

## **Tender Notice**

### **Hiring of Pilgrim's accommodations in Madinah for the Haj 2024.**

Indian Haj Pilgrims' Office (IHPO) invites sealed bids from the owners or lessees of hotels building and registered building rental groups of residential buildings in Madinah for providing accommodation to about 1,40,020 (*One Lakh Forty Thousand and Twenty*) Indian pilgrims of Haj Committee of India (HCOI) in Madinah for Haj 2024. Sealed offers containing Technical and Financial Offers separately in sealed envelope should be submitted to Vice Consul (Haj), Consulate General of India Jeddah latest by 29<sup>th</sup> February, 2024 till 14:00 hrs.

2. 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 IHPO governing the hiring of buildings in Madinah. If required, they may also be invited to attend the pre-bid meeting at the venue and the date of which will be communicated to all the interested bidders in advance.

Note:- Offers for the accommodation of pilgrims in Madinah will be opened in the Millennium Hotel in Madinah from 1500 hours onwards on 29/02/2024.

***The offers can be submitted at the venue in Madinah today till 1400 hours. For further query/coordination, please contact at 0550695600.***

### **Terms and conditions for accommodations**

- (i) Bids are invited for accommodating HCOI Indian pilgrims in the buildings located in **Markazia**.
- (ii) Bidders may also provide their offer for accommodating pilgrims in **Non-Markazia/Outside Markazia** (upto 1.5 km from First Ring Road). However, such bidders should provide at least 70 percent of their total allotted quota/beds in Markazia area lest a suitable penalty, as decided by IHPO, can be imposed.
- (iii) Stay of pilgrims will be for a period of eight to nine days to enable them to complete 40 prayers in Madinah Haram Sharif.
- (iv) The rental per bed for each pilgrims for stay in the building for eight to nine full days (*including VAT and applicable local charges/taxes*) is to be quoted by the bidders in their Financial offer (as provided in Annexure II).
- (v) Owners, Lessors of hotels / buildings and registered building rental groups with *Tasreeh / Tasneef* for 1444/45 H and registration from *Sharikah Adillah* or the Ministry of Haj and Umrah or any other agency as approved by the Saudi Authorities are eligible to apply.
- (vi) The accommodation of pilgrims in any room shall be as per the approved *Tasreeh/Krooki* and in accordance with Saudi instructions and norms. Under no circumstance, deviation will be allowed. IHPO has the right to inspect the room and initiate appropriate action, including imposition of penalties, in case of an established violation.
- (vii) The accommodation provider must designate a main coordinator and two assistant coordinators for round-the-clock liaising with the IHPO.
- (viii) The accommodations should meet all the standards and norms as per the regulations of concerned Saudi authorities.

### **Penalty and Payment**

(A) In case the pilgrims are not accommodated in Markazia as per agreed terms & conditions, the Consulate shall have the right to levy a suitable penalty. In case of any violation, the Consulate reserves the right to cancel the contract without making any further payment and impose suitable penalty.

(B) The IHPO will provide schedule of arrival of pilgrims to the respective owners, lessees of hotel/building or registered buildings groups in advance. IHPO may also provide a deadline by which the contract should be uploaded on the on e-haj portal. IHPO reserves the right to transfer any number of beds contracted with the party or any other available party in case of an unreasonable or undue delay in registering of contract on e-haj portal. IHPO may also have the right to impose penalty of upto 50% of the contract amount in case buildings are hired from an alternative party in the market, if not adhering to the schedule and completion of process on e-haj portal on timelines given by IHPO.

(C) If the owner, lessee of hotels/buildings or registered building groups is not able to provide accommodations as agreed to in the contract, the IHPO will have the right to hire suitable alternative buildings from the market at the expense of defaulter. In addition, IHPO may impose a penalty of up to 50% for the shortfall of bed per cycle. So, the total penalty would be agreed contract amount plus upto 50% of the contract amount.

(D) IHPO may impose a fine up to 50% of the agreed contract amount per Haji in case of violation from the owner/lesser of hotels/buildings or registered building groups, if *Krooki* (at least 48 hours in advance) or contracted accommodations are not provided on time.

(E) The accommodation provider is not permitted to go back from its commitment after signing the Agreement and let out the accommodation to a third party. IHPO reserves the right to arrange accommodation with another party at the expense of accommodation provider and an additional penalty will be imposed by the IHPO which may include financial penalty as well as blacklisting of the accommodation provider.

(F) 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. In case the building is sealed with the reasons found unsatisfactory than an additional penalty of 10 % will be imposed for the number of pilgrims accommodated.

(G) In case the accommodation provider fails to provide service as per the agreed terms and conditions, penalty can be imposed on the accommodation provider separately for each service deficiency.

### **Payment**

(H) Payment will be made on the basis of the actual occupancy and as per the agreed rates. Consulate General of India, Jeddah, will make payments to the accommodation provider, under the terms of the agreement, in three instalments as follows:

(I) 50% of total rental of each building will be made online through E-Path system when the building agreement is entered in the E-Path system.

(J) Second installment of 40% will be released after the accommodation provider has provided at least 90% of accommodation units of the agreed number of accommodation units in Pre-Haj and post-Haj phase combined.

(K) Third and Final installment will be released after adjustment of (regular) payments due based on total occupancy and suitable penalty, including blacklisting, on completion of Haj-2023. This payment shall be made only after certification by the Consulate for satisfactory rendering of services by the company.

**Please notethat Consulate General of India, Jeddah, reserves the right to reject this tender without assigning any reason thereof.**

### **Evaluation of Bids by Committee**

- i. The Committee will open bids on a date and venue which will be intimated to all the concerned parties at least five days in advance.
- ii. The bidders must show proofs of their registered capacity of at least 5000 units in Markazia which may include ownership papers, Mustajjir papers of duly attested (from Saudi Haj Ministry or authorities), Copy of valid Tasreeh / Tasneef or valid contract MoUs, of the offered buildings forming a part of their registered capacity.
- iii. The Committee may evaluate the bids on the terms and conditions mentioned in the document or any other additional criteria as deemed appropriate which would be informed to all the bidders before the said evaluation.
- iv. Financial bids of only technically qualified bidders will be considered.
- v. Award of Contract will be based on rental of Lowest Quote (L1) of Markazia and Non-Markazia respectively. If L1 is not able to take all HCOI units, then offer will go to L2 bidder (provided it matches L1 quote) and so on till entire quota of 1,40,020 of HCOI is completed.
- vi. The allocations of bids to the interested bidders will be made on the basis of their registered capacity, availability of registered capacity to IHPO and performance in the previous Haj seasons with reference to the service provided to the IHPO.
- vii. Committee may impose a maximum limit of beds (upto 50 percent) which can be allotted to any owners, lessers/registered building groups depending on the functional requirements and past experience, if any, with the bidder.

**Envelope 1: Technical offer.**

The interested bidders should submit the Technical Offer in a sealed envelope as provided in Annexure I

**Envelope 2: Financial offer.**

The interested bidders should submit the Financial Offer in a sealed envelope as provided in Annexure II

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**ANNEXURE I**

**TECHNICAL BID FORM FOR PROVIDING ACCOMMODATION UNITS IN MADINAH TO  
HCOI PILGRIMS IN HAJ-2024**

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**1. Name of the bidding entity:** \_\_\_\_\_

*(Enclose a brief profile of the bidding entity)*

**2. License/ Registration No.:** \_\_\_\_\_

*(Enclose copy of valid License/Registration)*

**3. Complete Office address:** \_\_\_\_\_

*(or residential address in case of individual Landlord)*

**4. Details of registered Tashreeh/Tasneef Capacity of at least 5000 units/beds in Markazia** (It may include ownership papers, Mustajjir papers of duly attested, Copy of valid Tasreeh/Tasneef or valid contract MoUs, of the offered buildings forming a part of their registered capacity). Please attach relevant papers supporting the registered capacity claim with this Annexure.

**5. Number of Units/Accommodations ready to offer in Markazia and Non-Markazia.**

Locality	Total accommodation Units in pre and post Haj period
Markazia	
Non-Markazia (upto 1.5 km from Ring Road)*	

*\*Please note that out of total offered quota, at least 70 percent, should be in Markazia in order to qualify for Financial Bid.*

**6. Experience:**

i) Number of years of experience in providing accommodation to pilgrims of any country with details:

ii) Experience of providing accommodation for Indian pilgrims in recent years:

<b>Haj Year</b>	<b>Number of accommodation units provided to Indian pilgrims through the Indian Consulate</b>			<b>Whether any penalty was imposed by the Consulate in the year</b>
	Markazia	Non-Markazia	Total	
1444H / 2023				
1443 H / 2022				
1440 H / 2019				
1439 H / 2018				

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**ANNEXURE II**

**FINANCIAL BID FOR PROVIDING ACCOMMODATION UNITS IN MADINAH TO HCOI  
PILGRIMS IN HAJ-2024**

**\*\*\*\*\***

- 1. Rate quoted per accommodation unit in MARKAZIA area for 8 full days (40 Prayers) including VAT and all applicable local charges/taxes.**

**SAR\_\_\_\_\_**

- 2. Rate quoted per accommodation unit in NON-MARKAZIA/OUTSIDE MARKAZIA for 8 full days (40 Prayers) including VAT and all applicable local charges/taxes.**

**SAR\_\_\_\_\_**