

# 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 - 1444 (H) - 2023**

Online Bids (in Two Packet System) are invited from bidders preferably from reputed local bidders fulfilling the necessary qualifying criteria as stipulated in this notice for the work of printing and supply of Haj Guide in various languages for use of pilgrims of Haj-2023 only through GeM Portal.

Item	Language	Description	No. of Pages	Size
Haj Guide	1. Urdu - Arabic - English	<b>A)</b> Cover pages, 4 colour offset printing on 170 gsm Art Paper with lamination.	4	18 cm x 12 cm with perfect binding
	2. Hindi - Arabic - English			
	3. English - Arabic			
	4. Tamil - Arabic - English			
	5. Telugu - Arabic - English	<b>B)</b> Inner pages, 4 colour offset printing on 80 gsm A Grade Grafika Maplitho Paper.  <b>(as per sample)</b>	124	
	6. Kannada - Arabic - English			
	7. Malayalam - Arabic - English			
	8. Assamese - Arabic - English			
	9. Bengali - Arabic - English			
	10. Gujarati - Arabic - English			
	11. Manipuri - Arabic - English			
Total quantity of eleven languages =		140020		

- 1. Material for printing:** The printing material will be provided in MS Word/ PDF, for English and Hindi and in In-page for Urdu. The printing material in other languages will be provided in PDF format. The page setting and designing of text of cover, proof reading, corrections, settings and scanning of paragraphs and photos 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 Haj Guides in all three languages 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 intime 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 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 summararily forfeited.
- 2. Samples of Haj Guides:** The samples of the Haj Guides can be seen on any working day during 10:30 Hrs. to 17:00 Hrs by visiting 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 Haj Guide for Haj - 2023 :** This is a **time bound job**. The printed material is 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 Twenty (20) days after final approval of the proof.**

Contd...2

- 4. Non-Refundable Tender Fee/Bid Security (EMD):** The bidder has to submit a Non-Refundable Tender Fee of Rs.1,000/- (Rupees One Thousand Only) and Bid Security (EMD) of Rs.1,68,000/- (Rupees One Lakh Sixty Eight Thousand Only) separately in the form of demand drafts drawn only from 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 paper for each sub-item (A & B) must be submitted in a sealed envelope superscribed with **“The work of printing and supply of Haj Guide for Haj-2023”** and dropped in the Drop Box kept in the Stationery Section, Gr. 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 13.04.2023.**
- 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 Haj Guide shall be considered the successful bidder. The rates shall be inclusive of GST. No extra cost shall be paid for delivery of the materials. The number of pages and the quantity of Haj Guide can be reduced or increased as per requirement of Haj Committee of India, Mumbai. If the number of pages varies, the payment shall be paid on pro-rata basis corresponding to the applicable sub-item.
- 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 the 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:
- 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.1,68,000/- 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:**

- i) Technical Bid shall be opened on **13.04.2023** and Financial Bid of technically qualified bidders will be opened later on.
- ii) The bidders shall submit the financial bid with break-up of the total amount for each sub-item (A & B) mentioned in the description column.
- iii) The bidders are advised to quote their rates inclusive of all taxes.
- iv) The bids shall be evaluated on the basis of the lowest total amount quoted for total quantity of eleven (11) languages.
- v) Bidders shall not be permitted to withdraw their tender till 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.
- 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) 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 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 material 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 costs 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 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 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 website of Haj Committee of India [www.hajcommittee.gov.in](http://www.hajcommittee.gov.in). For further enquiry please contact the Stationery Section, Haj Committee of India, Mumbai.

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



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2023/B/3327167  
Dated/दिनांक : 03-04-2023

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	13-04-2023 18:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	13-04-2023 18:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Minority Affairs
Department Name/विभाग का नाम	Haj Committee Of India
Organisation Name/संगठन का नाम	Haj Committee Of India
Office Name/कार्यालय का नाम	Haj House
Item Category/मद केटेगरी	Paper-based Printing Services - Printing with Material; Book/Booklet; Offset
Contract Period/अनुबंध अवधि	20 Day(s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days

**Bid Details/बिड विवरण**

<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	3360000
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है</b>	Yes

**EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	168000

**ePBG Detail/ईपीबीजी विवरण**

Required/आवश्यकता	No
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(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लाभार्थी :**

SUPERINTENDENT  
HAJ HOUSE, HAJ COMMITTEE OF INDIA, HAJ COMMITTEE OF INDIA, Ministry of Minority Affairs  
(Asif Hasan Bhatkar)

**Splitting/विभाजन**

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
2. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
4. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Additional customization details:**[1680522348.pdf](http://1680522348.pdf)

**Paper-based Printing Services - Printing With Material; Book/Booklet; Offset ( 14020 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Type of Printing	Printing with Material
Category of Printing	Book/Booklet
Mode of Printing	Offset
Single/ Double Sided	Double Sided (Both Sided - Front and Back)
Colour of Printing	Four Color
Printing Content	Text + Pictorial
Paper Material	Maplitho Paper
Standards of Paper	Conformity to Indian Standard IS 1848
Size of the Paper (in cm)	B6 (12.5 x 17.6)
Thickness of Paper in GSM	76-80 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO

Specification	Values
Number of languages of printing	Bilingual
Language	multi language
<b>Addon(s)/एडऑन</b>	

#### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

#### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Copies	Additional Requirement/अतिरिक्त आवश्यकता
1	Sadik Murad Mulla	400001,HAJ HOUSE, 7-A, M.R.A. MARG (PALTON ROAD), MUMBAI - 400001	140020	<ul style="list-style-type: none"> <li>Number of pages per Item : 128</li> </ul>

#### Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

##### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

##### 2. Generic

- The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
- The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
- The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

##### 3. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

##### 4. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

##### 5. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the



state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

#### 6. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

#### 7. **Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

#### 8. **Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

#### 9. **Past Project Experience**

**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

## **Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---