

**GUIDELINES/ TERMS AND CONDITIONS FOR HIRING OF BUILDINGS,
TRANSPORT AND CATERING SERVICES FOR HAJJ 1440H/2019**

**Ministry of Religious Affairs and Interfaith
Harmony**

**Government of Pakistan,
Office of Pilgrims Affairs Pakistan (OPAP),
Phone: 0126670980 Fax: 012-6670988; e-mail: dghajj@gmail.com**

Consulate General of Pakistan, Jeddah.

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I. Hajj – 2019 (1440 H): Guidelines / Terms and Conditions for Selection of Buildings for Stay of Hujjaj at Makkah

The Office of Pilgrims Affairs Pakistan (OPAP), Consulate General of Pakistan, Jeddah intends to hire accommodations for hujjaj arriving from Pakistan under the government scheme for Hajj 2019/1440H. In order to make improved arrangements for Pakistani hujjaj, the foremost of which is hiring of buildings, the process of acquiring comfortable accommodations shall be carried out through a transparent and objective system;

The following terms and conditions will be followed in this process:

1. All buildings will be hired by the Hiring and Procurement Committee notified by the Ministry of Religious Affairs & Interfaith Harmony on the basis of Saudi Hajj *taleemat* and the provisions of the Hajj Policy read with instructions from the Ministry of Religious Affairs and Interfaith Harmony, Government of Pakistan (MoRA & IFH, GoP).

2. The basic terms and conditions and process are provided below. However, interested persons/owners or authorized Saudi representatives should obtain a copy of the agreement to be signed between OPAP and building owners / lessors in 1440H/ 2019 to acquaint themselves of the mechanism and conditions of hiring of buildings for Pakistani hujjaj. OPAP reserves the right to make amendments in the building agreement of 2019 until the time of signing.

3. The Owners/Mustajir i.e. legally entitled lease holders (Saudi nationals only) who intend to lease out their buildings may directly apply to OPAP, Consulate General of Pakistan, Jeddah / Makkah on the designated form along with the following documents during working days from 0900hrs to 1600hrs daily after the publication of public notice (invitation to submit Expressions of interest/Bids) in the newspapers/MoRA-IFH website and PPRA website;

i) Original *tasreeh* for year 1440H/2019; in case the original *tasreeh* has not been issued, the last original *tasreeh* (1439 AH) along with proof of processing of *tasreeh* for 1440H will be required at the time of registration; however, original *tasreeh* shall be produced before the scheduled visit of the Committee;

ii) A Vakala-Sharia from the owner / mustajir indicating that the person depositing the application is empowered to do so specifically for Hajj season 1440H. In this case, the decision of OPAP – after due analysis of the vakala will be final.

iii) A personal affidavit stating the following that:

(a) the general condition of the building is excellent and is safe for the accommodation of Hujjaj;

(b) the building is free of any encumbrance (e.g. ownership / legal disputes);

(c) the building has an equal number of rooms and bathrooms or in case this is not the position, the owner is willing to dispense with any rooms and their accommodation capacity in excess of the number of bathrooms.

- (d) the building has at least two lifts
- (e) the building has a proper dining area along with chairs and tables to accommodate atleast 1/3 of the guests as per tashreeh capacity at any given time.
- (f) all requirements, excluding Tasreeh which is to be provided as per term above, facilities /amenities etc., specified in Saudi Taleemat are available / or shall be made available as per agreement i.e. by Shawwal 15, 1440H.
- (g) the building shall be made available to OPAP for at least 30 working days from the date of registration or until the inspection whichever is later. In case, original tasreeh of 1440H is not provided on the date of inspection, the OPAP reserves the right to either cancel the building or place it at the bottom of registration list. If the building is also to be offered to another Hajj Office, the applicant/owner must withdraw it from OPAP; otherwise the applicant/owner and building maybe black-listed for the future;
- (h) additional space, if available over and above the *tasreeh* capacity will be used by the Hajj Office for the welfare of hujjaj like sector offices, dispensary etc without any additional payment.

Note: In case of any mis-statement in the affidavit, the owner or lessor or authorized person shall be permanently barred from offering buildings to Pakistan hajj Mission in the future.

- iv) application to be accompanied by a location map, clearly specifying all markers for easy identification of building and also the “crookie” (floor plan) of the whole building whether or not the building was hired by OPAP in the previous years;
- v) the applications will only be personally deposited after being checked and approved by the Director General or in his absence by any other member of the Hiring Committee nominated by the DG(H) in OPAP Office;
- vi) the depositing of an application - and the receipt issued therefor - shall in no way confer any right on the depositor or obligation upon OPAP of either mandatory inspection or selection of the building.
- vii) These terms and conditions are being issued only in English, the working language of OPAP. Bidders may, if they so wish, obtain an Arabic translation on their own but the English version shall prevail and OPAP takes no responsibility for any omissions or mistakes in the Arabic translation
- viii) by the very act of depositing an application, it will be deemed that applicant has accepted all the terms and conditions governing the hiring of buildings by OPAP;

4. The process of hiring of accommodations for Hajj 2019 (1440H) commences with the publication of an invitation in the local newspapers and on the MoRA’s Website/ PPRA website;

5. The first list of buildings deposited for consideration with OPAP shall be generated 15 days after the publication of announcement on a first-come first-entered basis; However, the Hiring Committee can inspect or visit any building at any time and according to a priority that shall solely be the discretion of the Hiring Committee;

6. Hiring shall be on the basis of the *tasreeh* (hujjaj housing permit) issued by the Makkah Municipal Authorities (amanahasemah). However, OPAP reserves the right to reduce the number of hujjaj appearing in the *tasreeh* to a number that reflects a maximum of 6 persons/room or any other requirement (if the Saudi taleemaat restricts the room occupancy to four (4) then the OPAP reserves the right to make a final decision in this regard). In such cases, the applicant/owner shall be informed prior to the agreement. Moreover, measurement of the floor space of the building would be made to ascertain the capacity of the rooms. **Under no circumstances a building will be hired at a capacity which exceeds the legal capacity mentioned in the *tasreeh*.** In case of hotel-type buildings issued with a *tasneef* i.e. hotel registration permit issued by the Saudi ministry of Commerce, OPAP shall fix an optimum and mutually acceptable capacity for the hotel taking into account the hotel's general condition and other factors. However still the room occupancy in no case will be more than six (6) persons.

7. Generally new or well-maintained buildings of recent origin, with capacity not less than 300 hujjaj, having adequate lift facilities (with a ratio of not more 1:33 i.e. two lifts of 10 persons capacity serving 330 persons or a lift of 8 persons serving 240 persons; in no case buildings of only one lift will be hired. Also buildings with adequate reception areas, dining hall, space for mosque, seating capacity as per *tasreeh* and size of the building, equal number of rooms and bathrooms and located in "clusters" will be hired for pilgrims. Under construction buildings will not be considered for selection no matter how advanced the level of completion is.

8. The distance of the building will be measured from the **outermost** periphery of the Haram to the door of the building by the shortest route;

9. **All rooms in every new building offered for selection will be measured.** Measurements by other clients during earlier years, and capacities mentioned by them on the doors of the buildings will not be taken into consideration. All floors will be measured even if the floors are identical;

10. In case of buildings hired in previous years, observations of the Director (A & T) shall be duly considered. Copies of hiring record of previous years would be attached at the time of giving new file number.

11. The services will be provided by the applicant/owner in each building as per Article 2 supra:

12. The Inspection of the Hiring Committee will not be deemed as a final selection of the building.

II) Hiring of Accommodations at Madinah Munawwarrah for Pilgrims under Government Scheme for hajj-2019 G /1440 H, Terms & Conditions for Accommodations

1. Stay of each Pakistani hujjaj shall be in Markazia buildings at Madinah-al-Munawarah for eight (08) to nine (09) days to enable them to complete their 40 prayers in the Al-Masjid un-Nabvi Al-Sharif.

2. The owners or Lessees of hotels / buildings / Accommodation Groups (with at-least 30% accommodation of the quota demanded in their own buildings) having buildings with valid Tasreehs for 1440 H / 2019 G who are registered with Moassassah Adilla and Ministry of Hajj Madinah or any other agency as provided under the law of the land are eligible to apply directly to OPAP Jeddah within the validity period as given in the advertisement in Newspapers/website.
3. The owners / lessees of hotels / buildings / Accommodation Groups will submit their bids on the basis of their maximum registered capacity.
4. Bidders may apply for complete “Hajj season” (Starting from 1st Dhulqadah, 1439H and ending on 15th of Muharram 1440H) or for any one of the seasons i.e., pre-hajj or post hajj separately. Complete buildings may also be offered for whole hajj season, or as agreed upon mutually. In case of provision of certain number of beds, the distribution of hujjaj to the groups / hotels shall be based on the flight schedule to be announced by the Government of Pakistan.
5. Every bid should contain the list of offered buildings, their location and a proof of their ownership or agreement with the owners of the same.
6. All eligible owners of the Accommodation Groups / buildings / lessees will show that the offered capacity is registered in their names or they have the contracts/MOUs of the offered buildings proving their ownership/legal holding for Hajj-2019 (Attested by the Ministry of Hajj) for Hajj-2018.
7. Allocation of Hujjaj to the owners / lessees will be made on the basis of registered capacity and performance of Accommodation Groups in the last hajj seasons with reference to services provided to the Hujjaj of Government Scheme of Pakistan.
8. The hiring committee may evaluate owners / lessees on the basis of any other additional criteria which would be informed to all owners/lessees before said evaluation.
9. In case of failure of any owner/lessee to provide accommodations in the buildings mentioned in the list given to OPAP as registered capacity etc. and non-acceptance of alternative buildings by the OPAP, fresh accommodations will be hired from Market at the expense of defaulter owner/lessee in addition to imposition of penalty which may be upto SR.400/- for each short bed.
10. OPAP will impose fine upto SR.400/- per haji in case of failure of the contractor, both in terms of non-provision of contracted accommodations and non-provision of Aqood for his daily share etc.
11. All owners/lessees will provide a portion of the mezzanine or area of the restuarant of the hotel or building(in case rooms are hired in a hotel) or complete food service area in case total building is in the occupation of hujjaj of Government scheme to OPAP’s approved catering

companies for supply and distribution of food to hujjaj of Government scheme staying in the buildings of the owners / lessees. In case of failure on the part of owners / lessees / contractors or management of the building or hotel, the OPAP may impose fine in addition to deduction of total payment of unserved meals in the particular building / buildings or hotel / hotels.

12. All bids should be submitted in a sealed envelope by the contractors/owners/lessees containing list of buildings for evaluation which are in the name of Accommodation Groups or he is lessee or Mustajir of such buildings along with demand of number of hujjaj to be accommodated and rate quoted for Hajj 2019. The sealed envelope will be opened by the Hiring Committee in the presence of bidders/owners/lessees.

13. The number of hujjaj accommodated in any room shall be strictly as per approved crooki / tasreeh and in accordance with Saudi Taleemat. Under no circumstances any violation of accommodating hujjaj in this regard shall be allowed. In case of any doubt or report, OPAP shall have the right to inspect the room and take measurements etc and take necessary action as deemed appropriate.

14. The bids shall be strictly in consonance with the Hajj Policy of the Government of Pakistan and the Saudi Hajj Instructions.

15. Any clarifications or information must be sought in writing. No verbal communication will be entertained.

16. These terms and conditions are being issued only in English, the working language of OPAP. Bidders may, if they so wish, obtain an Arabic translation on their own but the English version shall prevail and OPAP takes no responsibility for any omissions or mistakes in the Arabic translation.

17. By the very act of depositing an application, it will be deemed that applicant has accepted all the terms and conditions governing the hiring of Accommodation in Madina-al-Munawarah by OPAP;

18. Beds offered in under construction buildings will not be considered for selection no matter how advanced the level of completion may be.

19. All successful bidders will have to submit an affidavit stating

(a) That they have read all the terms and conditions in this document and agree to abide by these as well as any new conditions as shall be mutually agreed upon.

(b) No agent or intermediary has been involved and that no illegal payment has been made to anyone for the purpose of this bid.

20. OPAP is not bound to intimate/respond to any or all the bids offered.

21. OPAP accepts no liability for any failure by the bidder to comply with these terms and condition where such failure is due to circumstances beyond its reasonable control.

22. The scheduled date and time for opening of bids will be as per advertisement given in the newspaper and MORA & IH / PPRA websites.

23. **IMPORTANT NOTES:**

- a) Bidders must ensure that they submit all the required documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents, test certificates (if any required) are liable to be rejected at any stage.
- b) Upon submission of bid by a bidder it will be presumed that he undertakes that no intermediary has been involved and no illegal payment / commission has been paid by the bidder to any person/ entity.
- c) The submission timelines for all the goods and services will be according to the invitation to bid appearing in the Saudi newspapers and websites of MoRA&IH/ PPRA.
- d) OPAP reserves the right to reject all or any of the bids or proposals at any time prior to acceptance of a bid or proposal.
- e) OPAP has no agent and the Saudi owners / Mustajirs are informed to directly contact OPAP for all their inquiries and issues. For further information and clarification, kindly contact;

**Directorate General of Hajj, Consulate General of Pakistan, Jeddah
Phone: 012-6670980 Fax: 012-6670988; e-mail: dghajj@gmail.com**

- f) Complaints due to lack of cooperation or any illegal demand by the office staff of OPAP/Consulate General of Pakistan should be immediately brought to the attention of the Director General Hajj on the following contact directly. All reports/information shall be treated confidentially. **Dr. Sajid Yoosufani, Director General (Hajj) Cell: 0592883030**

III). Hajj 2019/ 1440 H: Guidelines/ Terms& Conditions Governing Supply of Catering Services in Makkah and Medina:

All bidders must meet the following guidelines terms & conditions as well as the specific conditions for each service listed below separately: As part of their bids, the companies should provide complete details about their organization, (including copies of registration with the respective Saudi Arabian authorities for Hajj), names of Directors and main supervisory employees (especially those who will be handling the Hajj operations) as well as information showing previous experience in the area /service being applied. OPAP shall have the right to select the best evaluated bid in consonance with its requirements. **The bids must include a cover document with the following info;**

- (a) Name of the company:
- (b) Address with phone and fax and email:

(c) Name of main contact person for this project:

(d) Names of persons designated for this project

(e) Clients' references:

- (i) All bidders must provide all relevant governmental permissions that are required for the project (for example the food supplying company must at least be registered with the Saudi Ministry of Health, Makkah al-Mukarramah and Madinah al-Munawwarrah municipalities). OPAP will not actually undertake any efforts or assume responsibilities to obtain permissions for the contractors. In case of contravention of any regulation or any customer complaint the individuals and/or companies shall bear full legal responsibility. An affidavit to this effect shall be provided on the company stationery.

Briefly, the bidding companies should;

- (ii) Have at least 2-3 years' experience in the provision of the same or similar goods and services as the ones for which bid is being submitted along with appropriate evidence of having performed a similar function during the Hajj operations for the same period.
- (iii) Identify the appropriate available human resources and how it would be hiring them for the stated purpose
- (iv) The bid should be according to the standard menu approved by OPAP and available in the office, that can be collected on any working day between 0900 hrs to 1600 hrs, after the publishing of advertisement in newspapers
- (v) Bidders will have to provide a Banker's Cheque equal to (10%) ten percent of the value of contract/agreement which will be returned to successful bidders by Muharram 30, 1441H failing which award may be given to the best evaluated bid that is next in terms of scores/evaluation. Banker's Cheque will be returned to un-successful bidders soon after the opening of bids.
- (vi) However, the return of the Banker's Cheque to successful bidders will be made after the contractors/bidders have paid any fines that may be imposed on the company /supplier who shall be informed in writing about the reason for imposition of fine and shall have full opportunity to contest the fine.
- (vii) Only proprietors of establishments (*Moassassah*) or persons authorized by the bidding company (*shirkah*) shall be allowed to make a bid or Saudi employee of the company in the OPAP; proof of such proprietorship or in case of company relationship (e.g. employee) and authorization to participate in the bidding process for Hajj 2019 shall be submitted by way of Chamber of Commerce attestation prior to start of the bidding process.
- (viii) All bidders will make a presentation detailing the system by way of which they intend to provide the services. The presentation and questions to follow will have a major determinant

on the award of the contract. Under the procedure all bidders will first make a separate presentation followed by a common debriefing / discussion.

- (ix) All successful bidders will have to submit an affidavit stating
 - (a) That they have read all the terms and conditions in this document and agree to abide by these as well as any new conditions mutually agreed.
 - (b) No agent or intermediary has been involved and that no illegal payment has been made to anyone.
- (x) OPAP is not bound to intimate/respond to any or all the bids offered.
- (xi) OPAP accepts no liability for any failure by the bidder to comply with these terms and condition where such failure is due to circumstances beyond its reasonable control.
- (xii) the depositing of an application - and the receipt issued therefor - shall in no way confer any right on the depositor or obligation upon OPAP of either mandatory inspection or selection of the building.
- (xiii) These terms and conditions are being issued only in English, the working language of OPAP. Bidders may, if they so wish, obtain an Arabic translation on their own but the English version shall prevail and OPAP takes no responsibility for any omissions or mistakes in the Arabic translation.

All successful bidders shall sign a pledge to the effect that they have read and understood these general conditions for award of contract and agree with these. **Services and scope of work**

Food and beverage catering services at residences of hujjaj;

- (i) These meals are to be provided at the place of residence whether cooked at the premises (if allowed by Saudi authorities) or pre-cooked at the company's legally authorized premises and then distributed in the dining halls of buildings (where available) or from any appropriate public area prescribed under Saudi Taleemat like the lobby (but not a vehicle standing outside the premises); direct access to the rooms / floors of residence of hujjaj is banned.
- (ii) Applicants must have a license to handle and supply foodstuffs from all concerned authorities in consonance with the laws of the Kingdom and specifically the Ministry of Hajj, KSA for Hajj 2019. In case of contravention of any regulation(s) or any customer complaint(s) the individuals and/or company (ies) shall bear full legal responsibility); such permissions must be deposited with the OPAP prior to starting work. OPAP shall assume no responsibility for any financial or other losses resulting from closure of the facility. The interested companies shall get health certificates of their workers from the ministry of Health and written permission to work for the Catering Companies from Maktab-ul-Amal.
- (iii) Bids will be evaluated on the basis of the supplier's facilities (like kitchen, distribution vehicles, staff), previous experience in the provision of the same services for which documentary evidence like contract copies may be provided and the presentation made to the Procurement Committee.

(iv) Companies that had already worked satisfactorily well with OPAP in the previous years will be given preference.

(iv) All meals must be of sufficient quantity to serve one average adult person (as determined a common person of ordinary prudence. In case of difference of opinion, the judgment shall lie with the authorized officer of OPAP in this regard.

(v) The bidders must also indicate the following;

- (a) Total capacity of hujjaj in multiples of thousand they are willing to provide for.
- (b) Distribution mechanism i.e. how food will be brought to the premises and distributed (e.g. pre-packed or distributed in plastic plates on the spot from large pans and whether by coupons or timed service).

IV). Hajj 2019/ 1440 H: Guidelines/ Terms & Conditions for TRANSPORT SERVICES;

Only Naqaaba-tus-sayyarat registered companies with a fleet of more than 700 buses are eligible to directly apply without any intermediary. In addition to the documents required as stated in the general terms and conditions governing supply of services of goods in paragraph II, only the company representative shall brief and make a presentation on the proposed transportation plan and services being offered. All bidders must provide certificates of their registration for hajj season -2019 with Naqaba-tus-Sayyarat in addition to other documents. Bidders will have to provide a Banker's Cheque equal to (10%) ten percent of the value of contract/agreement which will be returned to successful bidders by Muharram 30, 1441H failing which award may be given to the best evaluated bid that is next in terms of scores/evaluation. Banker's Cheque will be returned to un-successful bidders soon after the opening of bids.

a) **Salawat Transportation.**

Only 2011-2019 model buses are required in proportionate numbers. Bidding companies must include the year and model of buses, rates, detailed operation and management plan including details of company reps to be deployed for execution or operation of the plan etc.

b) **Inter-City Transportation.**

Only 2015-2019 model buses are required in proportionate numbers. Bidders shall inform the number of buses to be provided for each model year of buses. Detailed operation and management plan including details of company reps to be deployed for execution or operation of the plan.

Procurement Procedure For catering and Transport:-

In case of Catering and Transportation services, Single stage – two envelope procedure will be adopted, as follows:-

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) the envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- (iii) initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- (iv) the envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of OPAP without being opened;
- (v) the OPAP shall evaluate the technical proposal according to the criteria given below, without reference to the price and reject any proposal which does not conform to the specified requirements;
- (vi) during the technical evaluation no amendments in the technical proposal shall be permitted;
- (vii) the financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (viii) after the evaluation and approval of the technical proposal the OPAP, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
- (ix) the bid found to be the lowest evaluated bid shall be accepted.

The technical appraisal will be done on the following criteria:-

1. Relevant experience and past performance in the field for atleast 5 years,
2. Specifications of equipment/buses etc
3. Proof of doing similar work with hajj missions with hujjaj quota of more than 50000 in case of transport and 5000 in case of catering companies
4. Past experience of similar work with Pakistan hajj mission.
5. Capabilities with respect to personnel, equipment and workshop.
6. Financial position.
7. Appropriate managerial capability, and
8. Any other factor that a procuring agency may deems relevant, but not inconsistent with PPRA rules 2004.

V). OTHER SERVICES

1. Mobile telephone services and unlimited internet Wi-Fi, in Makkah and Medina during the hajj season for officials of the OPAP (CUG) from authorized telecommunication companies.
2. Provision of human resources for temporary employment in Hajj season 2019.
3. Security personnel for OPAP office in Makkah and Mina.
4. Provision of trucks with capacity of 4 ton/6 ton/10 ton for transportation of luggage of hujjaj between inter-city (Makkah-Medina-Makkah).
5. Provision of Haji gift comprising the following items:
 - a) Prayer mat, Muzdalfa mats and inflatable pillows for Hujjaj.
 - b) The company must have experience of at least 3 years, having its own manufacturing unit for prayer mat and muzdalfa mat in KSA and must possess warehouses in Makkah for storage and delivery. The specifications of these items are given as under:-
 - Prayers mats. Length & width (70 X 114 cms) Weight (620-650 grams)
 - Muzdalfa mats. Length & width (105 X 200 cms) weight (1200-1300 grams)
 - Inflatable Pillow. Length & Width (45 X 30 cms)

Only the owners of the manufacturing units who intend to bid for the haji Gift may directly apply to OPAP, Consulate General of Pakistan, Jeddah / Makkah. Agents and middlemen/suppliers will not be entertained.

6. Miscellaneous.

- (a) Mina/ Arafat arrangements. Setting up of 2 office camps in Mina including the air-conditioning, office furniture, telephone land lines, flat screen TVs etc. In Arafat 2 fireproof camps as per approved standards of Civil Defense to be erected for 1790 Moavineen with ACs, Carpets, drinking water arrangements, and generators. The bidder must possess a valid license to operate in Mashaa'ir during the hajj days. The exact details can be obtained from the office during working days from 9am to 2 pm.
- (b). Welcome snacks at the arrival airports from authorized companies only that possess a year round license to work at the airport with ample storage capacity and staff to deliver the packs.
- (c). Stationary items list attached as Annex (A).
- (d) Printing of Stickers, information materials, details can be collected from the Office of Pilgrims Affairs of Pakistan during office hours on any working day.
- (e) Panaflex signs for buildings/ information, detail attached as Annex (B).
- (f). Rent a car for Makkah and Medina during hajj season various categories with models 2012 and above.

Printing of plastic coated E-Bands with QR codes for the identification of hujjaj as per the regulation and requirement of the Ministry of Hajj and Umra KSA. Companies having direct access to Ministry of Hajj KSA websites for collection of data will be preferred. **IMPORTANT NOTES:**

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and in the manner for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected at any stage.

All terms and conditions stated in this document will apply to all goods and services being offered by the bidders.

Upon submission of bid by a bidder it will be presumed that he undertakes that no intermediary has been involved and no illegal payment / commission has been paid by the bidder to any person/ entity.

The submission timelines for all the goods and services will be according to the invitation to bid appearing in the Saudi newspapers and websites of MoRA & IFH/ PPRA.

OPAP reserves the right to reject all or any of the bids or proposals at any time prior to acceptance of a bid or proposal.

OPAP has no agent and the Saudi owners / Mustajirs are informed to directly contact OPAP for all their inquiries and issues. For further information and clarification, kindly contact;

Directorate General of Hajj, Consulate General of Pakistan, Jeddah;

Phone:0126670980 Fax: 012-6670988; e-mail: dghajj@gmail.com

Complaints due to lack of cooperation or any illegal demand by the office staff of OPAP/Consulate General of Pakistan should be immediately brought to the attention of the Director General Hajj on the following contact directly. All reports/information shall be treated confidentially.

Dr. Sajid Yoosufani, Director General Hajj:0592883030

**OFFICE OF THE PILGRIMS AFFAIRS PAKISTAN,
JEDDAH**

BID SECURITY FORM (Catering)			
1	Name of the Catering Company		
2	Name of the Manager		
3	Approximate number of days	Makkah	Medina
		30	8
4	Number of Hujjaj quota demanded		
5	Bid Security @ 10% of the total projected value of contract (rate/day x number of days x number of hujjaj)		
6	Signature of the Company representative		
7	Date		

**OFFICE OF THE PILGRIMS AFFAIRS PAKISTAN,
JEDDAH**

BID SECURITY FORM (Transport)			
1	Name of the Transport Company		
2	Name of the Manager		
3	Bidding for (nature of service) please tick the related box	Salawat	Intercity
4	Bid Security @ 10% of the projected total value of the contract		
5	Signature of the Company representative		
6	Date		

OFFICE OF THE PILGRIMS AFFAIRS PAKISTAN (OPAP)
COSULATE GENERAL OF PAKISTAN
JEDDAH

BID SECURITY FORM		
(Provision of Accommodation in Medina)		
1	Name of the Hotel / Building / Accommodation Group	
2	Name of the Owner / Manager	
3	Number of Hujjaj (Quota demanded)	
4	Signature of the authorized Company representative	
5	Date	

Annexure - A

LIST OF STATIONERY ITEMS REQUIRED FOR HAJJ - 2019 (1440-H)			
1	Air Freshener (Jasmine) (Black Cobra)	60	Card Lamination (office card size) A4
2	Art line Marker 210 (Black)	61	Colop E R 40dry
3	Art line Marker 210 (Blue)	62	Dak Folder
4	Art line Marker 70 (Black)	63	Common Pin
5	Art line Marker 70 (Blue)	64	Dusters Cloth
6	Art line Marker 70 (Green)	65	Envelopes 17.5X14.25
7	Art line Marker 70 (Red,)	66	Envelopes 12X10
8	Art line Marker 90 (Black)	67	Envelopes 15X10
9	Art line Marker 90 (Blue)	68	Envelopes 7X10
10	Ball point (Faber Castell) (Black)	69	Envelopes 4.5 X9
11	Ball point (Faber Castell) (Red)	70	Eraser Staedtler
12	Ball point (Faber Castell) (Blue)	71	Fax Roll
13	Ball point (Zebra SARASA 0.7)	72	File Cover Manila Legal size
14	Ball point uni-ball eye fine (Blue)	73	File Cover Plastic A-4 Green
15	Ball point uni-ball eye fine (Green)	74	Foot Ruler 30 cm (Scale)
16	Ball point uni-ball eye fine (Red)	75	Gum glue stick (40 grams UHU)
17	Ball point uni-ball eye fine (Black,)	76	Highlighter (STABI LO BOSS) (D, Color)
18	Battery Cell- AA (Panasonic)	77	Identity Care Clips with Ribbon
19	Battery Cell- AAA (Panasonic)	78	Laminating Pouch Film
20	Board Marker	79	Lead pencil (ALLIGATOR)
21	Box File Kent	80	Log Book
22	Calculator Casio (Large)	81	Note Book (Sinarline) L
23	Calculator Casio (SW-2235A)	82	Note Book (Sinarline) M
24	Card Lamination (office card size) A4	83	Note Book (Sinarline) S
25	Colop E R 40dry	84	Paper A-3
26	Dak Folder	85	Paper A-4
27	Common Pin	86	Paper Clips (L)
28	Dusters Cloth	87	Paper Cutter
29	Envelopes 17.5X14.25	88	Note Book (Sinarline) L

30	Envelopes 12X10	89	Note Book (Sinarline) M
31	Envelopes 15X10	90	Note Book (Sinarline) S
32	Envelopes 7X10	91	Paper A-3
33	Envelopes 4.5 X9	92	Paper A-4
34	Eraser Staedtler	93	Paper Clips (L)
35	Fax Roll	94	Paper Cutter
36	File Cover Manila Legal size	95	Paper Clips (ABEL)
37	File Cover Plastic A-4 Green	96	Paper Clips (Large Size)
38	Foot Ruler 30 cm (Scale)	97	Tape 2"(PRIMA) plastic white (1X36)
39	Gum glue stick (40 grams UHU)	98	Paper tape 2" (1X24)
40	Highlighter (STABI LO BOSS) (D, Color)	99	Pin Remover (301 OFIS)
41	Identity Care Clips with Ribbon	100	Punch Double Hole(7540 OFIS)
42	Laminating Pouch Film	101	Punch single hole
43	Lead pencil (ALLIGATOR)	102	Push Pin(P 9523 OFIS)
44	Log Book	103	Raid (Multi insect killer)
45	Stapler Pin (Rexel) 24/6 (1000Pec)	104	Record Book
46	Post-it/Notes 75cmx125cm	105	Register Legal Size
47	Post-it/Notes (76x76)	106	Register A4 Size
48	Post-it/Notes (51x51)	107	Register Note Book Size
49	Post-it/Notes (13cmx60cm)	108	Rubber Band
50	Post-it/Not(SIGN-HERE) 1.5cmx6cm	109	Scissor 8"
51	Tags	110	Scotch Tape
52	Tissue paper Fine	111	Sharpener (OMEGA)
53	Tiolet Roll	112	Short Hand Note book
54	USB(4GB)	113	Stamp Pad (Blue)
55	USB(8GB)	114	Stamp Pad (Green)
56	USB(16GB)	115	Stapler (Heavy Duty)
57	USB(32GB)	116	Stapler Pin (Heavy Duty)
58	USB(64GB)	117	Stapler (large) NOVUS B-5
59	White fluid pen PENTEL ZL 62-W	118	Stapler Medium NOVUS