

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 Tenders (in Two Bid System) are invited from bidders preferably from reputed local bidders fulfilling necessary qualifying criteria, as stipulated in this notice for procurement and supply of Stainless Steel Bracelets for use of the pilgrims of Haj – 2024.

Sr. No.	Items	Description	Quantity
1.	Stainless Steel Bracelet	Stainless Steel Bracelet of Grade 202 with following specifications:- i. Length (190.5 mm) / (19.05 cm) / (7.5 inch) ii. Width (Gauge - 21) (0.8 mm) / (0.08 cm) / (0.031 inch) iii. Breadth 16.0 mm / (1.6 cm) / (0.63 inch) iv. The bracelet should be polished with matte finishing and perfectly smooth edges. v. It should contain Cover Number, Passport Number, Name of the Pilgrim and Name of Country ("INDIA in English and "AL- HIND" in Arabic) as per requirement.. vi. The letters of size 2.5 mm should be inscribed with laser engraving and should be clearly visible. vii. Each set of bracelets for a group of pilgrims should be supplied in single PVC bag with label indicating cover number for easy identification. (as per sample). viii. QR code is to be engraved having details of Blood group, Cover No., Passport No., address of Pilgrims and Haj Coordinator details.	155000

1. Material: The pilgrims data i.e. Cover No., Passport No., Name of the pilgrims etc. will be provided in MS Excel. The vendor should provide final proof of the Bracelet within 2 days of receipt of soft copies to the designated officer for approval. The vendor shall be required to furnish as many proof as desired by Haj Committee of India. The vendor 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 laser engraving, 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. 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 Stainless Steel Bracelets: The samples of the bracelets can be seen by visit on any working day during 10:30 Hrs. to 17:00 Hrs in the office of 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 Stainless Steel Bracelets for Haj – 2024: This is a **time bound job**. The bracelets 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 Twenty Five (25) days** after supply of details of provisionally selected pilgrims. The bracelets of confirmed from wait-listed pilgrims shall be delivered **within two (2) days** after furnishing their details. The rates shall be inclusive of GST 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 Bid Security (EMD) of Rs.1,50,000/- (Rupees One Lakh Fifty Thousand Only) separately in the form of demand drafts drawn only from a Nationalized Bank in favour of "**HAJ COMMITTEE OF INDIA, MUMBAI**". No bid shall be entertained without envelope containing Bid Security (EMD) and sample of the materials. 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 **“The work of procurement and supply of Stainless Steel Bracelets for Haj–2024”** and dropped in the Drop Box kept in the Stationery Section, 9th Floor, Bait-ul-Hujjaj (Haj House), 7-A, M.R.A. Marg (Palton Road), Mumbai–400 001 at the latest by **14:00 Hrs. on 16.03.2024.**

5. Essential requirement for participation: In E-Tender, essential requirement of participation is registered on GeM portal.

6. Rate: The bidder who will quote the lowest total amount for total quantity will be the successful bidder. The quantity of bracelets 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 the financial approval from 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.

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. Bid Security (EMD) of Rs.1,50,000/- each in the form of separate demand drafts drawn only from Nationalized Bank in favour of **“HAJ COMMITTEE OF INDIA, MUMBAI”**.
- iii. The requisite documents required strictly in following sequence:-

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

9. Bid Evaluation Criteria:

- i. Technical Bid shall be opened at **12:00 Hrs. IST on 18.03.2024** 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. 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 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 bracelets 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 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 laser engraving, 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 with letter of authority. The documents are also available on the website of Haj Committee of India 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.