

পশ্চিমবঙ্গ সরকার

পশ্চিমবঙ্গ রাজ্য হজ কমিটি

(সংখ্যালঘু বিষয়ক ও মাদ্রাসা শিক্ষা দপ্তরের একটি বিধিবদ্ধ সংস্থা)

E-mail : wbshc2011@gmail.com

Website : www.wbhaj.com

Mob. App : Haj Sathi

WhatsApp No : 83349 91111



Government of West Bengal  
WEST BENGAL STATE HAJ COMMITTEE

(A Statutory Body under

Minority Affairs &amp; Madrasah Education Department)

Madinat-ul-Hujjaj, Action Area-II, New Town, Rajarhat

Kolkata - 700 160

Tel. No.: 033- 2986 0249 / 2290 3617

Toll Free No.:1800 345 7155

## NOTICE INVITING TENDER

[NIT.NO: WBSHC/e- NIQ/05/2025 dated 19/09/2025]

West Bengal State Haj Committee invites sealed quotations from the willing bonafide & resourceful financial institutions having expertise in similar nature of work to undertake the following work, as per particulars given below:-

- i) **Name of Work** : Stall for disbursement of Saudi Riyal at Madinat-ul-Hujjaj, New Town & Haj House, Park Circus
- ii) **Eligibility Criteria** :
- A) All nationalised Banks Private banks & Foreign Money Exchangers Having ADI/AD2/FFMC certification
  - a) Firm/Company registration certificate
  - b) PAN Card.
  - c) GST Registration certificate
  - d) Banks/ Agencies must have at least experience of 1 year of operating Money exchange Business during last 5 years.
  - e) The agency must not have been Black listed by any court or Govt./Central/state Autonomous bodies/PSU. In this regard, an undertaking will be submitted on their own letter head.
  - f) P. Tax registration certificate.

**Scope of work** : Disbursement of Saudi Riyals in cash to the Haj Pilgrims at the Embarkation point Madinat-ul-Hujjaj, New Town & Haj House, Park Circus before their departure to the Kingdom of Saudi Arabia by Chartered Flights w.e.f 18<sup>th</sup> April,2026 to 19<sup>th</sup> May, 2026.

**DATE AND TIME SCHEDULE:**

Important Date		
Sl No.	Particulars	Date & time
1.	Publishing date and time	22.09.2025 at 6:50 PM
2.	Document download start date(online)	22.09.2025 at 6:50 PM
3.	Bid submission start date (Online)	22.09.2025 at 6:50 PM
4.	Pre Bid Meeting	16.10.2025 at 03:00 PM
5.	Bid Submission closing (Online)	29.10.2025 at 10:00 AM
6.	Bid opening date for Technical Proposals (Online)	31.10.2025 at 11:00 AM
7.	Bid opening date for Financial Proposal (Online )	to be informed later

**LOCATION OF CRITICAL EVENT**

BID OPENING	<b>At the Office of the Executive Officer, West Bengal State Haj Committee, Madinat-ul-Hujjaj, Action Area-II/26A, New Town, Kolkata-700 160.</b>
-------------	---

**TERMS AND CONDITIONS TOWARDS FIXATION OF FOREIGN EXCHANGE RATE**

Cash distribution of SAR1500/- per head to 8,500 pilgrims' approx (Purchase is optional and depend on the Hajis)

1. The number of Pilgrims expected to proceed for Haj 1447 (H) - 2026 through West Bengal State Haj Committee is around 8,500. Every Pilgrim(s) minimum requirement will be 1500 SAR in cash to meet the day to day expenses during Haj journey in the Kingdom of Saudi Arabia. The Saudi Arabian Riyals in cash may be given to the Pilgrims at Madinat-ul-Hujjaj, New Town & Haj House, Park Circus, before their departure to Jeddah/ Madinah (KSA), by Haj Charter Flights. The Haj Flights are expected to commence from 18<sup>th</sup> April, 2026 or thereafter and continue for around 20 days.
2. The Pilgrims shall travel from Kolkata Embarkation Point; the SAR exchange counter to be installed at the following centers:-
  - A. Madinat-ul-Hujjaj, New Town, Kolkata.
  - B. Haj House, Park Circus, Kolkata.
3. WBSHC will select the first three agencies offering highest rates provided all agree to offer H1 rates. If any of the first three agencies fails to agree to the above terms the offer will automatically move to the 4<sup>th</sup> agency and so on till three agencies are finalised.
4. The West Bengal State Haj Committee will provide general assistance for allocation of a suitable space at the Embarkation points for disbursement of Saudi Riyals in cash to the Pilgrims.
5. The bank/ agency shall provide certified copy of the disbursement statement of accounts daily to the West Bengal State Haj Committee at each facilitation point without any charges.
6. The dress, behaviour and appearance of the bank officials dealing with the pilgrims should be commensurate with the spirit of the occasion.
7. Like all previous years there may be stall from government agencies like State Bank of India etc.

**Earnest Money :**

Earnest money of Rs. 1 (One) Lakh shall be required to be deposited by every tenderer in favour of machine generated Relevant Account no. in the form of RTGS/NEFT of any Bank as per Govt. Order` (other than those exempted as per rule).

**Refund of EMD :**

The earnest money of all the unsuccessful tenders will be refunded as per online system as per Govt. Order No. 3975-F(Y) dated 28<sup>th</sup> July 2016 from Secretary, Finance Department Govt. of West Bengal.

If after once issue of work order, Bank/Agency fails to take up the job or leave the job halfway/incomplete, the entire EMD will be forfeited and the firm will be Blacklisted.

**Other terms and condition :**

- 1) No Conditional /incomplete tender will be accepted under any circumstances.
- 2) List of technical qualified bidders will be published in the web portal only.
- 3) During scrutiny, if it comes to the notice of the Tender Inviting Authority that the credentials or any other documents are incorrect/manufactured /fabricated or incomplete in any respect then the tender will be out rightly rejected without any prejudice.
- 4) Before issuance of work order the Tender Inviting Authority may verify the original credential and other documents of the highest tenderer if found necessary. In case, it is found that the documents submitted by the highest tender is either manufactured or false, the work order shall automatically stands cancelled and legal action as per prevailing rules & act shall be taken.

Sd/-  
Executive Officer  
West Bengal State Haj Committee