owned by the bidder, they may submit a copy of Tasreeh/ Tasneef with the name of the bidding entity or name/national ID of the bidder mentioned in the Tasreeh/Tasneef.

Sl. No	Tasreeh/Tasneef No	Capacity	Tasreeh/Tasneef copy attached (Yes/No)

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- (b) In case of rented properties, in addition to the Tasreeh/Tasneef copy, the bidder may submit supporting documentation such as an e-Ejar contract or other valid contract documents clearly indicating that the contract is executed with the bidding entity/bidder.

S n o	Tasreeh/Tasneef No	Capac ity	Tasreeh/Tasne ef attached (Yes/No)	Rental period	E-Ejar/contract attached (Yes/No)

6. Total No. of units (only complete buildings) offered for accommodating HCOI pilgrims for Haj - 2026 _ _ _ _ _

Name of the representative:

National ID number:

Name of the bidding entity:

Stamp:

Signature:

ANNEXURE II

Financial Bid

Locality	Average rate per unit (units are approved beds) for the accommodation units offered from 1st Dhu-al-Qa'dah to 25th Dhu-al-Qa'dah and 16th Zilhijja to 15th Muharram. Rate is inclusive of Taxes, baggage lifting charges and other applicable charges in SR.
Markazia	

Name of the representative:

National ID number:

Name of the bidding entity:

Stamp:

Signature: