

HAJ COMMITTEE OF INDIA

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

Bait-ul-Hujjaj (Haj House), 7-A, M.R.A. Marg (Palton Road), Mumbai – 400 001

TENDER NOTICE

Tender No. HCOI/2018/04		Dated 15 .11.2018
Sealed Bids (in Two Bid System) are invited by Haj Committee of India (HCOI) from reputed printers fulfilling the qualifying criteria as stipulated in this notice for the work of printing and supply of “Mahanama Haj Magazine” from <u>LOCAL BIDDERS</u> .		
1	Estimated Cost of Printing	Rs.24,00000/-
2	Bid Security (EMD) (DD of Nationalised Bank)	Rs.35,000/-
3	Tender Fee (DD of Nationalised Bank)	Rs.3,000/- (Non-Refundable)
4	Downloading tender document from Haj Committee of India website (www.hajcommittee.gov.in).	15.11.2018 (18:30 Hrs. IST) to 07.12.2018 (17:30 Hrs. IST)
5	Pre-bid meeting	N.A.
6	Last date & time for submission of tender.	Up to 17:30 Hrs. IST on 07.12.2018
7	bid opening date & time	At 15.00 Hrs. IST on 11.12.2018.
8	Name and address of the Officer processing the tender	Fazal Ahmed Siddiqui, Dy. Chief Executive Officer (Op.), Haj Committee of India, Haj House, 4 th floor, Mumbai-400 001. Phone: 22717125/137

Sd/-

Chief Executive Officer.
Haj Committee of India

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tender Notice/Terms & Conditions

Sealed Bids (in Two Bid System) are invited from the bidders preferably from reputed local bidders fulfilling the necessary qualifying criteria, as stipulated in this notice, for the work of printing and supply of “**Mahanama Haj Magazine**”.

Job	: DTP Designing & Printing of Mahanama Haj Magazine.
CoverPage	: 4 Multi colour pages in 170gsm. Art paper with gloss lamination.(B.O.PP.)
Pages inside	: 68 pages in offset printing two colour. 90 gsm Art paper
Duration	: Monthly
Cutting Size	: 8X11
Inner Pages	: in two Colour
Binding	: Center Pinning
Quantity	: 1500 – 2500 copies.
Delivery	: Free Delivery to office
Language	: Urdu

- 1. Material for reproduction** : The material will be provided in InPage (Urdu Software). The page setting and designing of text of cover, 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 printer shall be required to furnish as many proofs as desired by Haj Committee of India. The printer 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 printing, 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 therefore. 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 “Mahanama Haj Magazine”**: The samples of the booklets can be seen on any working days during 10.30 Hrs. to 17.00 Hrs in the office of Sub-Editor, Haj Committee of India at Bait-ul-Hujjaj (Haj House), Ground floor, 7-A, M.R.A. Marg (Palton Road), Mumbai-400 001.
- 3. Time schedule/delivery of “Mahanama Haj Magazine”**: This is a **time bound job**. The printed booklets are required to be delivered to Sub-Editor, Haj Committee of India, Bait-ul-Hujjaj (Haj House), 7-A, M.R.A. Marg (Palton Road), Mumbai-400 001, **on or before 4th of every month** and the printed materials will be provided to the printers by Sub-Editor, Haj Committee of India between **25th to 30th of every month after final approval of the proof**. The rates shall be inclusive of GST, whatsoever, with free delivery of the material at the above stated address.
- 4. Earnest Money/Non-Refundable Tender Fee**: The bidder has to submit the Bid Security (EMD) of Rs.35,000/- and Non-Refundable Tender Fee of Rs.3,000/- 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 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 Sub-Editor and dropped in the Drop Box kept in the Magazine Cell, Ground Floor, Bait-ul-Hujjaj (Haj House), 7-A, M.R.A. Marg (Palton Road), Mumbai-400 001.**
- 5. 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 total amount for total quantity will be the successful bidder. The number of pages 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.
- 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.

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8. Eligibility Criteria of Technical Bid:

- i) Self-attested Undertaking that the Firm has never been black-listed by any Government Department, Ministry, Organization/PSUs etc.
- ii) Sample of paper for each sub-item (A & B) mentioning the quality, gsm. etc.
- iii) Bid Security (EMD) of Rs.35,000/- and Non-Refundable Tender Fee of Rs.3,000/- each in the form of separate demand drafts drawn on a Nationalized Bank in favour of **"HAJ COMMITTEE OF INDIA, MUMBAI"**.
- iv) Scan copies of demand drafts for Bid Security (EMD) and Non-Refundable Tender Fee, copies of PAN card, Shop & Establishment Registration Certificate, Sale Tax Registration, Proof of Ownership of Printing Press in the name of bidder, previous experience of similar work.

9. Bid Evaluation Criteria:

- i) Technical Bid shall be opened at 15:00 Hrs. IST on 11.12.2018 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).
- 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 House bidders shall be opened, who qualify based on 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 bidder.
- iv) 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 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 paper, printing, binding or delay in supply of printed "Mahanama Haj Magazine" 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 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 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 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. The documents are also available on the website of Haj Committee of India www.hajcommittee.gov.in

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

Envelope No.1

HAJ COMMITTEE OF INDIA

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(Ministry of Minority Affairs, Government of India.)

HAJ HOUSE, 7-A, M.R.A MARG (Palton Road), Mumbai-400 001

Cost of Tender Form Rs.3,000/- (non refundable)

TENDER FORM
For Mahanama Haj Magazine

To,
The Chief Executive Officer,
Haj Committee of India,
Mumbai-400 001.

Name of the Bidder: _____

Address: _____

Contact No: _____

Following documents enclosed herewith:

(Tick the relevant)

1. Earnest Money Draft

Earnest Money Rs. _____ Draft No. _____ Date ____/____/____

2. Copy of PANcard,

3. Copy of Shop & Establishment Registration Certificate

4. Copy of Sale Tax Registration

5. Copy of THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED

Other details if any:-

1. _____

2. _____

3. _____

Note: - The sealed tenders submitted without documents / EMD draft shall not be considered and it would be treated as disqualified.

Date: ____/____/2018.

Signature & Seal of the bidder

Envelope No.2

HAJ COMMITTEE OF INDIA

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(Ministry of Minority Affairs, Government of India.)

HAJ HOUSE, 7-A, M.R.A MARG, PALTON ROAD, MUMBAI-400 001.

TENDER FORM

For MAHANAMA HAJ MAGAZINE

To,
The Chief Executive Officer,
Haj Committee of India
Mumbai-400 001.

Name of the Bidder:

Address:

Contact No:

ITEM	LANGUAGE	DESCRIPTION	NO OF PAGES	SIZE	QUANTITY
MAHANA MAHAJ MAGAZINE	URDU	A) <i>DTP Designing & Printing of Mahanama Haj Magazine.</i>		Cutting Size 8X11	1500 To 2500
		B) <i>4 Multi colour pages in 170 gsm. Art paper with gloss lamination. (B.O.PP.)</i>	4		
		C) <i>68 pages in offset printing two colour.90 gsm Art paper</i>	68		
		D) <i>Inner Pages: in two Colour</i>			
		E) <i>Center Pinning.</i>			
		F) <i>Free Delivery to Office.</i>			
		G) <i>Duration: Monthly.</i>			
(Earnest Money Rs.35,000/-). Tender Notice / Terms & Condition Enclosed					

- Total Amount ofRs: _____
- Total Rupees inWords: _____
- Other details if any: _____

Note: a) The bidder who will quote the lowest total amount for total quantity will be the successful bidder.

b) The sealed tenders should be submitted along with the sample of the material with signature of the bidder, which would be used. The quotations without samples shall not be considered and it would be treated as disqualified.

Date: _____

Signature & Seal of the bidder.