

# 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/ Scope of work

HAJ - 1445 (H) - 2024

Online Bids (in Two Packet System) are invited from bidders preferably from reputed local bidders fulfilling necessary qualifying criteria as stipulated in this notice for printing and supply of Health Card for Haj Pilgrims 2024 only through GeM Portal.

ITEM	QUANTITY	DESCRIPTION/SPECIFICATION		No. OF PAGES	SIZE
Health Card for Haj Pilgrims 2024	154000	A	Cover page on 250 gsm Sinar art Card with 4 color offset printing and lamination	4	18 cm X 12 cm with Central pining
		B	Inner pages on 100 gsm maplitho paper with color offset printing	10	

- 1. Material for printing :** The printing 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 bidder shall be required to furnish as many proofs as well as lab certificate for the quality of the printing materials, 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 with the time schedule. The material of sample to be used for printing, which is 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. Any enquiry, after submission of bid shall not be entertained. In case of withdrawal of bid, the Bid Security (EMD) shall stand summarily 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 by visit of the office of Deputy Chief Executive Officer, 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 Health Card for Haj Pilgrims 2024:** This is a **time bound job**. The printed booklets are required to be delivered to Dy. Chief Executive Officer, Haj Committee of India, Bait-ul-Hujjaj (Haj House), 7-A, M.R.A. Marg (Palton Road), Mumbai-400 001, **within Fifteen (15) days** after final approval of the proof.
- 4. Earnest Money/Non-Refundable Tender Fee:** The bidder has to submit the Non-Refundable Tender Fee of Rs.1,000/- (Rupees One Thousand ) and Bid Security (EMD) of Rs.25,000/- (Rupees Twenty Five Thousand) 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) /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 Health Card for Haj Pilgrims 2024"** and dropped in the Drop Box kept in the Stationery

Section, 9<sup>th</sup> Floor, Bait-ul-Hujjaj (Haj House), 7-A, M.R.A. Marg (Palton Road), Mumbai-400 001 at the latest by **11:00 Hrs. on 23.01.2024.**

- 5. Essential requirement for participation:** Participation is only through GeM Portal.
- 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 rate per booklet shall be considered the successful bidder. The payment shall be made for the actual quantity procured. The number of pages and quantity of booklet 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. The rates shall be inclusive of GST. No extra cost shall be paid for delivery of the materials.
- 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.
- 8. Eligibility Criteria of Technical Bid:** All the following documents of technical bid should be submitted electronically in PDF format:
- Self-attested Undertaking that the Firm has never been blacklisted by any Government Department, Ministry, Organization/PSUs etc.
  - Non-Refundable Tender Fee of Rs.1,000/- and Bid Security (EMD) of Rs.25,000/- each in the form of separate demand drafts drawn on a Nationalized Bank in favour of **"HAJ COMMITTEE OF INDIA, MUMBAI"**.
  - The requisite documents required in following sequence:-

Sr. #	List of Documents
a	Demand drafts for Non-Refundable Tender Fee
b	Demand drafts for Bid Security (EMD)
c	Copy of PAN Card
d	Copy of Shop & Establishment Registration Certificate
e	Valid GST Registration
f	Proof of Ownership/ Lease for Printing Press in the name of bidder
g	Previous experience and expertise in this business/ similar work at least for last three years
h	Sample of paper (A) & (B)
i	Self-attested Undertaking that the Firm has never been blacklisted by any Government Department, Ministry, Organization/PSUs etc.
j	Balance Sheet of last three financial year

**9. Bid Evaluation Criteria:**

- Technical Bid shall be opened at **24.01.2024** and Financial Bid of technically qualified bidders will be opened later on.
- The bidders shall submit the financial bid with break-up of the total amount for each sub-item (A & B).
- The bidders are advised to quote their rates inclusive of GST.
- The bids shall be evaluated on the basis of the lowest total amount quoted for total quantity.

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

- Technical bid shall be opened first and financial bid of only those bidders shall be opened, who qualify the technical bid.
- 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 or derogates 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.
- iv) 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 Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank. The Performance security shall be refunded to the bidder beyond 30 days after satisfactory completion of work.
- v) The firms intending to participate in the tender process with their offer of tender are expected and also advised to read and understand fully the terms and conditions of the contract as detailed herein before submitting the 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 paper, printing, binding or delay in supply of printed booklets or damaged supply will attract penalty to be decided by Haj Committee of India.
- ii) 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 cost from the firm to which the contract was awarded.
- iii) The firm will have to ensure the safety of printed material during binding, 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 EMD and other conditions 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 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](http://www.hajcommittee.gov.in). For further enquiry please contact the Stationery Section, HCoI.



*28/12/2023*  
Chief Executive Officer,  
Haj Committee of India,  
Bait-ul-Hujjaj (Haj House),  
7-A, M.R.A. Marg,  
Mumbai- 400 001.