# HAJ COMMITTEE OF INDIA

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

**E-tender Notice/Terms & Conditions** **HAJ - 1443 (H) - 2022**

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 E-Bracelets non-tearable wrist-band for use of pilgrims of Haj – 2022.

| Sr. No. | Items | Description | Quantity |
|---|---|---|---|
| 1. | E-Bracelets non-tearable wrist-band | • Wrist band, Polyester, 1x11" (25.4x279.4mm), Coated Permanent Adhesive, 1" (25.4mm) Core,<br>• **Lable features:**<br>➢ Thermal Transfer, White, Gloss, Polyester Wristband with a permanent acrylic adhesive only on corner<br>➢ Offers Excellent print quality<br>➢ Latex- free, Waterproof and resistant to smear, abrasion, alcohol, mild cleaners and more<br>➢ Magnetic Resonance (MR) Safe<br>• **Temperature Performance:**<br>➢ Minimum Application Temperature: 50° F (10°C)<br>➢ Service Temperature: -20° F to 300° F (-29° C to 149° C)<br>➢ Optimal Storage Condition: 72° F (22° C) at 50% RH<br>➢ The printing of the bracelet should not fade for 40 to 45 days.<br>**Note: The bidder shall supply 10 to 12 good quality printers (non-returnable) and raw materials like wax ribbon if any to print the e-bracelets.**<br>**(As per Sample)** | **80000** |

1. **Material for reproduction:** The material of sample to be used for making of product, 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. The final sample of E-Bracelets non-tearable wrist-band is to be submitted within 2 days of placing the work order. The bidder shall be responsible for intime delivery of Items against proper receipt from Haj Committee of India, strictly inconsonance to the time schedule. 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 summararily forfeited.

2. **Samples of E-Bracelets non-tearable wrist-band :** The samples of the E-Bracelets non-tearable wrist-band can be seen on any working day 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 E-Bracelets non-tearable wrist-band for Haj – 2022:** This is a **time bound job.** The E-Bracelets non-tearable wrist-band 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 twenty (20) days**.

4. **Non-Refundable Tender Fee/Bid Security (EMD):** The bidder has to submit the Non-Refundable Tender Fee of Rs.5,000/- (Rupees Five Thousand Only) and Bid Security (EMD) of Rs.55,000/- (Rupees Fifty Five Thousand Only) 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 Non-Refundable Tender Fee/ Bid Security (EMD). The scanned copy of demand drafts for Non-Refundable Tender Fee and 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 E-Bracelets non-tearable wrist-band for Haj–2022"** 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 **15:00 Hrs. on 22.04.2022.**

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5. **Essential requirement for participation:** In E-Tender, essential requirement of participation is possession of a digital signature.

6. **Rate:** The bidder who will quote the lowest rate per piece shall be considered the successful bidder. The quantity of E-Bracelets non-tearable wrist-band can be reduced or increased 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 delivery of the materials.

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) Non-Refundable Tender Fee of Rs.5,000/- and Bid Security (EMD) of Rs.55,000/- each in the form of separate demand drafts drawn on a Nationalized Bank in favour of **"HAJ COMMITTEE OF INDIA, MUMBAI".**
   iii) 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 | GST Registration |
| f | Previous experience and expertise in this business/ similar work at least for last five years |
| g | Sample of the material |
| 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 25.04.2022** and Financial Bid of technically qualified bidders will be opened later on.
   ii) The bidders are advised to quote their rates inclusive of GST.
   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 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.

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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 bidders.

iv) 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 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 material or delay in supply of E-Bracelets non-tearable wrist-band or damaged supply will attract heavy 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 costs from the firm to which the contract was awarded.

iii) The firm will have to ensure the safety of 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 Bid Security (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. 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.

HAJ COMMITTEE OF INDIA MUMBAI

M.A. Qureshi

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