

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 erection of Shamiana (shed) in and around the Eastern, Western, Northern and Southern sides of Haj House Building through Government e Market place (GeM) portal. The Specification of the Tender requirement is as follows:-

Sr. No.	Specification	Items to be procured / Area to be covered.
1.	Erection of Shamiana (Shed) around all corners of Haj House, as per specification	
i.	Erection of Shed at East Side	With pole (bamboo) stand and roof top at Haj House Premises
	Erection of Shed at West Side	4120 sqft.
	Erection of Shed at Northern Side	4500 sqft.
	Erection of Shed at Southern Side	4500 sqft
ii.	14x75 ft. +1 ½ Height stand with 1050 Sq.ft. running ft. cloth tent in the left area of the Haj House premises to be erected.	4120 sqft
iii.	Outside Gate area	1050 sqft. rft.
iv.	At 2 nd floor Hall 375 rsqft. Cloth partition for ladies & gents with 6ft. Height.	1300 sqft.
v.	Plastic Chairs	375 sqft.
vi.	Tables with Frills	500
vii.	Carpet	200
viii.	Big pedestal Fans	20
ix.	Metal Lights	80
x.	Charging Plug	40
xi.	Mattresses	15
xii.	Mineral water Jars	300
		1000

The above items will be required for arrangements at Haj House for Haj Season-2025 from 25th April, 2025 to 1st June, 2025.

- Bid Requirement:** The bidder shall be required to provide relatively new and standard material as per bid requirement with strict condition of maintaining cleanliness and hygiene.
- Pre-bid Meeting:** The Pre-Bid meeting will be held on **04.04.2025 at 15:00 Hrs.** in the Committee Room at 1st floor Conference Room of Haj House Building, M. R. A. Marg, Mumbai – 400 001. The prospective bidders may like to bring alongwith them the catalogue and Photos depicting related work undertaken by them earlier at various places.
- Duration:** The services are required for the period from **25.04.2025 to 01.06.2025.**
- Bid Security:** The bidder has to submit a Bid Security (EMD) of Rs.60,000/- (Rupees Sixty Thousand Only) in the form of demand draft drawn on 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 draft for Bid Security (EMD) must be uploaded with the tender. The original demand draft must be submitted in a sealed envelope superscribed with **“Erection of Shamiana around Haj House Building for pilgrims of Haj-2025”**, latest by **11:00 Hrs. on 12.04.2025.**

1. Essential requirement for participation:

The service provider must comply with all mandatory aspects of safety and security including labour law existing in Maharashtra and relevant Rules governing Erection of Temporary Shamiana at various places.

2. Bid: 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.

3. Rate: The bidder should quote separate price for each item/article/material, inclusive of labour, loading/unloading charges and taxes. The area to be covered 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 area covered, number and quantity of items/articles/materials supplied/provided. If the quantity/quality/items/articles/materials supplied varies, the payment shall be made on pro-rata basis. No extra cost/charges shall be paid for Parking, loading / unloading.

4. Assignment of work: The final decision in this regard shall be taken by HCoI, which shall be binding on the successful bidder.

5. Mode of payment: Payment will be made for the accepted quantity within 30 days after successful completion of the assignment. No advance payment shall be made. TDS shall be deducted, as per Income Tax Rules, from the payment bills/Invoices. All invoices submitted for payment must be in order of the actual trips and there should be no duplicacy.

6. 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 experiences in the business / similar work during last five years (copies to be attached)
iv)	Copy of Shop & Establishment Registration
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 of the Firm/Partnership Business.

7. Bid Evaluation Criteria:

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

8. General Terms and Conditions of the tender:

- All bidders must follow the direction of the Haj Committee of India issued from time to time.
- Technical bid shall be opened first and financial bid of only those bidders shall be opened, who qualify the technical bid.
- 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.

- iv) 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 Bid Security. The Bid Security (EMD) shall also stand forfeited in the event of premature withdrawal of the tender by any of the bidders.
- v) 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.
- vi) 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.

9. General Terms and Conditions of the contract:

- i) Any deviation in providing services from the specification as mentioned in this bid will attract due penalty, which will be decided by Haj Committee of India.
- ii) Haj Committee of India reserves the right to reject the entire or part of the assignment on account of providing sub-standard items/articles/materials/services or in case the services are not found satisfactory as per specification. In such cases, Haj Committee of India shall be empowered to get the assignment completed from elsewhere and recover the consequential costs from the firm to which the contract was awarded.
- iii) The firm will have to ensure 100% safety and viability/durability of the Tent erected by them at Haj House and security of Haj Pilgrims and their baggage kept in the Tent erected during entire period of contract.
- 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) **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
- x) 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 Superintendent, Central Procurement Section (CPS) Section, Haj Committee of India, 4th Floor, Haj House, Mumbai - 400001.

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