

HAJ COMMITTEE OF INDIA

(Statutory body constituted under the Act of Parliament No. 35 of 2002)
Ministry of Minority Affairs, Government of India

E-tender Notice/Terms & Conditions

HAJ - 1447 (H) - 2026

Online tenders (in the Two-Bid System) are invited through the Government e-Marketplace (GeM) Portal from local manufacturers based in Mumbai who fulfil the qualifying criteria stipulated in this notice for the procurement and supply of items specified in the following table. **Bids submitted by intermediaries or by manufacturers located outside Mumbai will not be considered.**

Sr. No.	Item	Specification	Quantity
1.	Plastic Strap Seal / Baggage Tags with Slider & Stickers (for checked-in baggage)	<p>Description : Adjustable three-piece plastic strap seal made up of high-quality polypropylene plastic with an integral metal clip</p> <p>Dimensions : Total length 460mm; Flap size 65 mm (w) x 106.50 mm (h); Tail - 323mm x 6.7mm (as indicated in the diagram below)</p> <div style="text-align: center;"> </div> <p>Thickness : 2.1 mm (+ / - 5%)</p> <p>Material : Housing - PPCP; Cap - PPHP; Metal lock - SS</p> <p>Tensile Strength : Approximately 52 kg (as per sample)</p> <p>Colour : White</p> <p>Sticker/Marking : One-side of flap should have pasted sticker (Dimensions - 55mm x 100mm; Color - CMYK with UV Coating; Face Stock - 75-80GSM Chromo; Adhesive - 18-20 GSM Glue; Release Liner - 48-55 GSM Glassine)</p> <p>Printing on Sticker: Indian Flag + Text in English, Arabic & Devnagari</p>	257288 (units)
2.	Plastic Strap Seal / Baggage Tags with Slider & Stickers (for hand-carry baggage)	<p>Description : Adjustable three-piece plastic strap seal made up of high-quality polypropylene plastic with an integral metal clip</p> <p>Dimensions : Total length 200mm; Flap size 57mm x 20mm; Tail length 143mm (as indicated in the diagram below)</p> <div style="text-align: center;"> </div> <p>Thickness : 2.1 mm (+ / - 5%)</p>	128644 (units)

		Material : Housing - PPCP; Cap – PPHP; Metal lock - SS Colour : White Tensile Strength : Approximately 10 kg. (as per sample) Sticker/Marking : One-side of flap should have pasted sticker (Dimensions – 15mm x 34mm; Color – CMYK with UV Coating; Face Stock – 75-80GSM Chromo; Adhesive – 18-20 GSM Glue; Release Liner – 48-55 GSM Glassine)	
3.	Baggage Tag Stickers (for other side of flap)	Size/ Material : A4 Sheet/White Maplitho Paper No. of sticker / sheet : 10 sticker / sheet (pre die cut) Sticker size : 100mm x 57mm Adhesive : 18-20 GSM Glue Face stock : 75-80 GSM (Suitable for laserjet/inkjet printer) Release liner : 48-55 GSM Glassine	36000 (sheets)

- 1. General Terms:** The softcopy of Indian Flag + Text to be printed on pre-pasted stickers will be provided in Corel Draw or PDF format. The vendor should provide final proof/sample of the Printed Baggage Tags with Slider and Baggage Tag Sticker within 2 days on receipt of softcopy for approval. The bidder should provide as many proofs as desired by Haj Committee of India. The bidder shall be responsible for in-time delivery of items against proper receipt from Haj Committee of India, strictly in consonance to the time schedule. The sample submitted with the bid should be exactly be as per the specifications above, failing which the bids shall be declared non-responsive. The design, printing and production should be as per the details provided in the bid. 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. In case of withdrawal of bid by bidder, the Bid Security (EMD) shall stand summarily forfeited.
- 2. Samples of Printed Baggage Tags with Slider:** The sample of Printed Baggage Tags with Slider can be seen by visiting on any working day during 10:30 Hrs. to 17:00 Hrs in the office of Deputy Chief Executive Officer, 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 Printed Baggage Tags with Slider and Stickers for Haj – 2026:** This is a **time bound job**. The printed tags are required to be delivered to Chief Executive Officer, Haj Committee of India, Bait-ul-Hujjaj (Haj House), 7-A, M.R.A. Marg (Palton Road), Mumbai-400 001, **within Ten (10) days.**
- 4. Bid Security (EMD):** The bidder has to submit the Bid Security (EMD) of Rs. 50,000/- (Rupees Fifty Thousand Only) separately in the form of demand drafts drawn from a Nationalized Bank in favour of **“HAJ COMMITTEE OF INDIA, MUMBAI”**. No bid shall be entertained without Bid Security (EMD). The scanned copy of demand drafts for 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 **“EMD & Sample for Baggage Tags for Haj-2026”** and dropped in the Drop Box kept at Reception Counter, Ground Floor, Bait-ul-Hujjaj (Haj House), 7-A, M.R.A. Marg (Palton Road), Mumbai-400 001 on or before bid closing date as per GeM Portal.
- 5. Essential requirement for participation:** In e-tender, essential requirement of participation is through GeM Portal.

- 6. Rate:** The technically qualified bidder who will quote the lowest rate per piece shall be considered the successful bidder. The quantity of Baggage Tags and Baggage Tag Stickers can be increased or decreased upto 25% as per requirement of Haj Committee of India, Mumbai and the payment shall be made for the actual quantity procured. The rates shall be inclusive of GST. No extra cost shall be paid for GST or delivery of the materials.
- 7. Mode of Supply:** Free on Road to the office of the Chief Executive Officer, Haj Committee of India at Mumbai.
- 8. Mode of payment:** Payment will be made for accepted quantity within 30 days after successful delivery and satisfaction of user section. No advance payment will be made. TDS, as per Income Tax Rules, shall be deducted from the bills preferred for payment.
- 9. Eligibility Criteria of Technical Bid:** All the following documents of technical bid should be submitted electronically in PDF format:

Sr. #	List of Documents
a.	Demand drafts for Bid Security (EMD) for Rs. 50,000/-, 5% as per estimated value
b.	Copy of PAN & TAN
c.	Establishment Registration Certificate
d.	Certificate/proof of being manufacturer
e.	Valid GST Registration
f.	Minimum last 3-year experience and expertise in manufacturing of similar items
g.	Samples of the material to be submitted
h.	Self-attested undertaking on firm's letterhead that the firm has never been blacklisted by any Government Department, Ministry, Organization/PSUs etc.
i.	Last three financial year turnover (2022-23, 2023-24, 2024-25) not below 20 lakhs

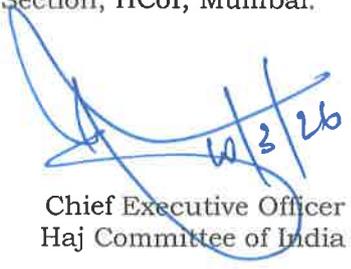
10. Bid Evaluation Criteria:

- i) The bidders are advised to quote their rates inclusive of all taxes.
- ii) Bidders shall not be permitted to withdraw their tender till the finalization of the tendering process/award of contract to firm(s).
- iii) Technical bid shall be opened first and financial bid of only those bidders shall be open who qualify the technical bid.
- iv) 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.
- v) 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 bidders.
- vi) Performance Security will be obtained from the successful bidder who is awarded the contract. Performance Security will be 5% (Five Percent) of the total value of contract. Performance Security is to be furnished in the form of Demand Draft from a Nationalized Bank. The performance security shall be refunded to the bidder after three months of satisfactory completion of work. In case of otherwise, the Performance Security shall be forfeited.
- vii) The firms intending to participate in the tender process with their offer of tender are requested to read the terms and conditions of the contract.
- viii) Partial bids/bids for selected items shall be considered non-responsive.

12. Other Terms and Conditions of the contract:

- i) Any deviation from specification in material or delay in supply of Printed Baggage Tags with Slider and Stickers or damaged supply will attract penalty to be decided by Haj Committee of India.
- ii) It is strictly advised that the material of the sticker should be such that it can be easily printed on laser jet printers and ink jet printers. The gumming of the sticker should be such that it does not cause any damage to the printer and the sticker should not come off after being pasted on the baggage tag.
- iii) Haj Committee of India reserves the right to reject the entire or part of supplies on account of defective material which is not found satisfactory as per specification. In such cases, Haj Committee of India shall be empowered to get the work completed from elsewhere and recover the consequential costs from the firm to which the contract was awarded.
- iv) The firm will have to ensure the safety of material during printing, packing and delivery.
- v) The rates should be quoted in both words and figures.
- vi) 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 conditions stated above.
- vii) Conditional rates or terms attached with the rates will not be accepted.
- viii) In case of any dispute, the matter will be referred to an arbitrator appointed by Haj Committee of India.
- ix) All the disputes are subject to the Civil Courts within the limits of Mumbai Municipal Corporation.

The firms may nominate their authorized representative to be present at the time of opening of bids with letter of authority. The documents are also available on the website of Haj Committee of India www.hajcommittee.gov.in. For further enquiry please contact the Stationery Section, HCoI, Mumbai.


Chief Executive Officer
Haj Committee of India