

Government of Pakistan  
Ministry of Religious Affairs  
and Inter-Faith Harmony

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**Subject:- EXPRESSION OF INTEREST FROM THE BANKS FOR HAJJ 2019.**

The Ministry of Religious Affairs and Inter-Faith Harmony (MORA & IH), Government of Pakistan seeks the expression of interest from scheduled banks for providing following services on the terms and conditions given below for Hajj - 2019:-

- i) The banks shall register/receive the Registration Form from intending pilgrims **online on Ministry's website** with deposit of Hajj dues along with Hajj application form in accordance with the format to be prescribed by IT cell of the Ministry.
- ii) The banks shall collect the Hajj applications from intending pilgrims on the date to be announced by the Ministry on prescribed form, till closing date, containing security features to be printed by respective banks, duly complete in all respects and verified by the concerned bank on behalf of the intending pilgrims for Hajj-2019.
- iii) Hajj dues collected by the banks from the successful applicants shall be placed in Sharia Compliant remunerative account, whereas Hajj dues of unsuccessful applicant shall be retained by them.
- iv) The banks shall submit forms of successful intending pilgrims with MORA within 15 days of ballot. The performance of banks in this regard will be considered for their selection in the next Hajj Operation. The Forms of un-successful applicants will be retained by the concerned bank for record.
- v) Collection of Passports from successful intending pilgrims within prescribed time to be announced by the Ministry and submission thereof to MORA&IH through their respective Coordinator based at Islamabad/ Rawalpindi whose designation, name, phone, cell No. Email address must be indicated.

2. **ELIGIBILITY CRITERIA:**

- i) The banks must have a minimum network of 550 branches all over the country.
- ii) The banks must be of National level. The banks should have presence in each district of Pakistan with on-line facilities in all branches preferably up to Tehsil level.
- iii) Minimum credit rating as notified by the State Bank of Pakistan should not be less than "AA+/AA/AA-".
- iv) The Ministry reserves the right to accept or reject the bank(s) on the basis of their performance during Hajj 2018.

3. **TERMS AND CONDITIONS:**

- i) The banks shall deposit Hajj dues of successful applicants in the Ministry's account as per following schedule:

S. #	Installment	Date	Percentage
1	1 <sup>st</sup> installment	Within one week of the ballot.	35% of the amount
2	2 <sup>nd</sup> installment	Within 30 days of ballot	25% "
3	3 <sup>rd</sup> Installment	Within 60 days of ballot	20% "
4	4 <sup>th</sup> installment	Within 120 days of ballot	15% "
5	Last & final installment	On final reconciliation	5% "

- ii) In case, the banks fail to make payment of Hajj dues according to above schedule, fee charges for late payment will be levied as follows:

1	Deposited after delay of 7 days.	Fee Charges @ 2.00% per day of the un-paid amount.
2	Deposited after delay of 8-14 days.	Fee Charges @ 2.50% per day of the un-paid amount.
3	Deposited after delay of 15-21 days.	Fee Charges @ 3.00% per day of the un-paid amount.
4	Deposited after delay of 22-45 days.	Fee Charges @ 3.50% per day of the un-paid amount.
5	Deposited after 46-60 days	Fee Charges @ 4.00% per day of the un-paid amount.
6	Deposited after 60 days	Fee Charges @ 5.00% per day of the un-paid amount

- iii) For retention of Hajj dues by the banks, expected profit rates will be as follows:

Detail	Expected Rate of Profit
Retention of Hajj Dues up to 60 days.	To be decided on receipt of "Expression of Interest" from banks.
Retention of money for more than 60 days and up to 120 days	To be decided on receipt of "Expression of Interest" from banks. The concerned bank shall be liable to pay the profit at competitive rates and not less than the rates being offered by the banks on daily product basis.
Retention of money beyond 120 days and up to reconciliation.	To be decided on receipt of "Expression of Interest" from banks. The concerned bank shall be liable to pay the profit at competitive rates and not less than the rates being offered by the banks on daily product basis.

- iv) Payment of profit accrued on retention of Hajj dues of successful intending pilgrims shall be made as per following schedule which shall be calculated from next of day of ballot or next working day of ballot:

1	First Installment of profit accrued up to 30 <sup>th</sup> June 2019	On 10 <sup>th</sup> July, 2019
2	Second Installment of profit accrued up to 30 <sup>th</sup> September, 2019	On 10 <sup>th</sup> October, 2019
3	Last and final Installment of profit accrued after reconciliation.	Within 10 days of reconciliation

- v) Banks shall establish counters at designated branches to collect Hajj applications. They shall also establish Hajj booths at Haji Camps with Identification Boards and bear all expenses relating to its establishment and utilization of resources at each Haji Camp. **These Hajj booths shall enter the details of differential amount paid to the intending pilgrims online on Ministry's website.**
- vi) The interested Banks shall establish their credit rating, status, and detail of Branch network specifying the Branches having online connectivity. The Hard copy of Branch Net-work (District-Wise and Tehsil-wise) may be furnished with EOI and Soft copy of the same may be emailed at "jamalsaharan1967@gmail.com" and "muhammadkhannaz@yahoo.com".
- vii) Banks are required to disseminate information amongst the applicants about the designated branches and period of Registration.

- viii) The banks shall enter data of unsuccessful applicants online on the Ministry's website on daily basis, otherwise banks shall not be considered in the next year.
- ix) The banks shall launch campaign for expediting refund to unsuccessful applicants through print and electronic media in the same manner as they do for collection of Hajj applications, failing which they shall not be considered in the next Hajj operation. Similarly, Banks should arrange refund of Hajj dues against special refund authorities issued by Ministry of Religious Affairs. An appropriate amount will be placed at the disposal of Banks for this purpose.
- x) The banks shall submit adjustment account of payments made to the unsuccessful applicants and against refund authorities of Hajj 2019 after conclusion of Hajj operation and on final reconciliation.
- xi) All the banks must reconcile the accounts of differential amount paid to the intending pilgrims with the respective Hajj Directorates on daily basis and on conclusion of flight operation.
- xii) Banks shall establish secure network (VPN) with Ministry for online website access. The banks shall pay VPN and other charges direct to Punjab Information Technology Board.
- xiii) Ministry shall impart training of Master Trainers of Banks in consultation with Director, PITB. After this, banks shall train their staff at branch level for which schedule of their training shall be communicated to MORA.
- xiv) The banks shall establish a "Hajj Cell" at Controlling Branch of at least three people. The contact numbers and email of this staff shall be communicated to MORA within a week of its selection.
- xv) The banks shall ensure utilization of each module of MIS System.
- xvi) The banks must have sufficient and trained staff in each branch to carry out above mentioned tasks.

4. **EXPRESSION OF INTEREST EVALUATION:**

- i) A committee notified by MORA & IH will evaluate the documents submitted by the interested banks for finalization.
- ii) The MORA & IH reserves the right to examine / verify the supporting documents / reports furnished by the banks through any third party/source etc.

- iii) The MORA & IH will determine the eligibility on the basis of rate of profit, credit rating of the banks with the State Bank of Pakistan, branch network, online connectivity, features / facilities offered by the bank and past performance of applicant bank etc.
- iv) Banks, so designated shall enter into a formal contract with MORA & IH within the time prescribed by the Ministry.

5. **SUBMISSION OF EXPRESSION OF INTEREST:**

- i) Scheduled Banks fulfilling the eligibility criteria and interested in providing the services on the terms and conditions detailed above may submit their bids/offers on the enclosed "Proforma" to the undersigned within 15 days of publication of this Expression of Interest. The Expression of Interest shall be received on or before 13-12-2018 at 1200 hours and shall be opened on the same date at 1400 hours in the Committee Room of the Ministry. After stipulated time no bid will be entertained.
- ii) The bid in a sealed envelope mentioning "Expression of Interest" from scheduled Banks should be sent to the undersigned.

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Ministry of Religious Affairs and  
Inter-Faith Harmony  
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Islamabad  
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**Proforma for EOI**

1. Bank Detail

a. Name of Bank				
b. Type of Bank				
c. Credit Rating	Long Term		Short Term	

2. Branch Network Coverage

Area	District Level		Tehsil Level		Town Level		Total	
	Off Line	On Line	Off Line	On Line	Off Line	On Line	Off Line	On Line
Federal								
Punjab								
Sindh								
KPK								
Baluchistan								
AJK								
Gilgit Baltistan								
Total								
No. of Islamic Branches								

Note: List of branches (Province/District/Tehsil wise) to be attached

3. Financial

a. Expected rate of profit on Hajj Dues retained for 60 days.	b. Expected rate of profit on Hajj dues retained beyond 60 days and up to 120 days	c. Expected Rate for Retention of Hajj dues beyond 120 days and up to reconciliation.

Note i) Counting of 60 days period shall commence w.e.f. the next day of balloting.

ii) Profit Rate offered shall base on Islamic Instrument.

4. General

- (i) Bank shall bear the cost for customized stationery printing (Hajj Application Forms etc) and transportation of Hajj application Forms and Machine Readable Passports (through designated coordinator at Islamabad and Karachi).
- (ii) Bank under takes to advertise for the publicity of Registration Forms, Hajj application forms for successful intending pilgrims and Passports, facilitate the illiterate applicants, verify the data of the intending pilgrims, formation of the groups prescribed in the Registration Form and to claim for refund.
- (i) Bank shall submit MIS reports and reconciliation with MORA & IH on desired formats.
- (ii) Bank is willing to open booths at 10 Haji Camps across Pakistan.
- (iii) Bank shall enter into a formal agreement with MORA&IFH within one week of issuance of acceptance of the letter failing which offer will be considered as withdrawn.
- (iv) Facilities to be offered by the banks to the hujjaj, please specify.

Signature	
Name & Designation	
Contact No.	
Stamp	