

Government of the People's Republic of Bangladesh
Ministry of Religious Affairs
Bangladesh Hajj Office
Jeddah, K.S.A.

Tender Notice

Bangladesh Hajj Office in Jeddah K.S.A is willing to rent some hotels/building for accommodation and Medical center/clinic for the Hujjaj of Bangladesh in Makkah Al-Mukarramah and in Madinah Al-Munawarah (Markaziah & Nearby area) for Hajj season 1447H. Interested owners/ legal wakils/ housing companies having valid updated tasreeh/license may apply from 19/10/2025 to 13/11/2025 collecting the prescribed tender forms available online (www.mora.gov.bd) or available in Bangladesh Hajj office Jeddah/Makkah Al-Mukarramah/Madinah Al-Munawarah during office time (9:00 am to 5:00 pm) paying per form SAR-100 (non-refundable). Forms/schedules those are downloaded from online and submitted through E-mail (missionhajj@gmail.com) will not need to pay for the schedule/forms.

• **General Terms & Conditions.**

1. The hotels/buildings should be :

- (i) Big in size (500-1000 beds preferable), not less than 200 beds.
- (ii) In the plain area (not on the hill or it's slope),

Following two conditions are applicable for Hajj Package # 1 (Special)

- (iii) In Makkah Al-Mukarramah the accommodation of the pilgrims will be 700 meters from the outer courtyard of Masjid E Haram.
- (iv) In Madinah Al-Munawarah the accommodation of the pilgrims will be the central area of Masjid E Nabawi.

Following two conditions are applicable for General Hajj Package # 2

- (v) In Makkah Al-Mukarramah the accommodation of the pilgrims will be 1.2 Kilometers to 1.8 Kilometers from outer courtyard of Masjid E Haram.
- (vi) In Madinah Al-Munawarah the accommodation of the pilgrims will be the markazia area.

Following two conditions are applicable for General Hajj Package # 3

- (vii) In Makkah Al-Mukarramah the accommodation of the pilgrims will be in Aziziah or nearby area (6 to 8 kilometers from the Masjid E Haram).
- (viii) In Madinah Al-Munawarah the accommodation of the pilgrims will be outside the central area.

2. The another hotels/buildings at Makkah would be rented for full Hajj season from **01stZulquodha, 1447H to 15thMuharram, 1448H** and at Madinah it may be for full Hajj season or on the basis of Fitra scheduled by this Hajj office.

3. (a) The hotels/buildings should be nice looking, comfortably usable for the Hujjaj having all the facilities assigned by the Saudi Authorities. As (i) front desk, (ii) specious lobby (iii) Dinning space (mata'm) (iv) meeting room (v) prayer place (vi) Wi-Fi facility (vii) sufficient lifts (10 persons preferable);



- (b) Maximum **5** seats in a room within an area of 21-24 square meters for Package# 1 and maximum **6** seats for Package # 2 & 3;
- (c) Rooms having 2/3/4 beds in a room are preferable;
- (d) Total number of beds and number of beds per room should not be more than approved by the local authority;
- (e) Every bathroom should have a large size plastic bucket and water mug, adequate tissue papers and soap/hand washing liquid, standard basin, fittings etc.;
- (f) Air conditioner, Fan, CCTV, Fire extinguisher, Fire alarms;
- (g) Un-interrupted electricity and water supply;
- (h) Adequate manpower as supervisor, cleaner and other staffs etc.
4. One room for administrative office and another for accommodation of the supervising officer would be provided by the tenderer/owner on free of cost.
5. The rent per seat/bed includes VAT and other taxes should be written clearly both in figure and in words.
6. Application should be submitted in the original Prescribed forms supplied by this Hajj office or downloaded from online and submitted through E-mail (missionhajj@gmail.com).
7. The photocopy of the tasreeh/tasneef and bed plans (koroki) of the hotels/building should be attached.
8. The photocopy of the contract with the owner as the legal ownership or the first lessee (if any) should be attached.
9. One copy Photo of the front view of the hotels/building should be attached.
10. The final decision will be taken by the House Renting committee formed by the Ministry of Religious Affairs, Bangladesh (after inspecting the hotels/buildings considering the distance, rent & quality etc. of the hotels/building).
11. (a) The committee reserves the right to accept or reject any application without showing any reason.
(b) The house renting committee preserve the authority to rent hotels/houses on the spot in case of emergency/necessary.
12. In case of any ambiguity of legal debate, the Ministry of Religious Affairs of Bangladesh and the Ministry of Hajj and Umrah of KSA will be the final authority to resolve.
13. The Address of Jeddah office for collecting and submitting the tender documents: Bangladesh Hajj Office, Kilo-4, Nuzlah Al Sharqiyah area (near to Ibne Sina Boys School), Jeddah, Kingdom of Saudi Arabia.



Handwritten signature in blue ink.

14. The Address of Makkah office for collecting and submitting the tender documents:



15. The Address of Madinah office for collecting and submitting the tender documents:



16. The application for the hotels/buildings for Madinah would be submitted at Madinah Hajj Office only.

“Abi Dhar Street, Hai Al Masani, Madinah.”



17. The filled tender documents can also be submitted through E-mail (missionhajj@gmail.com) within the time frame mentioned above.

18. The opening date and time of the sealed tenders or received through E-mail (missionhajj@gmail.com) would be informed the tenderers over telephone/SMS ahead of time.

19. If the Saudi Authorities or Govt. of Bangladesh imposes any new rules in this regard, that will be applicable for both the parties.

20. Incomplete tender/application will be null and void directly.


21. All tenders must be submitted by the owners themselves or by the officially appointed wakils. Tenders not submitted by the owners themselves or by the officially appointed wakil will be rejected without giving any notice. Every matter should be dealt directly by the House/Hotel Renting Committee and Owner of the hotels/houses.

22. For further details:

0504321527 (English),

0503570580 (Arabic),

Email: missionhajj@gmail.com



16.10.2025
(Md. Kamrul Islam)
Counsellor (Hajj)

Issue No: 16.04.0000.000.17.001.22-535

Date: 16/10/2025 AD

Copy forwarded for kind information/necessary actions:

1. Secretary, Ministry of Religious Affairs, Bangladesh.
2. H.E. The Ambassador, Bangladesh Embassy, Riyadh, KSA.
3. Additional Secretary (Hajj), Ministry of Religious Affairs, Bangladesh.
4. H.E. The Consul General, Consulate General of Bangladesh, Jeddah, KSA.
5. PS to Hon'ble Adviser (Joint Secretary), Ministry of Religious Affairs, Bangladesh.
6. Deputy Secretary (Hajj-1), Ministry of Religious Affairs, Bangladesh.
7. PS to Secretary, Ministry of Religious Affairs, Bangladesh.
8. Office copy.


16.10.2025
(Md. Kamrul Islam)
Counsellor (Hajj)



Tender Application for Hujjaj Accommodation-2026
(Prescribed/Supplied by Bangladesh Hajj Office, Jeddah).

Sl. No :

To: Bangladesh Hajj Office

Makkah Al-Mukarramah/Madinah Al-Munawarah/Jeddah,KSA. (Please Keep Only One)

Subject: Tender/Application for Renting House for the Hujjaj of Bangladesh in 2026AD (1447H).

| Sl. | Event/Subject | Information/Respond | |
|-----|---|---|---|
| 01 | Name of the Hotel/House | | |
| 02 | Name of the Owner | | |
| 03 | Name of the legal Wakil (if any) | | |
| 04 | ID No. (Tabeah No.) | | |
| 05 | Mobile No. (Please enclose the visiting card, if any) | | |
| 06 | Address of the Hotel/house (Name of the Area & Road) | | |
| 07 | In Which Year the Hotel/House was Built / Made? | | |
| 08 | Which Country rented this House/Hotel in 2025 Hajj Season (if so)? | | |
| 09 | Permit Number (Tasreeh/Tasneef) | | |
| 10 | Distance from the Masjid-Al-Haram (Makkah/Madinah) (from outer court yard) | | |
| 11 | Total Bed Capacity (as per Tasreeh/Tasnif of 1447H, please enclose the photocopy) | | |
| 12 | Total Number of Floors | | |
| 13 | Total Number of Rooms | | |
| 14 | Room-wise Bed Capacity and Size | Number of beds in a room | <i>Size of the room : (in square meter)</i> |
| | | Total of 2 beds room : | |
| | | Total of 3 beds room : | |
| | | Total of 4 beds room : | |
| | | Total of 5 beds room : | |
| | | Other capacity for any of the room (if any) : | |
| 15 | Total Number of Lifts (and capacity per lift) | | |



| | Event/Subject | Information/Respond |
|----|---------------------------|---------------------------------|
| 23 | Hajj mission office room | Room number : Floor Number : |
| 24 | Special Remark/s (if any) | |

NB:

- A. This application form should be filled up in Arabic or English clearly.
- B. This Application/Tender/Price Quotation should be submitted in closed/sealed envelope (The price and other information should not be shared with other/s).
- C. The following papers/documents should be attached with the tender/application.
 - The original money receipt of SAR 100 (not refundable);
 - Photocopy of the Tasreeh/Tasnif of 1447H.
 - One copy photo of the front view of the house/hotel.
 - The photocopy of the contract with the house/hotel owner (if any).
 - The Photocopy of seat plan/bed plan of the house/hotel (koroki).
 - One copy location map of the Hotel/House.
 - Please Fill up All the Event/Columns Carefully. Incomplete Application Would Not Be Considered For Evaluation.

| | | |
|---|--|----------------------|
| Signature of the Owner/1 st lease/Wakil: | | Date : / /2025 |
| Full Name | | |
| Office Address | | |



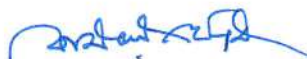
Government of the People's Republic of Bangladesh
Ministry of Religious Affairs
Bangladesh Hajj Office
Jeddah, K.S.A.

Tender Notice

Bangladesh Hajj Office, Consulate General of Bangladesh in Jeddah K.S.A is willing to rent/hire one hotel/building for set up office and medical center for the Hujjaj of Bangladesh in Madinah Al-Munawarah. Interested owners/ legal wakils/ housing companies having valid updated tasreeh/license may apply from **16/10/2025 to 13/11/2025AD (24/04/1447H - 22/05/1447H)** collecting the prescribed tender forms from Bangladesh Hajj office Madinah Al-Munawarah during office time (9:00am to 5:00pm) or from online (www.mora.gov.bd).

• **General Terms & Conditions:**

1. The hotels/buildings should be:
 - (i) 150-200 beds preferable, not less than 100 beds.
 - (ii) In the plain area (not on the hill or it's slope),
 - (iii) Maximum distance from the Masjid Al-Nabawi should be 2000 meters.
2. The hotel/building would be rented for yearly basis under a long-term contract.
3. The hotels/buildings should be nice looking, having all the facilities assigned by the Saudi Authorities.
4. The rent of the hotel should be written clearly both in figure and in words.
- 5. Last date of submitting the tender 13/11/2025 AD, 5:00 PM.**
6. The photocopy of the tasreeh/tasneef and bed plans (koroki) of the hotels/building should be attached.
7. The photocopy of the contract with the owner as the legal ownership or the first lessee (if any) should be attached.
8. One copy Photo of the front view of the hotels/building should be attached.
9. The final decision will be taken by the House Renting committee formed by the Ministry of Religious Affairs, Bangladesh (after inspecting the hotels/buildings considering the distance, rent & quality etc. of the hotels/building).
10. The committee reserves the right to accept or reject any application without showing any reason.



11. In case of any ambiguity of legal debate, the Ministry of Religious Affairs of Bangladesh and the Ministry of Hajj and Umrah of KSA will be the final authority to resolve.

12. The Address of Madinah office for collecting and submitting the tender application:

“Abi Dhar Street, Hai Al Masani, Madinah.”



13. The opening date and time of the sealed tenders would be informed the tenderer's over telephone/SMS before ahead of time.

14. If the Saudi Authorities or Govt. of Bangladesh imposes any new rules in this regard, that will be applicable for both the parties.

15. Incomplete application will be null and void directly.

16. For further details:

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8. Office copy.


(Md. Kamrul Islam)
Counsellor (Hajj)

Tender Application for office space for Bangladesh Hajj office, Madinah.

Sl. No :

To: Bangladesh Hajj Office
Jeddah, KSA.

Subject: Tender/Application for Renting House/Hotel for Bangladesh Hajj Office, Madinah.




| Sl. | Event/Subject | Information/Respond |
|-----|---|----------------------|
| 1. | Name of the Hotel/House | |
| 2. | Name of the Owner | |
| 3. | Name of the legal Wakil (if any) | |
| 4. | ID No. (Tabeah No.) | |
| 5. | Mobile No. (Please enclose the visiting card, if any) | |
| 6. | Address of the Hotel/house (Name of the Area & Road) | |
| 7. | Distance from the Masjid e Nabawi | |
| 8. | Permit Number (Tasreeh/Tasneef) | |
| 9. | Total Bed Capacity (as per Tasreeh/Tasnif of 1447H, please enclose the photocopy) | |
| 10. | Total Number of Floors | |
| 11. | Total Number of Rooms | |
| 12. | Total Number of Lifts (and capacity per lift) | |
| 13. | Proposed Rent/Price : Per Year (Including VAT & other taxes) | (a) SAR (In Figure): |
| | | (b) SAR (In Words): |

Stamp

Signature of the Owner/
1st Lessee/ Wakil:

Date : / /2025

| | |
|----------------|--|
| Full Name | |
| Office Address | |

NB: Please submit the filled tender document in person at Bangladesh Hajj Office, Madinah  or submit online through e-mail missionhajj@gmail.com before 5.00PM on 13.11.2025.