

Haj Committee of India

(Statutory body of Ministry of External Affairs)

Haj House, 7-A, M.R.A. Marg (Palton Road), Mumbai – 400 001

REF. HC-16/223/2014

Dated: 23rd July, 2014

**SEALED TENDER ARE INVITED FOR PRINTING AND SUPPLY OF PILGRIM
IDENTITY CARD SHEET FROM LOCAL BIDDERS.**

Sr. No.	Details of items	Quantity	Fees for Tender (Non Refundable)
1.	Pilgrim Identity Card Sheets	28,000 sheets	Rs. 200/-

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

Blank Tender Form are available on payment of fees against the item mentioned above 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 (09.30 a.m. to 05.00 p.m.) from date of publication of Tender Notice. Tender Form can also be downloaded from the website and submitted with demand draft for the fees drawn in the name of “Haj Committee of India, Mumbai”.

Last date for submission of sealed tender is 31.07.2014 at 17:00 HRS.

S/d
(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 ARE INVITED FOR PRINTING AND SUPPLY OF PILGRIM IDENTITY CARD SHEETS FROM LOCAL BIDDERS.

ITEM	DESCRIPTION
Pilgrim Identity Card Sheets	4 colour offset printing on 250 gsm A4 size Art paper with seven way perforation (sample available in the office of Haj Committee of India, (Stationary section),) (Earnest money Rs.5,000/-).

NOTE :

- 1) Blank Tender Form is available on payment of Rs.200/-, 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.
- 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 31.03.2014 at 17.00 Hrs.**
- 4) 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 & 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)
- 5) The sealed tenders should be submitted along with the sample paper, which would be used. The quotation without sample shall not be considered. Sample should be self attested.
- 6) 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.
- 7) The bidder has to submit the earnest money of Rs.5,000/- 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.
- 8) The bidder who will quote the lowest amount will be the successful bidder.
- 9) TDS, as per Income Tax Rules, shall be deducted from the bills preferred for payment. PAN card is essential for bidder.
- 10) The quantity of items will be reduced or increased as per our requirement with pro-rata charge in payment.
- 11) Successful bidder for has to deliver printed material within Ten (10) 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.
- 12) The DTP work shall be done by the successful bidder.
- 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.

S/d.
(Aaur 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.

Fees for Tender Rs.200/-

TENDER FORM

FOR PILGRIM IDENTITY CARD SHEETS

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. Demand draft of tender form.
Amount of Rs. _____ Draft No. _____ Date ____/____/____ drawn on
_____ is enclosed.
6. Sample of the papers.

Other details if any: -

1. _____
2. _____

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

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: - ____/____/2014

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

FOR PILGRIM IDENTITY CARD SHEETS

Haj 1435 (H) - 2014.

To.
The Chief Executive Officer,
Haj Committee of India,
Mumbai – 400 001.

Name of the bidder:- _____

Address:- _____

Contact No. :- _____

ITEM	DESCRIPTION
Pilgrim Identity Card Sheets	4 colour offset printing on 250 gsm A4 size Art paper with seven way perforation (sample available in the office of Haj Committee of India, (Stationary section),) (Earnest money Rs.5,000/-).

ITEMS	TOTAL QUANTITY	PRICE PER SHEET		TOTAL AMOUNT		Remarks
		Rs.	P.	Rs.	P.	
Pilgrim Identity Card Sheets	28,000 Sheets					

Total Amount of Rs. _____

Total Rupees in words: _____

Other details if any: -

Note :- The bidder who will quote the lowest total amount will be the successful bidder.

Date: - ____/____/2014

Signature & Seal of the bidder.