

CONSULATE GENERAL OF INDIA, JEDDAH

ADVERTISEMENT

**NOTICE FOR INVITING TENDER FOR HIRING OF A BUILDING IN
MAKKAH ON AN ANNUAL BASIS (EXTENDABLE) FOR SETTING UP
INDIAN HAJ PILGRIMS' OFFICE FOR HAJ 1446 H – 2025 G**

No. Jed/Haj/118/06/2025

Dated: 03.03.2025

Sealed Tenders/Quotations are invited from the Owners, Mustajirs (legally authorized lessors) or licensed Saudi service provider companies for hiring of a building in Makkah on an annual basis (extendable) for setting up Indian Haj Pilgrims' Office. Preferably, the building should have the following specifications:

- Location: Within a 12 km radius from Haram Sharif
- Tasreeh Capacity: Minimum 600 pilgrims
- Elevators: At least three functional lifts
- Storage: A spacious basement (or designated area) for storing essential Hajj materials
- Meeting Area: Dedicated space on the mezzanine floor or another suitable location
- Parking: Sufficient parking space in front of the building or basement
- Rooms: A minimum of 90-100 rooms

2. The interested and eligible bidders/rightful legal title holders of building in Makkah, including Landlords may submit their proposal as per the procedure detailed in the Tender Document published in the local dailies, uploaded on the Consulate Website and CPP Portal to Vice Consul (Haj), Consulate General of India, Villa No. 34, Behind Saudi National Bank, Tahaliya Street, P.O.Box No. 952, Jeddah-21421 (Telephone No. 6639351) by 10th March, 2025. (1700 hrs)

3. Further details in respect of the Tender are available at www.cgijeddah.gov.in & on <https://eprocure.gov.in/eprocure/app>.

Consulate General of India, Jeddah

No. Jed/Haj/118/41/2025

Date: 03.03.2025

TENDER DOCUMENT FOR HIRING OF A BUILDING IN MAKKAH ON AN ANNUAL BASIS (EXTENDABLE) FOR SETTING UP INDIAN HAJ PILGRIMS' OFFICE FOR HAJ 1446 H – 2025 G

Brief of the work: Consulate General of India, Jeddah, invites sealed quotations from the Owners, Mustajirs (legally authorized lessors) or licensed Saudi service provider companies having requisite license/registration/permissions etc. with the local authorities for the following work:

Description of work	Period of the contract
Hiring of a building in Makkah on an annual basis (extendable) for setting up Indian Haj Pilgrims' Office with the following preferable specifications: <ul style="list-style-type: none">• Location: Within a 12 km radius from Haram Sharif• Tasreeh Capacity: Minimum 600 pilgrims• Elevators: At least three functional lifts• Storage: A spacious basement (or designated area) for storing essential Hajj materials• Meeting Area: Dedicated space on the mezzanine floor or another suitable location• Parking: Sufficient parking space in front of the building or basement• Rooms: A minimum of 90-100 rooms	One year (extendable)

2. **Critical dates:**

Sl.No.	Particulars	Date	Time
a.	Tender publishing date	03.03.2025	--
b.	Bid submission start date	03.03.2025	0900 hrs.
c.	Start date for seeking clarification	Immediate after publishing	

d.	Pre-Bid Meeting date	05.03.2025	1600 hrs.
e.	Last date for seeking clarification	09.03.2025	1700 hrs.
f.	Bid submission end date	10.03.2025	1700 hrs.
g.	Bid opening date	16.03.2025	1600 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, if any are less than 03 (three).

3. Pre-Bid Meeting: If deemed necessary the Consulate will conduct a pre-bid meeting by giving an appropriate notice in the Consulate General of India, Jeddah website. 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 bidder may also seek clarification over phone within the specified period.

4. 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.

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

5. 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 sealed envelope. The e-mail & mobile numbers of bidder should be written on the larger envelope containing the sealed envelopes with Technical & Financial respectively.

a. Technical Bid: Technical bid (in a sealed envelope) consisting of following documents/details:

- Self-attested copy of Tasreeh for Haj 2025/1446 (H)
- Documents to proof ownership/heirship, license, e-Ejar

- Vakala - Sharia from the Saudi owners, or Nazarah (in case of Waqf properties)
- Residence ID of the building owner or Mustajirs (legally authorized lessors)
- A filled up Annexure-I form which is given at the end of this document.

b. Financial bid: The financial bid will be quoted by the bidder in the Annexure-II format, which is as follows:

1.	Name of lessor	
2.	Tasreeh Number of Building	
3.	Annual Rent in SR. (excluding VAT but including other local taxes/ fee /charges etc.)	
	VAT	
	Total Annual Rent in SR. (Inclusive of VAT)	

The financial bid which is incomplete and not submitted as per instruction given in this document is liable for rejection.

6. Opening of bids:

a) TEC will first evaluate the Technical bids, if the documents are in order, the TEC will physically inspect the available buildings. The bids of the Bidders who meet the technical eligibility criteria, ie for the buildings which are found suitable for hiring, the financial bid will be opened in the presence of representatives of technically qualified bidders.

b) **In case of more than one company quotes the same L1 rate, those companies will be asked to resubmit financial bids** (only rates lower than the original quote will be entertained) for those items in a sealed envelope by 20.03.2025

7. Decision of L1 bidder & Issue of work order: The ranking of the bidders will be decided based on rates quoted by the bidders. **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.**

7.1 In case the L1 Bidder fails to comply with the terms and conditions of the tender, then fresh financial quote will be sought from all the other bidders except L1.

7.2 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.

7.3 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 7 days. **Failure to enter into the required contract within the specified period in the work order shall entail cancellation of LOA/work order** In addition, the Consulate may debar the bidder from participating in future bids for at least 12 months.

8. Bid Validity: The validity period of the tender shall be one year from the date of issue of work order (extendable). **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.

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

10. Payment: Payment to the companies (successful bidder) for the execution of the work will be made either through bank transfer or cheque after signing of the contract in two installments (half yearly).

11. 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

12. 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.**

Annexure I

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 number of building for Haj 1446 [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.	Areas of basement (Sq.M.)	
11.	Area in Mezzanine floor (SQ. M.)	
12.	Any area for holding meetings	
13.	Parking space available? Give the details	Yes/No
14.	Distance from Haram	
15.	Does the building have general maintenance agreement	Yes/No
16.	Does the building have lift maintenance agreement	Yes/No
17.	Does the building have electrical maintenance agreement	Yes/No
18.	Does the building have regular watchman (Harris)	Yes/No
19.	Does the building have agreement with the water supplying company for refilling the storage tank of the building	Yes/No
20.	Does the building have plumbing work agreement	Yes/No
21.	Does the building have Wifi facility	Yes/No
22.	Does the building have Fire agreement of the building	Yes/No
23.	Does the building have telephone connections	Yes/No
24.	Does the building have fiber optical connectivity	Yes/No

Name of the owner:-----

Signature -----

Stamp : -----

OFFER OF BUILDING ON RENT

Financial Bid Form

1.	Name of lessor	
2.	Tasreeh Number of Building	
3.	Annual Rent in SR. (excluding VAT but including other local taxes/ fee /charges etc.)	
	VAT	
	Total Annual Rent in SR. (Inclusive of VAT)	

Name of the owner:-----

Signature -----

Stamp : -----