



HAJ COMMITTEE OF INDIA

(Statutory body constituted under the Act of Parliament No. 35 of 2002)

Ministry of Minority Affairs

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

E-TENDER NOTICE

Only through E-Tendering Mode on Website : <https://eprocure.gov.in>

Tender No. HCOI/2018/2

Dated 17 .04.2018

Online Tenders (in Two Bid System) are invited by Haj Committee of India (HCOI) from reputed printers fulfilling the qualifying criteria as stipulated in this notice for the work of printing and supply of **“Medical Booklet (Health, Vaccination & OPD Booklet) for Haj-2018”** from LOCAL BIDDERS.

1	Estimated Cost of Printing	Rs.2,84,200/-
2	Bid Security (EMD) (DD of Nationalised Bank)	Rs.20,000/-
3	Tender Fee (DD of Nationalised Bank)	Rs.1,000/- (Non-Refundable)
4	Downloading tender document from Central Public Procurement Portal (https://eprocure.gov.in) or Haj Committee of India website (www.hajcommittee.gov.in).	17.04.2018 (18:30 Hrs. IST) to 09.05.2018 (17:30 Hrs. IST)
5	Pre-bid meeting	N.A.
6	Last date & time for submission of tender online.	Upto 17:30 Hrs. IST on 09.05.2018
7	Online bid opening date & time	At 11.00 Hrs. IST on 11.05.2018
8	Name and address of the Officer processing the tender	K. Zahir Hussain, Dy. Chief Executive Officer (Admn.), Haj Committee of India, Haj House, 4 th floor, Mumbai-400 001. Phone: 22717125/137

Chief Executive Officer.

Haj Committee of India

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E-tender Notice/Terms & Conditions

Haj - 1439 (H) - 2018

Online Tenders (in Two Bid System) are invited from the bidders preferably from reputed local bidders fulfilling the necessary qualifying criteria, as stipulated in this notice, for the work of printing and supply of Medical Booklet (Health, Vaccination & OPD Booklet) for use of the pilgrims of Haj-2018.

ITEM	QUANTITY	DESCRIPTION/SPECIFICATION		No. OF PAGES	SIZE
Medical Booklet (Health, Vaccination & OPD Booklet)	145000	A	Cover page on 250 gsm. Sinar art Card with offset printing and lamination	4	9cm" X 15cm" with Central pinning
		B	Inner pages on 100 gsm. maplitho paper with black offset printing	12	

- 1. Material for reproduction :** The material will be provided in MS Word/PDF in English. The page setting and designing of text of cover, proof reading, corrections, settings and scanning of paragraphs etc. will be done by the printer and final approval will be granted by Haj Committee of India (samples to be shown). The printer should submit, at his own cost, first proof of the Booklet within 2 days of receipt of soft copies to the designated officer for approval. The printer shall be required to furnish as many proofs as desired by Haj Committee of India. The printer shall be responsible to obtain dated receipt for various events to ensure calculation of time, delays etc. The sample of material to be used for final printing, 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 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 therefor. 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 Booklet:** The samples of the booklets can be seen on any working days 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), 4th floor, 7-A, M.R.A. Marg (Palton Road), Mumbai-400 001.
- 3. Time schedule/delivery of Medical Booklet (Health, Vaccination & OPD Booklet) for Haj - 2018:** This is a **time bound job**. The printed booklets 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 two days after final approval of the proof**. The rates shall be inclusive of GST, whatsoever, with free delivery of the material at the above stated address.
- 4. Earnest Money/Non-Refundable Tender Fee:** The bidder has to submit the Bid Security (EMD) of Rs.20,000/- and Non-Refundable Tender Fee of Rs.1,000/- 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 Bid Security (EMD) /Non-Refundable Tender Fee. The scanned copy of demand drafts for Bid Security (EMD) and Non-Refundable Tender Fee must be uploaded with the tender. The original demand drafts must be submitted in a sealed envelope superscribed with **"The work of printing and supply of Medical Booklet (Health, Vaccination & OPD Booklet) for Haj-2018"** and dropped in the Drop Box kept in the Stationery Section, 5th Floor, Bait-ul-Hujjaj (Haj House), 7-A, M.R.A. Marg (Palton Road), Mumbai-400 001 at the latest by 17:30 Hrs. on 09.05.2018.
- 5. Essential requirement for participation:** In E-Tender, essential requirement of participation is to have a digital signature.
- 6. Rate:** The bidder should indicate the break-up of the total amount for each sub-item (A & B). 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 corresponding to the applicable sub-item.
- 7. Mode of payment:** Payment shall be made 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. PAN card is essential for bidder.



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