

**GUIDELINES / TERMS & CONDITIONS**  
**FOR ACCOMMODATION IN MADINAH-AL-MUNAWARAH**  
**HAJJ 1439 A.H / 2018 A.D.**

**Ministry of Religious Affairs & Interfaith Harmony**  
**Government of Pakistan**

**Office of Pilgrims Affairs Pakistan (OPAP)**  
**Consulate General of Pakistan, Jeddah**  
Phone: 012-6670980 Fax: 012-6670988; e-mail: [dghajj@gmail.com](mailto:dghajj@gmail.com)

## **Directorate General of Hajj /OPAP Jeddah**

### **Hiring of Accommodations at Madinah Munawwarrah for Pilgrims under Government Scheme for hajj-2018/1439**

#### **Terms and Conditions for 100% Accommodations in Central area/Markazia**

1. Stay of each Pakistani haji at Madinah Munawwarrah will be for eight (08) to nine (09) days to enable him to complete his 40 prayers in the Masjid An-Nabvi Ash-Sharif in central area / Markazia.
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 in central area/Markazia with valid Tasreehs for 1439H/2018 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 in Markazia.
4. All bids should be for whole “Hajj season” (Starting from 1<sup>st</sup> Dhulqadah, 1439H and ending on 15<sup>th</sup> of Muharram 1440H) based on the flight schedule to be announced by the Government of Pakistan. Any bid providing accommodations only for specific days will not be accepted.
5. Every bid should contain the list of offered buildings of Markazia and a proof of their ownership or agreement with the owners of the same. The technical approval of the capacity of the owners/lessees shall be on the basis of their total registered capacity of central area/Markazia.
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-2018(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.1000/- for each short bed.
10. OPAP will impose fine upto SR.1000/- 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 restaurant 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 will impose fine in addition to deduction of total payment of unserved meals in the particular building/buildings or hotel/hotels. To ensure this, aqood for food service area will also be provided along with the building aqood for accommodation of Hujjaj.
12. All bids should be submitted in a sealed envelope by the contractors/owners/lessees containing list of buildings of Markazia for evaluation which are in the name of Accommodation Groups or he is lessee or Mustajir of such buildings, demand of number of hujjaj and rate quoted for 100% central area/Markazia for Hajj 2017. The sealed envelope will be opened by the Hiring Committee in the presence of bidders/owners/lessees.
13. The bids shall be strictly in consonance with the Hajj Policy of the Government of Pakistan and the Saudi Hajj Instructions.
14. Any clarifications or information must be sought in writing. No verbal communication will be entertained.
15. 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
16. 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 Medina by OPAP;
17. Beds offered in under construction buildings will not be considered for selection no matter how advanced the level of completion is.
18. 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.
- 19 OPAP is not bound to intimate/respond to any or all the bids offered.
20. 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.
21. The scheduled date and time for opening of bids will be on the last day of submission of bids as per advertisement given in newspaper / MORA / PPRA website.
22. **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&IFH/ 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;

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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**

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

<b>BID SECURITY FORM</b> <b>(Provision of Accommodation)</b>		
1	Name of the Hotel/ Building/ Accommodation Group	
2	Name of the Owner / Manager	
3	Number of Hujjaj (Quota demanded)	
4	Bid Security @ 10% of the total projected value of contract (rate per haji for a cycle x number of hujjaj)	
5	Signature of the authorized Company representative	
6	Date	