

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 supply of PVC ID Card with Lace with plastic Hook + Hanger for use of pilgrims of Haj-2025 only through Government e Marketplace (GeM) portal.

Sr. No.	Items	Description / Specification	Quantity
1.	PVC Card (CR80) (For Pilgrim Identity Card (4 colour pre-printed cards on rear side, and 4 colour front-side print with variable information, including pilgrim photograph, personal information and accommodation details) with 25 ID card printers of Zebra make with single side four colour printing option & four colour Ribbons (as needed for printing 1.35 lakh cards) for use on the ID Card printer Lace (4 colour printed 20 mm wide satin finished) with plastic Hook+Hanger	PVC ID Card (CR80) (For Pilgrim Identity Card 4 colour front-side print and single colour print on the rear side) Tri-colour Lace (L 18 inches (457 mm) & W 20 mm") with Plastic Hook + Hanger (25 mm, 1" length) depicting "HAJ COMMITTEE OF INDIA" and INDIA in English/BHARAT in Hindi & "AL- HIND" in Arabic in the middle white portion or as decided by Competent Authority (as per sample) ID card printers (brand new) of Zebra make, suitable to print above PVC card in Black/four colour printing. OEM warranty to be provided. OEM should have ISO certified service center in the country. The products should have been successfully deployed by the bidder in other Govt. departments. Evidence to be attached. Ribbons for printing to be used in the above printer for printing on the single side of the above PVC cards	1,35,000

- Material:** The sample of material to be used for final making of Tri-colour ID Card and Lace with Plastic Hook + Hanger, which is to be submitted with the bid, should be exactly as per the above specifications, 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 Tri-colour Lace with Plastic Hook + Hanger is to be submitted within 2 days of placing the supply order. The bidder shall be responsible for in-time delivery of Items against proper receipt from Haj Committee of India, strictly in consonance with the time schedule. 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. 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.

ID card printers (brand new) of Zebra make, suitable to print above PVC card in Black/four colour printing. New Suitable Printer Model no ZC300 from Zebra. OEM warranty to be provided. OEM should have ISO certified service center in the country. These products should have been successfully deployed in other Govt. departments. Evidence to be attached for the same.

Ribbons for printing to be used in the printer for printing on the single/both side of the above PVC cards shall be supplied by the bidder.

2. **Samples of PVC Id card Lace with Plastic Hook + Hanger:** The samples of the Tri-colour Id card Lace with Plastic Hook + Hanger to be shown on any working day during 10:30 Hrs. to 17:00 Hrs. by visiting 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 supply** 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 (EMD):** The bidder has to submit the Bid Security (EMD) of the amount equivalent to 5% of the bid amount in the form of demand drafts drawn from any Nationalized Bank in favour of **"HAJ 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 procurement and supply of PVC Id card lace with Plastic Hook + Hanger for Haj-2025"** and dropped in the Drop Box kept in the Stationery Section located at Ground. Floor, Bait-ul-Hujjaj (Haj House), 7-A, M.R.A. Marg (Palton Road), Mumbai-400 001 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 conditions 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 quantity of PVC Id Card Lace with Plastic Hook + Hanger 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 PVC Id Card Lace with Plastic Hook + Hanger 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 tendered item 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
vii)	OEM Authorization is mandatory for the supplied equipment.

11. Bid Evaluation Criteria:

- i. Price bids of the bidder will be opened only of the bidders who fulfills 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. The bidder must be in a position to supply/made available the requisite material with NEW PRINTER of the described model in the required quantity for

 

- completion of the assignment. No extra amount shall be paid on behalf of transport of material to the respective Embarkation Point.
- ii. The bidder should provide only NEW PRINTERS with cartridge and required material of original quality.
 - iii. The NEW MACHINES supplied by the bidders would not be returned to them after completion of the assignment. No request/claim in this regard would be accepted/considered.
 - iv. Any deviation from specification or delay in supply of tendered item or damaged supply will attract heavy penalty to be decided by Haj Committee of India.
 - v. 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.
 - vi. The firm will have to ensure the safety of tendered item during packing and delivery.
 - vii. The rates should be quoted in both words and figures.
 - viii. 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.
 - ix. Conditional offers will not be accepted.
 - x. In case of any dispute, the matter will be referred to an arbitrator appointed by Haj Committee of India.
 - xi. All the disputes are subject to the Civil Courts within the limits of Mumbai Municipal Corporation.
 - xii. Delivery of materials and goods to be made within 15 days of issue of Supply Order.
 - xiii. **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
 - xiv. 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.