

## **Haj Committee of India**

(Statutory body of Ministry of External Affairs)

REF. HC-16/160/2014(VOL.3)/3

Dated: 7<sup>th</sup> March, 2016

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

<b>A</b>	<b>B</b>	<b>C</b>
<b>Sr. No.</b>	<b>Details of Items</b>	<b>Fees for Tender (Non Refundable)</b>
1.	STAINLESS STEEL BRACELET	Rs.5,000/-
2.	PILGRIM IDENTITY CARD LACE WITH CLIP HANGER	Rs.2,000/-
3.	PASSPORT COVER (PLASTIC) (PLASTIC)	Rs.1,000/-

Detail of terms & conditions are available on the  
website: [www.hajcommittee.gov.in](http://www.hajcommittee.gov.in)

Blank Tender Forms are available on payment as indicated above at Column No. "C" 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 26.03.2016. Tender Form can also be downloaded from the website and submitted with demand draft (Non-Refundable) drawn in the name of "Haj Committee of India".

Last date for submission of sealed tender is 28.03.2016 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 INVITED FOR PROCUREMENT AND SUPPLY OF ITEM MENTIONED BELOW FROM LOCAL BIDDERS.**

Sr. No.	ITEMS	DESCRIPTION	QUANTITY
1.	PASSPORT COVER (PLASTIC)	20 micron PVC Transparent Passport Cover (Plastic) Plastic pouches for keeping passport having 2 pocket inside, and one window folder outside to keep documents, with "Haj Committee of India" its address and logo printed (size:- 5.50" X 4" Closed Size, Open Size:- 5.50" X 8" / Inside 2 Pockets Size:- 5.50" X 2.50"/ Outside attached window folder (for keep documents) Size:- 5.50" X 4")	1,40,000

- 1) Blank Tender Form is available on payment of Rs.1,000/- (Rupees One Thousand Only) through demand draft favouring "Haj Committee of India" 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 26.03.2016**. Alternatively, tender forms can be downloaded from website [www.hajcommittee.gov.in](http://www.hajcommittee.gov.in). In any case the form has to be submitted with tender fee of Rs.1,000/- in the form of demand draft favouring **Haj Committee of India**.
- 2) Further details, if any required, can be obtained from the office of the Stationery Section, Haj Committee of India.
- 3) Sealed Tenders should be submitted in the Stationery Section Haj Committee of India **on or before 28.03.2016 at 05:00 p.m.**
- 4) The Tender is to be submitted in two separate envelopes marked as under:-  
**Envelope No.1 (Technical Bid)** should contain EMD, Copy (s) of PAN Card, Shop & Establishment Registration Certificate, Sale Tax Registration, Previous experience of similar work, Demand draft of tender form, & Sample of the material.  
**Envelope No.2 (Commercial Bid)** should contain only the printed Tender form duly filled in and signed.  
(Both the Envelopes are to be submitted in a single bigger sealed envelope).
- 5) The sealed tenders should be submitted alongwith the sample. The quotations without samples shall not be considered. Sample should be self attested.
- 6) Item wise separate tender should be submitted. 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 tenders are invited from local bidders, who have to submit the **Earnest Money Rs.15,000/- (Rupees Fifteen Thousand Only)** in the form of a demand draft drawn on a nationalized bank in favour of "**HAJ COMMITTEE OF INDIA**". 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 submitted for payment.
- 11) The quantity of items may be reduced or increased as per our requirement, in which case the payment shall be made for the actual quantity as per rate per unit.
- 12) Successful bidder of Passport Cover (Plastic) has to make delivery within Forty Five (45) days of placing the work order. Delay in delivery will attract penalty 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)**  
Chief Executive Officer,  
Haj Committee of India

**Envelope No.1 (Technical Bid)**

**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 (PLASTIC)

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. Previous experience of similar such work
6. Demand draft of tender form   
Amount of Rs. \_\_\_\_\_ Draft No. \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_  
drawn on \_\_\_\_\_ is enclosed.
7. 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. The quotations without samples shall not be considered and it would be treated as disqualified.

Date \_\_\_ / \_\_\_ / 2016

Signature & Seal of the bidder.

**Envelope No.2 (Commercial Bid)**

**HAJ COMMITTEE OF INDIA**

(Statutory body of Ministry of External Affairs)

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

TENDER FORM

PASSPORT COVER (PLASTIC)

Haj – 1437 (H) - 2016

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

Name of the bidder \_\_\_\_\_

Address \_\_\_\_\_

Contact No. \_\_\_\_\_

ITEM	DESCRIPTION	QUANTITY
PASSPORT COVER (PLASTIC)	20 micron PVC Transparent Passport Cover (Plastic) Plastic pouches for keeping passport having 2 pocket inside, and one window folder outside to keep documents, with "Haj Committee of India" its address and logo printed (size:- 5.50" X 4" Closed Size, Open Size:- 5.50" X 8" / Inside 2 Pockets Size:- 5.50" X 2.50"/Outside attached window folder (for keep documents) Size:- 5.50" X 4")	1,40,000

ITEMS	QUANTITY	PRICE PER PC (Plastic) Rs. P.	TOTAL AMOUNT Rs. P.	Remarks
PASSPORT COVER (PLASTIC)	1,40,000			

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 \_\_\_\_ / \_\_\_\_ / 2016

Signature & Seal of the bidder.