

Haj Committee of India
(Statutory body of Ministry of External Affairs)

REF. HC-16/124/2014 (VOL.3)

9th February, 2016

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

Sr. No.	Details of items	Fees for Tender (Non Refundable)
1.	Haj GUIDES	Rs.5,000/-

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

Blank Tender Forms are available on payment of Rs.5,000/- (Rupees Five Thousand Only) 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 (10:00 a.m. to 5:00 p.m.) on all working days from the date of publication of Tender Notice upto 03:00 p.m. on 29.02.2016. Tender Form can also be downloaded from the website and submitted with demand draft of Rs.5,000/- (Rupees Five Thousand Only) (Non-Refundable) drawn in the name of “Haj Committee of India, Mumbai”.

Last date for submission of sealed tender is 29.02.2016 at 05:00 p.m.

Chief Executive Officer

HAJ COMMITTEE OF INDIA

(Statutory body of Ministry of External Affairs)

TENDER NOTICE / TERMS & CONDITIONS

HAJ - 1437 (H) – 2016

SEALED TENDER IS INVITED FOR PRINTING AND SUPPLY OF HAJ GUIDES FROM LOCAL BIDDERS.

Item	Language / Quantity	Description	No. of Pages	Size
HAJ GUIDE	1. Urdu/Arabic/English 2. Hindi/Arabic/English 3. English/Arabic 4. Tamil/Arabic/English	A) Cover pages, 4 colour offset printing on 170 gsm Art Paper with lamination.	4	18 cm X 12 cm section sewing with perfect binding (18 cm side)
	5. Telugu/Arabic/English 6. Kannada/Arabic/English 7. Malayalam/Arabic/English	B) Medical Booklet Cover Separator, 4 colour offset printing on 170 gsm Art Paper with lamination	2	
	8. Assamese/Arabic/English 9. Bengali/Arabic/English 10. Gujarati/Arabic/English 11. Manipuri/Arabic/English	C) Inner pages, 4 colour offset printing on 80 gsm A Grade Maplitho Paper.	112	
	Total quantity of eleven languages = 125000	(Earnest Money Rs.1,00,000/-)		

NOTE :

- Blank Tender Form is available on payment of Rs.5,000/- (Rupees Five Thousand Only) through demand draft favouring Haj Committee of India, Mumbai, 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 05:00 p.m.) from the date of publication of Tender **upto 03:00 p.m. on 29.02.2016**. Alternatively, tender forms can be downloaded from website www.hajcommittee.gov.in. In any case the form has to be submitted with Rs.5,000/- through demand draft favouring Haj Committee of India, Mumbai.
- Further details, if any required, can be obtained from the office of the Stationery Section, Haj Committee of India, Mumbai.
- Sealed Tenders should be submitted in the Stationery Section Haj Committee of India **on or before 29.02.2016 at 05:00 p.m.**
- 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, previous experience of similar such work & 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 in a single bigger sealed envelope.
- 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.
- 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 (Palton Road), Mumbai-400 001.
- The tenders are invited from local bidders, who have to submit the earnest money of Rs.1,00,000/- (Rupees One Lakh Only) 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.
- The bidder should indicate the break-up of the total amount for each sub-item (A to C). However, the bidder who will quote the lowest total amount for total quantity will be the successful bidder. 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.
- The DTP work of all the languages shall be done by the successful bidder.
- TDS, as per Income Tax Rules, shall be deducted from the bills preferred for payment. PAN card is essential for bidder.
- Successful bidder 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.
- Payment shall be made against delivery of material. No advance payment shall be made.
- The Haj Committee of India reserves the right to reject / accept any tender without assigning any reason thereof.

SD/-

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)

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

**Cost of Tender Form Rs.5,000/-
(Non - Refundable)**

HAJ GUIDE

Haj 1437 (H) - 2016.

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 of printing press in name of bidder

6. Previous experience of similar such work

7. Demand draft of tender form

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

8. Sample of the papers

Other details if any: -

1. _____

2. _____

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 ___ / ___ / 2016

Signature & Seal of the bidder.

Envelope No.2

HAJ COMMITTEE OF INDIA

(Statutory body of Ministry of External Affairs)

HAJ GUIDE

TENDER FORM

Haj 1437 (H) - 2016.

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

Name of the bidder _____

Address _____

Contact No. _____

(A) DESCRIPTION :

Item	Language / Quantity	Item Description	No. of Pages	Size
HAJ GUIDE	1. Urdu/Arabic/English	A) Cover pages, 4 colour offset printing on 170 gsm Art Paper with lamination.	4	18 cm X 12 cm section sewing with perfect binding (18 cm side)
	2. Hindi/Arabic/English			
	3. English/Arabic			
	4. Tamil/Arabic/English	B) Medical Booklet Cover Separator, 4 colour offset printing on 170 gsm Art Paper with lamination.	2	
	5. Telugu/Arabic/English			
	6. Kannada/Arabic/English			
	7. Malayalam/Arabic/English			
	8. Assamese/Arabic/English	C) Inner pages, 4 colour offset printing on 80 gsm A Grade Maplitho Paper.	112	
	9. Bengali/Arabic/English			
	10. Gujarati/Arabic/English			
	11. Manipuri/Arabic/English			
Total quantity of eleven languages = 125000		(Earnest Money Rs.1,00,000/-)		

(B) QUOTE (as per para 8 of Terms & Conditions of Tender Notice) :

1	2	3	4	5 = (4x3)	Total Quantity of eleven (11) languages
Item	Item Description	No. of Pages	Price per page Rs. Ps.	Price quoted per Haj Guide incl. of all taxes Rs. Ps.	125000
HAJ GUIDE	A) Cover pages, 4 colour offset printing on 170 gsm Sinar mas (BILT) paper with lamination.	4			
	B) Medical Booklet Cover Separator, 4 colour offset printing on 170 gsm Sinar mas (BILT) paper with lamination.	2			
	C) Inner pages, 4 colour offset printing on 80 gsm A grade Grafika Maplitho (Khanna) paper.	112			
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 ____ / ____ / 2016

Signature & Seal of the bidder.