

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

**GUIDELINES / TERMS AND CONDITIONS
FOR GENERAL ITEMS PROCUREMENT
FOR YEAR 2021**

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

CONTENTS

S. No.	Subject	Page
1	Preamble	3
2	Procurement Procedure	3-5
3	Services i. Repair and Maintenance work of office building OPAP, offices at Jeddah, Makkah and Madinah. (bid can be submitted for each station separately) Purchase ii. Office Stationery items iii. Office Furniture and Fixture iv. IT Equipment (Computers, Printers, Scanners, computer accessories, Photocopiers etc.) v. Repair of office Machinery vi. Repair of Transport.	6-11
4	General Evaluation Criteria	12-13

Preamble:

1. Office of Pilgrims Affairs Pakistan (OPAP), Consulate General of Pakistan, Jeddah, being an operational arm of MoRA&IH, makes Hajj arrangements in Saudi Arabia, in line with the policies of Governments of Pakistan and Saudi Arabia, with a clear objective to ensure safety and comfort of the pilgrims alongwith economy of the package.

2. While the objectives mentioned above in view, the Office of Pilgrims Affairs Pakistan (OPAP), Consulate General of Pakistan, Jeddah intends to procure various services & Items, including, primarily, Repair & Maintenance Work of OPAP Offices at Jeddah, Makkah al-Mukarramah and Madinah, Office Stationary, Office Furniture & Fixture, IT Equipment and repair of OPAP Transport Fleet etc. to run the its official affairs.

Procurement Procedure:

3. For the purpose of this procurement, Single stage – two envelope procedure will be adopted, which is 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 Evaluation criteria given for each service, 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; however, Procurement Committee has the mandate to seek explanation/ clarification/ proof of any document/ claim submitted with the bid;
 - (vii) the financial proposals of the technically qualified bidders shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
 - (viii) the bid found to be the lowest evaluated shall be accepted.
 - (ix) Financial proposals of non-responsive bidders shall be returned un-opened to the respective bidders.
 - (x) The bids must include:
 - a. a cover document with the following info;
 - i. Name of the company:
 - ii. Name of the owner
 - iii. Address with phone and fax and email:
 - iv. Name of main contact person for this project:
 - v. Names of persons designated for this project
 - vi. Clients' references:
 - b. All bidders must provide all relevant governmental permissions etc. that are required for the operation. 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 company shall bear full legal responsibility.
4. All successful bidders will have to submit an affidavit stating that:
- (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.
5. OPAP is not bound to intimate/respond to any or all the bids offered.

6. OPAP accepts no liability for any failure/omission by the bidder to comply with these terms and condition, even when such failure is due to circumstances beyond its reasonable control.

7. The scheduled date and time for opening of bids will be as per advertisement given in the newspaper and MORA & IH / PPRA/Consulate General of Pakistan, Jeddah websites.

8. **IMPORTANT NOTES:**

- a. Bidders must ensure that they submit all the required documents without any failure. 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. Bid submission timelines for all the goods and services will be according to the advertisement 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 / Contractors 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: dghajjeddah@gmail.com”

- f. Complaints due to lack of cooperation or any illegal demand by the office staff of OPAP/Consulate General of Pakistan or any other person should be immediately brought to the notice of the Director General (Hajj), Jeddah on the following contact directly. All reports/information shall be treated confidentially.

**“Mr. Abrar Ahmed Mirza,
Director General (Hajj)**

Cell: 0555696786”

PROCUREMENT / GOODS REQUIRED FOR YEAR 2021

12. Following Services/Items are required to be procured:

Services:

Repair/ Maintenance at Directorate General of Hajj/OPAP Jeddah Office

Dismantle/Repair of Rotten Hall

- i. Dismantle of wall having size= 3.80 mtrX 2.70 mtrx 0.25 mtr
- ii. Dismantle of wall having size= 4.00 mtrX 2.70 mtrx 0.25 mtr
- iii. Dismantle of wall having size= 4.00 mtrX 0.50 mtrx 0.25 mtr
- iv. Dismantle of wall having size= 1.50 mtrX 1.20 mtrx 0.25 mtr

Note: It is also added that material of the above demolished walls are carried out side

- i. Build with plaster of Room wall having both side=2.15 mtr X 1.10 mtr x 0.25mtr
- ii. Build with plaster of Room wall having both side=2.15 mtrX 1.10 mtrx 0.25 mtr
- iii. Plaster of front of the repair 4 walls on equal basis=4x 4mtr x 4x 0.25 mtr=16 mtr x 1 mtr
- iv. Plaster of front of the repair 6 walls on equal basis=6x2.70 mtr x6x 0.25 mtr=16.20 mtr x 1.50
- v. Plaster of front of the repair 4 walls on equal basis=4x1.50 mtr x4x 0.25 mtr=6 mtr x 1 mtr

Bathroom No.1

Sr. #	Name of Items	Quantities
1	Wash Basin With Mixture	1 No.
2	Commode English seat With cover	1 No.
3	Tile Fixing Bursalan Measurement 3.00x1.20 cm	4M
4	Paint	Complete

Bathroom No.3 and Bathroom No.4 Repair and furniture

Sr. #	Name of Items	Quantities
1	Exhaust fan/ Electric switch with wire	2 No.
2	Repair Hole With wooden Box	2 No.
3	Tile Fixing Bursalan Measurement 3.00x1.20 cm	4Meter
4	Repairing of Main Water Line $\frac{3}{4}$	3Meter
5	Gate Valve $\frac{3}{4}$	1 No.
6	Elbow $\frac{3}{4}$	4 No.

7	T $\frac{3}{4}$	2 No.
8	T Valve $\frac{1}{2}$	3 No.
9	Paint	Complete

Kitchen

Sr. #	Name of Items	Quantities
1	Exhaust fan/ Electric switch with wire	1 No.
2	Repair Hole With wooden Box	1 No.
3	Wall Repairing for Kitchen	2 Meter
4	Paint	Complete

Complete Bath Room Sanitary Installation

Bathroom No.2

Bathroom Measurement 1.85x1.50 cm

Sr. #	Name of Items	Quantities
1	Complete Bath Room Piping & other accessories	1
2	Main Water Line 1 inch	16 M
3	Drain Pipeline 4 inch	26M
4	Water Proofing Complete Bath Room	3.5M
5	Wash Basin With Mixer	1No.
6	English seat With cover	1 No.
7	Mirror	1 No.
8	Wall Tile Bursalan	11M
9	Tile Bursalan	3.5M
10	Exhaust fan/ Electric switch with wire	1 No.
11	Paint Jotun	Complete

Note : If there is any query or confusion about the above said items, then please freely contact us in Office Timings for guidelines.

2. IT EQUIPMENT

1	Computer set All in one, Monitor Unit AMD Ryzen 33250U 2.60GHz Up to 3.50GHz- 4MB L3 cache, 2 core, 4GB DDR4, 1TB HDD, 21.5 inch Touch screen 3-sided FHD LED UWVA NZBD, DVD-RW drive, AMD Radeon OR inter Core i7-1135G7 2.40 GHz Up to	4 No.
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	4.20GHz – 8 MB Cache, 4 Core, 8GH DDR4, 356GB SSD, 1TB HDD BV WLED, Inch Touch screen FHD BV WLED, BVUDUA GeForce MX330 2GB	
2	Laser jet (color) Printer /Network Print /Duplex Touch Screen Mobile Printing Print Speed B/C:38 Pages/ Min. Printing resolution:2400x1200dpi Toner Yield Black :3600 pages Toner Yield Color : 3600 pages	1 No.
3	Printer Laser (color) Copier, Printer, Scan, Fax, Wi-Fi Scan to Email +Mobile Connectivity Print without router + Duplex print Copy Speed:27ppm B/c27ppm or equivalent	1 No.
4	Conference Room Monitor cum Smart TV Minimum 85 Inch Smart TV Function	1 No.
5	Scanner Heavy duty scanner, Scan up front load Double face scan Scan Speed: 60 Pgs/Min or equivalent Duplex Scan speed 120pgs or equivalent	1 No.
6	Photocopiers Two Sided Printing Color Scanning 36 Pages Per Minute or equivalent Duplex Document Feeder Duplex Unit With Table Trolley	1 No.

3. FURNITURE AND FIXTURE

S.#	Name of Item	Quantity
1	Sofa set seven seator (Wood+Iron,Leather Poshish)	1 No.
2	Sofa set five seator (Wood+Iron,Leather Poshish)	2 No.
3	Sofa chair seator (Wood+Iron,Leather Poshish)	4 No.

4	Office Table Wooden (size 1.60cm Standard)	3 NO.
5	Center Table	3 No.
6	Side Table	7 No.
7	Curtain (3.56cmx2.40cm)	1 No.
8	Office wooden paneling (Wood Sheet)	88.00 M
9	Cashier Cabinet(Sliding Door) size (3.25x3.13)	10.18 M
10	Aluminum window Large Sliding (2x4 M)	1 No.
11	Aluminum window small Sliding (1.20X1.50 cm)	1 No.
12	Split A/C installation	1 No.
13	Steel File Rack(3mx1mx.40cm)	6 No.
14	Water Dispenser with Freezer	2 No.
15	Office Chair Good Quality Revolving	12 No.
16	Office Table size (2 M)	1 No.
17	Revolving Chair (Executive)	1 No.

4. OFFICE STATIONERY ITEMS

LIST OF STATIONERY ITEMS

Sr. No.	Items	Unit	Quantity Required			Total
			Jeddah	Makkah	Madinah	
1	Air Freshener (Jasmine) (Black Cobra)	Dozen	5	13	2	20
2	Art line Marker 210 (Black)	Packet	0	6	1	7
3	Art line Marker 210 (Blue)	Packet	0	6	2	8
4	Art line Marker 70 (Black)	Packet	10	65	3	78
5	Art line Marker 70 (Blue)	Packet	10	35	3	48
6	Art line Marker 70 (Green)	Packet	1	5	2	8
7	Art line Marker 70 (Red,)	Packet	1	25	2	28
8	Art line Marker 90 (Black)	Packet	10	20	1	31
9	Art l.ine Marker 90 (Blue)	Packet	10	20	1	31
10	Ball point (Faber Castell) (Black)	Packet	0	50	50	100
11	Ball point (Faber Castell) (Red)	Packet	5	50	12	67
12	Ball point (Faber Castell) (Blue)	Packet	50	757	50	857
13	Ball point (Zebra SARASA 0.7)	Packet	30	0	0	30
14	Ball point uni-ball eye fine (Blue)	Packet	10	17	5	32
15	Ball point uni-ball eye fine (Green)	Packet	1	0	0	1
16	Ball point uni-ball eye fine (Red)	Packet	1	0	0	1
17	Ball point unib-all eye fine (Black,)	Packet	10	17	5	32
18	Battery Cell- AA (Panasonic)	Pieces	50	0	50	100

19	Battery Cell- AAA (Panasonic)	Pieces	50	0	0	50
20	Board Marker	Pieces	30	200	0	230
21	Box File Kent	Pieces	60	424	0	484
22	Calculator Casio (Large)	Pieces	4	0	6	10
23	Calculator Casio (SW-2235A)	Pieces	4	38	6	48
24	Card Lamination (office card size) A4	Packet	1	0	0	1
25	Colop E R 40dry	Pieces	24	0	0	24
26	Dak Folder	Pieces	4	0	2	6
27	Common Pin	Packet	20	20	0	40
28	Dusters Cloth	Dozen	6	0	5	11
29	Envelopes 17.5X14.25	Pieces	250	500	0	750
30	Envelopes 12X10	Pieces	250	0	0	250
31	Envelopes 15X10	Pieces	500	500	100	1100
32	Envelopes 7X10	Pieces	500	750	100	1350
33	Envelopes 4.5 X9	Pieces	1000	550	100	1650
34	Eraser Staedler	Dozen	4	12	2	18
35	File Cover Manila Legal size	Pieces	1000	1000	300	2300
36	File Cover Plastic A-4 Green	Pieces	200	324	100	624
37	Foot Ruler 30 cm (Scale)	Dozen	2	13	1	16
38	Gum glue stick (40 grams UHU)	Pieces	0	434	72	506
39	Highlighter (STABI LO BOSS) (D, Color)	Pieces	30	138	50	218
40	Plastic cards (ID card)	Pieces	0	4500	500	5000
	Identity Care Clips with Ribbon	Pieces	4500	0	500	5000
41	Laminating Pouch Film	Packet	3	0	0	3
42	Lead pencil (ALLIGATOR)	Packet	0	224	2	226
43	Log Book	Pieces	0	0	2	2
44	Note Book (Sinarline) L	Pieces	60	150	12	222
45	Note Book (Sinarline) M	Pieces	84	168	24	276
46	Note Book (Sinarline) S	Pieces	60	150	0	160
47	Paper A-3	Ream	0	7	0	7
48	Paper A-4	Ream	100	1210	200	1510
49	Paper Clips (L)	Packet	0	10	0	10
50	Paper Cutter	Pieces	20	53	0	73
51	Paper Clips (ABEL)	Packet	20	0	0	20
52	Paper Clips (Large Size)	Packet	0	10	0	10
53	Tape 2"(PRIMA) plastic white (1X36)	Carton	3	33	3	39
54	Paper tape 2" (1X24)	Carton	3	13	3	19
55	Pin Remover (301 OFIS)	Pieces	12	0	12	24
56	Punch Double Hole(7540 OFIS)	Pieces	0	30	6	36
57	Punch single hole	Pieces	12	0	0	12
58	Push Pin(P 9523 OFIS)	Packet	6	12	0	18
59	Raid (Multi insect killer)	Pieces	0	12	0	12
60	Record Book	Pieces	0	0	0	0
61	Register Legal Size	Pieces	0	362	100	462

62	Register A4 Size	Pieces	0	100	0	100
63	Register Note Book Size	Pieces	0	100	20	120
64	Rubber Band	Packet	12	54	12	78
65	Scissor 8"	Pieces	0	39	0	39
66	Scotch Tape	Pieces	0	220	12	232
67	Sharpener (OMEGA)	Dozen	2	12	2	16
68	Short Hand Note book	Pieces	0	60	0	60
69	Stamp Pad (Blue)	Pieces	6	100	6	112
70	Stamp Pad (Green)	Pieces	0	0	6	6
71	Stapler (Heavy Duty)	Pieces	1	0	0	1
72	Stapler Pin (Heavy Duty)	Pieces	0	0	0	0
73	Stapler (large) NOVUS B-5	Pieces	6	34	6	46
74	Stapler Medium NOVUS	Pieces	6	44	6	56
75	Stapler Pin (Rexel) 24/6 (1000Pec)	Packet	0	170	240	410
76	Post-it/Notes 75cmx125cm	Dozen	2	1	2	5
77	Post-it/Notes (76x76)	Dozen	2	1	2	5
78	Post-it/Notes (51x51)	Dozen	2	1	2	5
79	Post-it/Notes (13cmx60cm)	Dozen	6	0	0	6
80	Post-it/Not(SIGN-HERE) 1.5cmx6cm	Dozen	6	0	0	6
81	Tags	Packet	0	16	12	28
82	Tissue paper Fine	Carton	5	15	5	25
83	Tiolet Roll	Carto	0	15	0	15
84	USB(4GB)	Pieces	0	20	15	35
85	USB(8GB)	Pieces	0	20	15	35
86	USB(16GB)	Pieces	10	40	10	60
87	USB(32GB)	Pieces	5	3	0	8
88	USB(64GB)	Pieces	5	1	0	6
89	White fluid pen PENTEL ZL 62-W	Pieces	36	130	12	178
90	Toner Laserjet pro 402 Printer	Pieces	6	3	3	12
91	Toner Laserjet 400 Printer	Pieces	6	3	3	12
92	Toner Laserjet 2055 Printer	Pieces	3	2	1	6
93	Toner Laserjet pro200 Color Printer	Pieces	2	-	-	2
94	Toner Kyocera FS-6525MFP Photocopier	Pieces	2	-	1	3

Repair of Machinery

10. Periodical Repair of Office Machinery, Equipment on need basis

Repair of Transport

11. Periodical Repair of transport fleet

12. The companies able to provide above listed items may submit their EOI/Bids with quotation. The quoted rates should be including packing, delivery and all auxiliary expenses for delivery at the OPAP offices in Jeddah, Makkah and Madinah.

GENERAL EVALUATION CRITERIA

13. All the bidders/companies for Other Services will be evaluated in the light of undermentioned criteria;

Sr. #	Requirement	Marks
1.	Sijil Tijari (Valid)	10
2.	Experience (General)	10
3.	Experience with OPAP	10
4.	Financial Health	10
5.	Personnel, equipment	20
6.	Delivery Strategy	20
7.	Managerial Skills	20

For Technical Qualification 70/100 marks would be required

IMPORTANT NOTES:

The bids must include a cover document with the following info;

- i. Name of the company
 - ii. Name of the owner
 - iii. Address with phone and fax and email:
 - iv. Name of main contact person for this project:
 - v. Names of persons designated for this project
 - vi. Clients' references:
- a. All bidders must provide all relevant governmental permissions etc. that are required for the operation. 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 company shall bear full legal responsibility.

- b. Must be signed by Owner / Representative of the Company legally authorized to make financial offers.
- c. Bid Validity should be till the completion of business with OPAP. If periodic renewal is due that must have been processed and must be provided to OPAP earliest to the due date.
- d. 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.
- e. 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.
- f. 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.
- g. 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.
- h. 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: dghajjeddah@gmail.com

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

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.

Abrar Ahmed Mirza, Director General Hajj:0555696786
