

Haj Committee of India

(Statutory body of Ministry of External Affairs)
Haj House, 7-A, M.R.A. Marg (Palton Road), Mumbai – 400 001

TENDER NOTICE

REF. HC-16/1/2013

Dated: 16th December, 2013

**SEALED TENDERS ARE INVITED FOR PRINTING AND SUPPLY OF
HAJ APPLICATION FORM WITH GUIDELINES FOR HAJ – 2014
FROM LOCAL BIDDERS.**

Detail of terms & conditions are available on the website: www.hajcommittee.com

Blank Tender Forms are available on payment of Rs.2,000/- in the Office of Haj Committee of India (Stationary Section) at Haj House, 7-A, M.R.A. Marg (Palton Road), Mumbai – 400 001 during working hours on every working day (10.00 a.m. to 6.00 p.m.) from the date of publication of Tender Notice upto 05:00 p. m. on 30.12.2013. Tender Form can also be downloaded from the website and submitted with demand draft of Rs.2,000/- drawn in the name of “Haj Committee of India, Mumbai”.

Last date for submission of sealed tender is 07.01.2014 at 17:00 HRS.

Sd/-

(Ataur Rahman)

IRS

Chief Executive Officer
Haj Committee of India

Haj Committee of India
(Statutory body of Ministry of External Affairs)
TENDER NOTICE / TERMS & CONDITIONS

Haj - 1435 (H) – 2014

**SEALED TENDER INVITED FOR PRINTING AND SUPPLY OF Haj Application Form
With Guidelines from Local Bidders.**

ITEM	LANGUAGE & QUANTITY	DESCRIPTION	No. of PAGES	SIZE
Haj Application Forms With Guidelines	URDU - 75,000 HINDI - 50,000 ENGLISH - 1,25,000 Total - 2,50,000	A). Colour cover page on 90 gsm paper with black offset printing.	4	8.5" X 12"
		B). Inner pages on 80 gsm maplitho paper with black offset printing.	26	
		C). Inner pages on 80 gsm maplitho paper with black offset printing and one way perforation	12	
		D). Inner pink colour pages on 80 gsm maplitho paper with black offset printing and three way perforation	2	
		E). Inner green colour pages on 80 gsm maplitho paper with black offset printing and three way perforation	4	

NOTE :

- 1) Blank Tender Form is available on payment in the office of Haj Committee of India, (Stationary section), Haj House, 7-A, M.R.A. Marg (Palton Road), Mumbai – 400 001 during working hours on every working day (10.00 a.m. to 6.00 p.m.) from the date of publication of Tender **upto 05:00 p. m. on 30.12.2013.**
- 2) Further details, if any required, can be obtained from the office of the Stationary section, Haj Committee of India, Mumbai.
- 3) Sealed Tenders should be submitted in the Stationary Section Haj Committee of India **on or before 07.01.2014 at 13.00 Hrs.**
- 4) The Original Tender Form issued on payment from Haj Committee of India will be authenticated. Xerox copy of Tender Form can not be accepted.
- 5) The Tender is to be submitted in two separate envelopes marked as under:
Envelope No.1, shall contain EMD, copies of PAN card, Shop & Establishment Registration Certificate, Sale Tax Registration, Proof of ownership of printing press in the name of bidder & Demand draft of tender form.
Envelope No.2 shall contain only the printed Tender form duly filled up and signed.
(Both the Envelopes are to be submitted at the same time)
- 6) The sealed tenders should be submitted along with the sample paper for each item, which would be used. The quotations without samples shall not be considered. Sample should be self attested.
- 7) The rates shall be inclusive of all taxes, whatsoever, with free delivery of the material in the office of the Haj Committee of India at Haj House, 7-A, M.R.A. Marg (Palton Road), Mumbai – 400 001.
- 8) The bidder has to submit the earnest money of Rs.50,000/- in the form of a demand draft drawn on a nationalized bank in favour of "HAJ COMMITTEE OF INDIA, MUMBAI". No bid shall be entertained without earnest money.
- 9) The bidder who will quote the lowest total amount for total quantity will be the successful bidder.
- 10) TDS, as per Income Tax Rules, shall be deducted from the bills preferred for payment. PAN card is essential for bidder.
- 11) The number of pages can be reduced or increased as per requirement of Haj Committee of India, Mumbai. If the number of pages varies, the payment shall be on pro-rata basis.
- 12) Successful bidder for Haj Application Forms with Guidelines has to deliver printed material within Five (5) days of placing the work order. Delay in supply shall entail fine at the rate of 10% of the cost of materials, per day, besides blacklisting and forfeiture of EMD.
- 13) Payment shall be made against delivery of material. No advance payment shall be made.
- 14) The Haj Committee of India reserves the right to reject / accept any tender without assigning any reason thereof.

Sd/-
(Attaur Rahman,
IRS)
Chief Executive Officer,
Haj Committee of India, Haj House,
7 – A, M.R.A. Marg, Mumbai – 400 001.

Envelope No.1

HAJ COMMITTEE OF INDIA

(Statutory body of Ministry of External Affairs)

HAJ HOUSE, 7-A, M.R.A. MARG (PALTON ROAD), MUMBAI - 400 001.

Cost of Tender Form Rs.2,000/-

TENDER FORM

For HAJ APPLICATION FORM WITH GUIDELINES

Haj – 1435 (H) - 2014.

To.

The Chief Executive Officer,

Haj Committee of India,

Mumbai – 400 001.

Name of the bidder:- _____

Address:- _____

Contact No. :- _____

Following documents enclosed herewith:

(Tick the relevant)

1. **Earnest Money Draft.**

Earnest Money Rs. _____ Draft No. _____ Date ____/____/____
drawn on _____ is enclosed.

2. Copy of PAN card,

3. Copy of Shop & Establishment Registration Certificate

4. Copy of Sale Tax Registration.

5. Copy of ownership pf printing press in name of bidder.

6. Demand draft of tender form.

Amount of Rs. _____ Draft No. _____ Date ____/____/____ drawn on
_____ is enclosed.

Other details if any: -

1. _____

2. _____

3. _____

Note :- The sealed tenders submitted without documents / Demand draft of tender form / EMD draft shall not be considered and it would be treated as disqualified.

Date: - ____/____/201__

Signature & Seal of the bidder.

Envelope No.2

HAJ COMMITTEE OF INDIA

(Statutory body of Ministry of External Affairs)

HAJ HOUSE, 7-A, M.R.A. MARG (PALTON ROAD), MUMBAI - 400 001.

TENDER FORM

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				(Earnest money deposit Rs.50,000/-) (Tender Notice / Terms & Conditions Enclosed)

ITEMS	LANGUAGE / QUANTITY	PRICE PER HAJ APPLICATION FORMS WITH GUIDELINES Rs. P.	TOTAL AMOUNT Rs. P.	Remarks
HAJ APPLICATION FORMS With GUIDELINES	URDU - 75,000 HINDI - 50,000 ENGLISH - 1,25,000 Total - 2,50,000			
TOTAL AMOUNT RS.				

Total Amount of Rs. _____

Total Rupees in words: _____

Other details if any: -

Note :- a) The bidder who will quote the lowest total amount for total quantity will be the successful bidder.

b) The sealed tenders should be submitted along with the sample of the material with signature of the bidder, which would be used. The quotations without samples shall not be considered and it would be treated as disqualified.

Date: - ____/____/201

Signature & Seal of the bidder.