

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

Haj - 1446 (H) - 2025

Online Bids (in Two Packet Bid System) are invited only from local bidders from Mumbai (other bidders offer will NOT be considered) who fulfill necessary qualifying criteria as stipulated in this notice for the work of printing and supply of Haj Guide in various languages for use of the Pilgrims of Haj - 2025 only through Government e Marketplace (GeM) portal. The Specification of the Tender requirement is as follows:-

Item	Language	Description / Specification	No. of Pages	Size
Haj Guide	1.Urdu-Arabic-English 2.Hindi-Arabic-English 3.English-Arabic 4.Tamil-Arabic-English 5.Telugu-Arabic-English 6.Kannada-Arabic-English 7.Malayalam-Arabic-English 8.Assamese-Arabic-English 9.Bengali-Arabic-English 10.Gujarati-Arabic-English 11.Manipuri-Arabic-English	A) Cover pages, 4 colour offset printing on 170 GSM Art Paper (Gloss) with lamination B) Inner pages, 4 colour offset printing on 100 GSM Art Paper (Gloss) (as per sample)	4 100-160 (Tentative)	4"x6" (portrait) with perfect binding (with two maps in the form of folders to be annexed)
	Total quantity of eleven languages =		1,25,000	

- 1. Material:** 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, setting 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 forfeited and action, as deemed fit, will be initiated against the bidder.
- 2. Samples of Haj Guides:** The samples of the Haj Guides to be shown on any working day during 10:30 Hrs. to 17:00 Hrs by visiting to 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. The Pre-Bid meeting will be held on 14.02.2025 at 16:00 Hrs. in the Committee Room at 1st floor Conference Room of Haj House Building, M. R. A. Marg, Mumbai - 400 001.
 4. **Delivery Period: This is a time bound job and the supplies are to be completed within Fifteen (15) days of final approval of the Samples to the Chief Executive Officer, Haj Committee of India, Bait-ul-Hujjaj (Haj House), 7-A, M.R.A. Marg (Palton Road), Mumbai-400 001.**
 5. **Bid Security: The bidder has to submit and Bid Security (EMD) of the amount equivalent to 5% of the value of the bid amount in the form of demand drafts drawn from any Nationalized Bank in favour of "HAI COMMITTEE OF INDIA, MUMBAI". No bid shall be entertained without Bid Security (EMD). The scanned copy of demand drafts 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 Haj Guide for Haj-2025" at the latest by 17:00 Hrs. on 28.02.2025.**
 6. Essential requirement for participation: Bidders are requested to quote their offer through GeM portal only. Manual Tenders will not be considered. Bidders seeking EMD exemption, must submit the valid supporting documents for the relevant category as per GeM general terms and condition with the bid. Under MSE category, only manufacturers for goods and service providers for services are eligible for exemption from EMD.
 7. Rate: The bidder should quote the amount for each tendered item inclusive of taxes. The number of pages and the quantity of Haj Guide can be reduced or increased at the discretion of the Competent authority of Haj Committee of India, Mumbai. The payment shall be made for the actual quantity procured. If the number of Haj Guides varies, the payment shall be made on pro-rata basis. No extra cost / charges shall be paid for loading / unloading and delivery of the tendered items.
 8. Mode of Supply: Free on Road to the office of CEO, HCoI/Embarkation Point (The final decision in this regard shall be taken by HCoI, which shall be binding on the successful bidder).
 9. **Mode of payment: Payment will be made for the accepted quantity within 30 days after successful delivery and acceptance of the tender items. No advance payment shall be made. TDS shall be deducted, as per Income Tax Rules, from the payment bills.**
 10. **Eligibility Criteria of Technical Bid: Bidders are requested to attach the following documents alongwith the bid through GeM:-**

Sr. #	List of Documents
i)	Copy of PAN Card and Valid GST Registration
ii)	Copy of Demand Drafts for Bid Security.
iii)	Proof of Past supplies in the business / similar work during last five years (copies suppliers to be attached)
iv)	Sample of paper (A) & (B) to be submitted
v)	Duly Notarized Undertaking to the effect that the Firm has never been blacklisted by a Government Department, Ministry, Organization/PSUs etc.
vi)	Proof of Ownership /partnership of the bidder

11. Bid Evaluation Criteria:




- i. Price bids of the bidder will be opened only of the bidders who fulfill the above technical qualification criteria.
- ii. The bidders are advised to quote their rates inclusive of GST.

12. 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 shall be submitted by the successful bidder within 30 days at 5% value of the total contract value in the form of Demand Draft / Bank Guarantee / Fixed Deposit Receipt in the name of "Haj Committee of India with the validity of 14 months from the date of issue of Performance Security Deposit in order to fulfill the contractual obligations.
- v. The firms intending to participate in the tender process with their offer of tender are requested to read the terms and conditions of the contract.

13. 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 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 printed material during binding, packing and delivery.
- iv. The rates should be quoted in both words and figures.
- v. If any firms withdrawing their offers 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 offers 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.
- ix. Delivery of materials and goods to be made within 15 days of issue of Printing & Supply Order.
- x. Liquidated damage: If the bidder fails to supply or fulfill the contractual obligation, he is liable for recovery of liquidated damages for delay in supply, as per GeM Terms & Conditions.
- xi. In case of non-compliance, the offer of the bidder is liable for rejection.



The bid documents are also available on website of Haj Committee of India www.hajcommittee.gov.in. For further enquiry please contact the Stationery Section, Haj Committee of India, Ground Floor, Haj House, Mumbai - 400001.


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