HAJ COMMITTEE OF INDIA

(Constituted under the Act of Parliament No.35 of 2002)

TENDER NOTICE

REF. HC-GF/58/Stationay/2013 Dated: 18th December, 2012

SEALED TENDERS ARE INVITED FOR PRINTING AND SUPPLY OF ITEMS MENTIONED BELOW FROM LOCAL TENDERERS.

Last date for submission of tender is 02.01.2013.

Sr. No.	Details of items	Amount of Blank Tender Form (Non Refundable)
1.	Haj Application Forms	**Rs. 1,000/-**
2.	Guidelines	**Rs. 300/-**
3.	Health and Training (HAT) Cards	**Rs. 100/-**
4.	Passport Cover (Plastic)	**Rs. 300/-**
5.	Stainless Steel Bracelet	**Rs. 1,000/-**
6.	Pilgrim Identity Card Cover (Plastic)	**Rs. 100/-**
7.	Pilgrim Identity Card Lace with Clip hanger	**Rs. 500/-**

Details of terms and conditions available on the website of Haj Committee of India i.e. www.hajcommittee.com

Blank Tender Forms available on payment against the items mentioned above in the Office of Haj Committee of India (Stationary Dept.) 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 date of publication of Tender Notice.

Sd/-
(Dr. S. Shakir Hussain. IRS)
Chief Executive Officer

HAJ COMMITTEE OF INDIA

(Constituted under the Act of Parliament No.35 of 2002)

TENDER NOTICE / TERMS & CONDITIONS

HAJ - 1434 (H) – 2013

SEALED TENDER INVITED FOR PRINTING AND SUPPLY OF HAJ APPLICATION FORMS, GUIDELINES AND OTHER MATERIALS FROM LOCAL TENDERERS.

SR. NO.	ITEM	LANGUAGE	QUANTITY	DESCRIPTION	SIZE	No. of PAGE
1.	HAJ APPLICATION FORMS	ENGLISH & URDU	2,50,000	**a)** Cover page black & white single offset printing on 80 GSM maplitho paper, with one way perforation. **b)** Inner black & white single offset printing on 80 GSM maplitho paper, with one way perforation. **c)** Inner 3 colour offset printing on 80 GSM maplitho paper, with three way perforation. . (**Earnest Money Rs.50,000/-).**	8.5" X 11"	4 12 2
2.	GUIDELINES	URDU HINDI ENGLISH Total	45,000 30,000 75,000 1,50,000	**a)**. Colour cover page black & white single offset printing on 90 gsm **b).** inner black & white single colour offset printing on 70 GSM maplitho paper. **c).** Inner 3 colour offset printing on 70 GSM maplitho paper, with three way perforation. **(Earnest Money Rs.15,000/-).**	8.75" X 5.5" (BOOKLET SIZE) 8.5" X 13"	4 36 4
3.	HEALTH AND TRAINING (HAT) CARDS	ENGLISH	2,00,000	On 190 GSM White Card Sheet having two sides printed as per specification.	7 " X 5.5 ".	2

Sr. No.	ITEMS	DESCRIPTION	QUANTITY
4.	PASSPORT COVER	On 20 micron PVC Transparent Passport Cover (Plastic pouches for keeping Haj passport with inside 2 pocket with attach outside window folders to keep documents with printing the words Haj Mubarak & Haj committee of India, Mumbai with address and logo (size:- 5.50" X 4" closed size, Open size:- 5.50" X 8", and Inside 2 pockets size :- 5.50" X 2.50" and attach outside window folders to keep documents size:- 5.50" X 4"). **(Earnest money Rs.20,000/-)**	1,40,000
5.	STAINLESS STEEL BRACELET	Stainless Steel Bracelet with chain of 20 gauge steel with perfectly smooth edges polished, length 17 cm, breadth 1 cm. The Bracelet would contain Passport Number, Cover Number, Name of the Pilgrim, Name of the State and Country and Haj 1434 (H) – 2013. The marking should be inscribed by machine punching chemical process which should be clearly visible duly filled with Blue-colour. The size of the letters on the Bracelet should be 2.5 mm. Each Bracelet should be in a single plastic cover, having label indicating cover number for easy identification. **(Earnest money Rs.50,000/-).**	1,40,000
6.	PILGRIM IDENTITY CARD COVER	Transparent PVC Plastic Cover (size 110mm X 65 mm) with one-side 0.1 thick rigid molded with 20 micron Transparent PVC Plastic with upper side middle punch as per sample. **(Earnest Money Rs.10,000/-).**	1,40,000
7.	LACE WITH CLIP HANGER (For Pilgrim Identity Card Cover)	Lace with clip hanger of 1 inch length depicting "HAJ COMMITTEE OF INDIA" INDIA / BHARAT in English and "AL- HIND" in Arabic in the middle white portion**. (Earnest money Rs.15,000/-)**	1,40,000

NOTE :

1) Blank Tender Form is available on payment in the office of Haj Committee of India, 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.).
2) Further details, if any required, can be obtained from the office of the Stationary Dept. Haj Committee of India, Mumbai.
3) Sealed Tenders should be submitted in the Stationary Dept. Haj Committee of India **on or before 02.01.2013 at 5.30 p.m**.
4) The Original Tender Form issued on payment from Haj Committee of India will be authanticated. Xerox copy of Tender Form can not be accepted.
5) The Tender is comprised of two parts viz. Envelope No.1 & Envelope No.2. The Tender is to be submitted in two separate envelopes mark as under:

   1, **Envelope – 1**, 2. **Envelope – 2**, Both the Envelopes are to be submitted at the same time.

   Envelope No.1 shall contains E.M.D., copies of PAN card, Shop & Establishment Registration Certificate & Sale Tax Registration.

   Envelope No.2 shall contain only the printed form duly filled up and signed.
6) The sealed tenders should be submitted along with the sample of the item, which would be used. The quotations without samples shall not be considered.
7) Separate tender is to be submitted item wise; no combined tender will be entertained.
8) The rates should be inclusive of all taxes, whatsoever, with free delivery of the material supplied in the office of the Haj Committee of India at Haj House, 7-A, M.R.A. Marg, (Palton Road), Mumbai – 400 001.
9) The bidder have to submit the earnest money as shown above against each item, in the shape of a bank draft in favour of "HAJ COMMITTEE OF INDIA, MUMBAI". No bid shall be entertained without earnest money.
10) TDS, as per Income Tax Rules, shall be deducted from the bills preferred for payment. Pan card is essential for tenderer.
11) The quantity of item or No. of pages will be reduced or increased as per our requirement.

Note: If the No. of pages will be increased, the payment of extra pages will be given as per final rate of the quotation (÷) rate quoted for pages = rate of extra pages. The example given the following:

Final Rate of the quotation	(÷)	Rates Quoted for pages	(=)	Rate of Extra Page
2.70	(÷)	36	(=)	00.075
5.00	(÷)	36	(=)	00.138
57.90	(÷)	100	(=)	00.579

12) **Successful bidder for Haj Application Forms, Guidelines and Health and Training (HAT) Cards has to deliver printed material within Five (5) days. Delay in supply entails fine as deemed fit by Haj Committee of India besides blacklisting.**
13) **Successful bidder of Passport Covers, Pilgrims Identity Card Cover, Lace with Clip Hanger and Stainless Steel Bracelets has to deliver the materials within Forty Five (45) days. Delay in supply entails fine as deemed fit by Haj Committee of India besides blacklisting.**
14) Payment shall be made against delivery of material. No advance payment shall be allowed.
15) F0R HAJ APPLICATION FORMS, GUIDELINES & HEALTH & TRAINING (HAT) CARDS:- The D.T.P. charges shall be borne by the bidder. The D.T.P. work shall be assigned by Haj Committee of India.
16) The Haj Committee of India reserves the right to reject any tender or all tenders without assigning any reason thereof.

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