

HAJ COMMITTEE OF INDIA

(Statutory body of Ministry of External Affairs)

REF. HC-16/124/2014

Dated: 23rd February, 2015

**SEALED TENDERS ARE INVITED FOR SUPPLY OF ITEMS MENTIONED
BELOW FROM LOCAL BIDDERS.**

Sr. No.	Details of items	Fees for Tender (Non Refundable)
1.	PASSPORT COVER (PLASTIC)	Rs.1,000/-

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

Blank Tender Forms are available on payment of fees against the items mentioned above in the Office of Haj Committee of India (Stationery Section) at Bait-ul-Hujjaj (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. 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 **16.03.2015 at 17:00 HRS.**

Chief Executive Officer

HAJ COMMITTEE OF INDIA

(Statutory body of Ministry of External Affairs)

TENDER NOTICE / TERMS & CONDITIONS

HAJ - 1436 (H) – 2015

SEALED TENDER INVITED FOR PROCUREMENT AND SUPPLY OF ITEMS MENTIONED BELOW FROM LOCAL BIDDERS.

Sr. No.	ITEMS	DESCRIPTION	QUANTITY
1.	PASSPORT COVER	20 micron PVC Transparent Passport Cover (Plastic pouches for keeping passport having 2 pocket inside, and one window folder outside to keep documents, with "Haj Committee of India, Mumbai" its address and logo printed (size:- 5.50" X 4" closed size, Open size:- 5.50" X 8", and Inside 2 pockets size :- 5.50" X 2.50" and outside attached window folder (for keep documents) size:- 5.50" X 4") (Earnest money Rs.15,000/-)	1,10,000

- 1) Blank Tender Form is available on payment in the office of Haj Committee of India, (Stationery Section), Bait-ul-Hujjaj (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 Stationery Section, Haj Committee of India, Mumbai.
- 3) Sealed Tenders should be submitted in the Stationery Section Haj Committee of India on or before **16.03.2015 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 of each item, which would be used. The quotations without samples shall not be considered. Sample should be self attested.
- 6) Separate tender is to be submitted item wise; no combined tender will be entertained.
- 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 Bait-ul-Hujjaj (Haj House), 7-A, M.R.A. Marg, Mumbai – 400 001.
- 8) The bidder has to submit the earnest money as shown above against each item 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 quantity of items will be reduced or increased as per our requirement with pro-rata charge in payment.
- 12) Successful bidder of Passport Covers has to deliver the materials within **Forty Five (45) 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 after total 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.

(Ataur Rahman, IRS)
Chief Executive Officer,
Haj Committee of India, Mumbai

Envelope No. 1

HAJ COMMITTEE OF INDIA

(Statutory body of Ministry of External Affairs)

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

Fees for Tender Rs.1,000/-

TENDER FORM

PASSPORT COVER

Haj – 1436 (H) - 2015

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 material

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 ___ / ___ / 2015

Signature & Seal of the bidder.

Envelope No.2

HAJ COMMITTEE OF INDIA

(Statutory body of Ministry of External Affairs)

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

TENDER FORM

PASSPORT COVER

Haj - 1436 (H) - 2015

The Chief Executive Officer,
Haj Committee of India,
Mumbai - 400 001

Name of the bidder _____

Address _____

Contact No. _____

ITEM	DESCRIPTION	QUANTITY
PASSPORT COVER	20 micron PVC Transparent Passport Cover (Plastic pouches for keeping passport having 2 pocket inside, and one window folder outside to keep documents, with "Haj Committee of India, Mumbai" its address and logo printed (size:- 5.50" X 4" closed size, Open size:- 5.50" X 8", and Inside 2 pockets size :- 5.50" X 2.50" and outside attached window folder (for keep documents) size:- 5.50" X 4"). (Earnest money Rs.15,000/-)	1,10,000

ITEMS	QUANTITY	PRICE PER PPC Rs. P.	TOTAL AMOUNT Rs. P.	Remarks
PASSPORT COVER	1,10,000			

Total Amount of Rs. _____

Total Rupees in words _____

Other details if any: -

1. _____

2. _____

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

Date ____ / ____ / 2015

Signature & Seal of the bidder.

Organisation Name :	Haj Committee of India		
Organisation Type :	Central Govt. Ministry/Department	Ministry : Ministry of External Affairs	
Tender Ref. No :	HC-16/160/2014-A		
Tender Title :	Sealed tender are invited for procurement and supply of passport cover from local bidder for Haj 1436 (H) - 2015		
Product Category :	Stationery		
Sub Category :			
Tender Value (INR if not mentioned):	Rs 4,00,000/-	EMD : 15000	Document Cost : 1000
Tender Type :	Buy		
Location :	Mumbai		
First Announcement Date :	23-February-2015		
Publication Date on Portal:	23-February-2015	At :	2:58:17 PM
Last Date of Document Collection :	9-March-2015	Up To :	5:00 PM
Last date for Submission :	16-March-2015	Up To :	1:00 PM
Opening Date :	17-March-2015	At :	5:00 PM
Work Description :	Procurement and supply of passport cover from local bidder for Haj 1436 (H) - 2015		