

# HAJ COMMITTEE OF INDIA

(Statutory body of Ministry of Minority Affairs)

Tender Notice/Terms & Conditions

HAJ - 1438 (H) - 2017

Online Tenders (in Two Bid System) are invited by Haj Committee of India (HCoI) from reputed local bidders fulfilling the necessary qualifying criteria, as stipulated in this notice, for the work of Passport Cover (Plastic) for use of the pilgrims of Haj-2017.

| Sr. No. | ITEMS                    | DESCRIPTION  | QUANTITY      |
|---------|--------------------------|--|---------------|
| 1.      | PASSPORT COVER (PLASTIC) | 0.20 micron PVC Transparent Passport Cover (Plastic) for keeping passport having 2 pockets inside, and one window folder outside to keep documents, with "Haj Committee of India" its address and logo printed. The details of size are as under:-<br>Cover closed size L-5.50" X W-4" and open size L-5.50" X W-8"<br>Cover inside 2 pockets size L-5.50" X W-2"<br>Cover outside attached window folder size 5.50" X 4")<br><b>(as per sample)</b> | <b>160000</b> |

- 1. Material for reproduction:** The sample of material to be used for final printing of passport cover, which is submitted with the bid, should be exactly as per the specifications above, failing which the bids may be declared non-responsive. The design, production and printing should be as per the details provided in the bid. The final sample of passport cover (plastic) is to be submitted within 2 days of placing the work order. The Haj Committee of India reserves the right to reject/accept/modify/cancel the tender at any time/stage or relax/amend/ withdraw any of the terms and conditions contained in the tender documents without assigning any reason. Any enquiry, after submission of bid shall not be entertained. In case of withdrawal of bid, the Bid Security (EMD) shall stand forfeited.
- 2. Samples of Passport Cover (Plastic):** The samples of the passport cover (plastic) can be seen on any working day during 10:30 Hrs. to 17:00 Hrs in the office of Deputy Chief Executive Officer (Admn.), Haj Committee of India at Bait-ul-Hujjaj (Haj House), 4<sup>th</sup> floor, 7-A, M.R.A. Marg (Palton Road), Mumbai-400 001.
- 3. Time schedule/delivery of Passport Cover (Plastic) for Haj - 2017:** This is a **time bound job**. The printed covers are required to be delivered to Dy. Chief Executive Officer (Admn.), Haj Committee of India, Bait-ul-Hujjaj (Haj House), 7-A, M.R.A. Marg (Palton Road), Mumbai-400 001, **within forty five (45) days** after placing of work order. The rates shall be inclusive of all taxes with free delivery of the material at the above stated address.
- 4. Non-Refundable Tender Fee/Bid Security (EMD):** The bidder has to submit the Non-Refundable Tender Fee of Rs.1,000/- (Rupees One Thousand Only) and Bid Security (EMD) of Rs.20,000/- (Rupees Twenty Thousand Only) separately in the form of demand drafts drawn on a Nationalized Bank in favour of **"HAJ COMMITTEE OF INDIA, MUMBAI"**. No bid shall be entertained without Non-Refundable Tender Fee/ Bid Security (EMD). The scanned copy of demand drafts for Non-Refundable Tender Fee and Bid Security (EMD) must be uploaded with the tender. The original demand drafts and sample of material must be submitted in a sealed envelope superscribed with **"The work of procurement and supply of Passport Cover (Plastic) for Haj-2017"** and dropped in the Drop Box kept in the Stationery Section, 5<sup>th</sup> Floor, Bait-ul-Hujjaj (Haj House), 7-A, M.R.A. Marg (Palton Road), Mumbai-400 001 at the latest by **16:00 Hrs. on 08.03.2017**.
- 5. Essential requirement for participation:** In E-Tender, essential requirement of participation is to have a digital signature.
- 6. Rate:** The bidder who will quote the lowest total amount for total quantity will be the successful bidder. The quantity of covers can be reduced or increased as per requirement of Haj Committee of India, Mumbai, in which case the payment shall be made for the actual quantity as per rate per unit.
- 7. Mode of payment:** Payment will be released after obtaining financial approval from the Ministry of Minority Affairs, Govt. of India, New Delhi against delivery of material. No advance payment shall be made. TDS, as per Income Tax Rules, shall be deducted from the bills preferred for payment.

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**8. Eligibility Criteria of Technical Bid:** All the following documents of technical bid should be submitted electronically in PDF format:

- i) Self-attested Undertaking that the Firm has never been blacklisted by any Government Department, Ministry, Organization/PSUs etc.
- ii) Non-Refundable Tender Fee of Rs.1,000/- and Bid Security (EMD) of Rs.20,000/- each in the form of separate demand drafts drawn on a Nationalized Bank in favour of "**Haj Committee of India, Mumbai**".
- iii) Scan copies of demand drafts for Non-Refundable Tender Fee, Bid Security (EMD), copies of PAN Card, Shop & Establishment Registration Certificate, Sale Tax Registration, Sample of the material and previous experience of similar work.

**9. Bid Evaluation Criteria:**

- i) Technical Bid shall be opened at 11:00 Hrs. IST on 10.03.2017 and Financial Bid of technically qualified bidders will be opened later on.
- ii) The bidders are advised to quote their rates inclusive of all taxes.
- iii) The bids shall be evaluated on the basis of the lowest total amount quoted for total quantity.
- iv) Bidders shall not be permitted to withdraw their tender till the finalization of the tendering process/award of contract to firm (s).

**10. General Terms and Conditions of the tender:**

- i) Technical bid shall be opened first and financial bid of only those bidders shall be opened, who are qualified in the technical bid.
- ii) Incomplete or conditional tenders shall not be entertained. Haj Committee of India reserves the right to accept or reject any tender, in whole, or in part thereof without assigning/specifying any reason thereof.
- iii) The Bid Security (EMD) shall stand forfeited if a bidder withdraws or amends the bid/tender or impairs from the tender in any respect during the period of bid, or in case successful bidder fails to accept order within the stipulated period. No interest will be payable on this amount. The Bid Security (EMD) shall also stand forfeited in the event of premature withdrawal of the tender by any of the bidder.
- iv) The firms intending to participate in the tender process are advised to read and understand fully the terms and conditions of the contract as detailed herein before submitting their tenders, as no change or violation of the aforesaid terms and conditions shall be permissible once the tender is accepted by the Haj Committee of India.

**11. General Terms and Conditions of the contract:**

- i) Any deviation from specification in material or delay in supply of covers or damaged supply will attract heavy penalty to be decided by Haj Committee of India.
- ii) Haj Committee of India reserves the right to reject the entire or part supply of defective material which is not found satisfactory as per specification. In such cases, Haj Committee of India shall be entitled to get the work completed from elsewhere and recover the consequential loss from the firm to whom the contract was awarded.
- iii) The firm will have to ensure the safety of material during printing, packing and delivery.
- iv) The rates should be quoted in both words and figures.
- v) Firms backing out after participating in the tendering process shall be liable for black listing from Haj Committee of India, forfeiture of Bid Security (EMD) and other consequences stated above.
- vi) Conditional rates or terms attached with the rates will not be accepted.
- vii) In case of any dispute, the matter will be referred to an arbitrator appointed by Haj Committee of India.
- viii) All the disputes are subject to the Mumbai Jurisdiction.

The firms may nominate their authorized representative to be present at the time of opening of bids. The documents are also available on the website of Haj Committee of India [www.hajcommittee.gov.in](http://www.hajcommittee.gov.in)



Chief Executive Officer,  
Haj Committee of India,  
Bait-ul-Hujjaj (Haj House),  
7-A, M.R.A. Marg,  
Mumbai- 400 001.