

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 Bid System) are invited only from local bidders from Mumbai (other bidders will be disqualified) who fulfill necessary qualifying criteria as stipulated in this notice for printing and supply of Pilgrims Identity Card sheet for use of the Pilgrims of Haj - 2024 only through GeM Portal.

Sr. No.	Items	Description	Quantity
1	Pilgrims Identity Card	a. Size – A4 sheet b. Thickness – 300 GSM Art Card c. 10 Identity Card (of 57mm x 100 mm) per Sheet d. Digital Printing variable data in Multi Color e. Perforation in middle f. Cutting (horizontal 4 side) & strictly to be arranged by serial numbers) g. Packing as per Embarkation points wise + State wise	31000 A4 sheet

1. Material for printing : The printing material will be provided in MS Word/PDF in English. The page setting and designing of text, proof reading, corrections, settings etc. will be done by the printer and final approval will be granted by Haj Committee of India (printed samples to be shown). The printer should submit, at his own cost, first proof of the Identity Card Sheet 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 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, Mumbai 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, Bid Security (EMD) shall stand summarily forfeited.

2. Samples of Identity Card: The samples of the Identity Card can be seen on any working days during 10.30 Hrs. to 17.00 Hrs by visit of the office 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 Identity Card for Haj Pilgrims 2024: This is a **time bound job**. The printed Identity Card 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** after final approval of the proof.

4. Earnest Money/Non-Refundable Tender Fee: The bidder has to submit the Bid Security (EMD) of Rs.16,000/- (Rupees Sixteen Thousand Only) 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 envelope containing Bid Security (EMD) and sample of the materials. The scanned copy of demand draft for Bid Security (EMD) must be uploaded with the tender. The original demand draft must be submitted in a sealed envelope superscribed with **“The work of printing and supply of**

Identity Card for Haj Pilgrims 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 should indicate the amount for Identity Card Sheet of ten identity Cards. However, the bidder who will quote the lowest rate per A4 Sheet shall be considered the successful bidder. The payment shall be made for the actual quantity procured. The number of quantity of Identity Card can be reduced or increased as per requirement of Haj Committee of India, Mumbai. If the number of Identity Card varies, the payment shall be on pro-rata basis. 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 number is essential for bidder.

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.16,000/- each in the form of separate demand drafts drawn on a Nationalized Bank in favour of “**HAI COMMITTEE OF INDIA, MUMBAI**”.
- iii. The requisite documents required strictly in following sequence:-

Sr. #	List of Documents
a	Demand draft for Bid Security (EMD)
b	Copy of PAN Card
c	Valid GST Registration
d	Proof of previous experience and expertise in this business/ similar work at least for last three years
e	Sample of printed sheet to be submitted
f	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 **13:00 Hrs. on 18.03.2024 o r** as directed by competent authority and Financial Bid of technically qualified bidders will be opened later on.
- ii. The bidders shall submit the financial bid with the total amount for A4 sheet.
- iii. The bidders are advised to quote their rates inclusive of GST.
- iv. 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:

- i. Technical bid shall be opened first and financial bid of only those bidders shall be opened, who qualify 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 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 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 with in 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.

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