



THE HARYANA STATE COOPERATIVE SUPPLY
AND MARKETING FEDERATION LIMITED
CORPORATE OFFICE, SECTOR 5, PANCHKULA HARYANA (INDIA)
TEL: 2590520-24, FAX: 2590711 E.Mail : hafed@hry.nic.in



Website: www.hafed.nic.in

SHORT TERM TENDER NOTICE

Sealed Tenders are invited by Hafed on the prescribed forms for the supply of following material at our Hafed Seed Processing Plant Ganaur (District Sonapat) and other centers at Sirsa, Hisar and Fatehabad in Haryana: -

SR. NO.	NAME OF THE ITEM	QUANTITY	COST OF TENDER FORM (Rupees)
1	DWT Jute bags (86.5X56 cms)	159000 nos.	500/-
2	Lead seals	120 Kgs	500/-
3	Thread cones	240 nos.	500/-
4	Labels (Cloth lined)	200000 nos.	500/-

Detailed specifications, terms and conditions are laid –down in the tender document, which can be had from Inputs Division, Hafed Corporate Office, Sector-5, Panchkula on any working day during office hours on payment of Rs.500/- for each item (non refundable). Tender documents can also be down-loaded from our web-site www.hafed.nic.in. If downloaded, a draft of Rs.500/- should be submitted towards the cost of each Tender document along with the Technical Bid.

The tenders complete in all respect accompanying with Earnest Money in the form of Demand Draft drawn in favour of The Haryana State Cooperative Supply and Marketing Federation Ltd. payable at Panchkula/Chandigarh will be **received up to 11:00 AM on 14.03.2013** and the Technical Bids will be opened at 11:30 AM on the same date in Tender room, Hafed Corporate Office, sector-5, Panchkula (Haryana) in the presence of the Tenderer(s) or their authorized Representative(s), if any. The financial bids of the successful parties will be opened at 2:00 PM on the same day.

Quantities specified above can be increased or decreased at the sole discretion of Hafed. The purchaser reserves the right to accept or reject any or all tenders without assigning any reason.

MANAGING DIRECTOR

Check list

- i. Tender form fee receipt/ draft for Rs. 500/-
- ii. Draft No. of earnest money
- iii. The validity of the tender (i.e 90 days extendable by 15 days)
- iv. Self attested photocopy of PAN No. & TIN No. of tenderer alongwith the performa invoice.

- v. Self attested photocopy of VAT/ Excise Registration No.
- vi. Authority letter in favour of representative indicating his phone number, designation for supply of documents/ bidding and negotiations, if any.

- vii. In case of supply of Jute Bags, the purchase shall be made from the suppliers who are Manufacturer/ Authorized Distributor/ Dealer;
 - a) the Manufacturer, will submit the necessary valid manufacturing licence/ certificate from the competent authority alongwith the bid; and
 - b) the Authorised Distributor/ Dealer will submit the necessary valid authorization certificate alongwith valid manufacturing license of the Parent Manufacturer from the competent authority along with the Bid.



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TENDER FORM

From

To

The Haryana State Cooperative Supply & Marketing Federation Ltd., Panchkula.

**SUBJECT: SUBMISSION OF TENDER FORM AGAINST NOTICE INVITING TENDER DUE
ON _____**

Dear Sirs,

With reference to your above mentioned Notice Inviting Tender, I/ We hereby offer to supply genuine goods and materials and quantity of the goods as described in Schedule 'A' & 'B' and shall execute the work truly and faithfully within the time specified and set forth in the attached terms and conditions. The goods and material to be supplied will be of the quality and answerable in every respect with the Tender. I/We shall be responsible for all complaints as regard the quality of the material. In case of dispute with regard to the quality or any other matter, the decision of the Managing Director, Hafed, Panchkula will be final and binding on me/us. The rates offered are as mentioned in Schedule 'B'.

2. A crossed Bank Draft No. _____ for the prescribed amount of **Rs. _____ Rupees _____**) drawn in favour of **The Haryana State Cooperative Supply & Marketing Federation Ltd.** and payable at PANCHKULA/CHANDIGAH is enclosed as Earnest Money as desired. I/We fully understand that in the event of my/our Tender being accepted, this Earnest Money shall be retained by you and adjusted towards Security deposit payable by me/us for the faithful and satisfactory execution of the contract.
3. I/We shall have no claim to the refund of this Security prescribed against this tender in the event of my/our non performance in full of the Purchase Order, provided such order is placed within the period of validity of my/ our tender as indicated in Paragraph-5.

4. I/We further understand that my/our Earnest Money/ Security will stand forfeited even if I/We withdraw my/our Tender at any stage during the currency of the period of Validity.
5. My/our Tender shall remain **valid for a period of minimum 90 days , further extendable for 15 days**, from the last date / prescribed date for submission of Tender. **My PAN Number is:_____** and **TIN Number is:_____**
6. My/our Tender along with the Terms and Condition with relevant columns duly filled in under my/our attestation and with each page of the Tender Papers including the enclosed Terms and Conditions signed by me/us in the capacity of sole owner/ partner, General or special attorney (in proof of which power of attorney is attached) is submitted for favorable consideration.
7. I/ We have read the enclosed terms and conditions and also General Instructions for Tenderers carefully and have signed the same in token of their absolute and un-qualified acceptance. My/our Tender constitutes a legally binding contract and shall operate as a contract defined in the Indian Contract Act, 1972 and the Indian Sales of Goods Act 1930.

Yours faithfully,

For _____
Place: _____
Signature _____
Date: _____
Name _____
Capacity _____
Address: _____

Encl.1. Schedule 'A' and 'B'.

2. Terms and Conditions

Mobile Phone: _____
PAN Number: _____
TIN Number: _____

TERMS AND CONDITIONS

1. The two bid offers is to be submitted on the prescribed tender form which can be downloaded from the www.hafed.nic.in. or it can also be obtained from the Inputs Division Hafed Corporate Office Sector-5 Panchkula on any working day during office hours on payment of Rs.500/- for each item (Non refundable). If downloaded from the Hafed website, a draft of Rs.500/- should be submitted towards to cost of each Tender Document along with the technical bid. Documents required to be attached with the technical bid and the financial bid by the tenderers in two envelopes:

A. Envelop No. 1 (Technical Bid):

In the technical bid following documents are required:-

i) Item-wise earnest money required is as under:-

S.no	Name of products	EMD Amount required (in Rs)
1	Jute Bags	1 lacs
2	Lead Bags	1000/-
3	Thread Bags	1000/-
4	Labels(cloth lined)	1000/-

The EMD deposited in the form of demand draft drawn in favour of "**The Haryana State Cooperative Supply & Marketing Federation Ltd.**" and payable at PANCHKULA/CHANDIGARH. The Tender not submitted on the prescribed form or without prescribed amount of Earnest Money shall be liable to be summarily rejected.

- ii) In case the tender document is download from Hafed website a draft of Rs.500/- should be submitted towards the cost of each tender documents along with the technical bid.
- iii) The validity of the tender is 90 days extendable by 15 days purely at discretion of Hafed. The tenderers who modify their rates terms and conditions or withdraw within the validity period of the tender, their tender is liable to be rejected and earnest money will be forfeited.
- iv) Self attested photocopy of PAN No. & TIN No. of tenderer along with the performa invoice.
- v) Self attested photocopy of VAT/ Excise Registration No.
- vi) Authority letter in favour of representative indicating his phone number, designation for supply of documents/ bidding and negotiations, if any.
- vii) In case of supply of Jute Bags, the purchase shall be made from the suppliers who are Manufacturer/ Authorized Distributor/ Dealer;

- a) the Manufacturer, will submit the necessary valid manufacturing licence/ certificate from the competent authority alongwith the bid; and
- b) the Authorised Distributor/ Dealer will submit the necessary valid authorization certificate alongwith valid manufacturing license of the Parent Manufacturer from the competent authority along with the Bid.
- viii) In case, the Tender signed by an Authorized person on behalf of the Tenderer, the tenderers shall attach an Authority Letter with tender document signed by proprietor or partners / Board Resolution (In case of company). The tender without disclosing the authority to do so, will not be deemed to be valid and may be liable to be rejected.
- ix) No tender will be considered unless and until all the documents are properly signed.

A. Envelop No. 2 (Financial Bid):

The Financial Bid will be submitted in the Performa as given in schedule B of the tender form.

Both the envelopes containing Technical Bid and Financial Bid should be placed in third envelop duly sealed super scribing The Tender For _____ [name of product(s)]

2. The successful tenderer will deposit a security of 10% of the value of the purchase order (Including the EMD amount) within 10 days of the purchase order. In case he/she failed to do so Hafed will be at liberty to cancel his tender and to place order with L-2 by forfeiting his EMD amount.

The Earnest Money of the un-successful Tenderers will be refunded after the finalization of the Tender(s). In case the successful Tenderer fails to supply the material in time. The amount of Security deposit shall be liable to be forfeited and the supply order shall be liable to be rejected and the purchase shall be made at their risk and cost. The security amount will be refunded after successful completion of the supply order.

3. No interest will be payable on Earnest Money and/or Security Deposit.
4. Where for any unavoidable reasons the tenders cannot be opened on the date prescribed in the NIT/ Tender Enquiry letter the date shall be extended and such extended date will be notified to all concerned. In case the specified date of opening falls on holiday or a holiday is subsequently declared on that date, the tenders will be opened on the next working day following holiday(s).
5. The rate(s) of the material should be quoted both in figures and words, and there should not be any overwriting. Corrections, if any, should be duly signed by the tenderers. Rates should be preferably inclusive of all taxes but quoted F.O.R. destinations anywhere in Haryana/ excluding octroi charges, which will be borne by the purchaser. In case any tax is leviable separately, the same must be specifically mentioned in the tender/offer.
6. Sample must be sent of all items quoted for even when specifications or descriptions are laid down so as to reach this office before the time prescribed for receipt of tenders. Such samples must be sent freight paid or delivered free to the Hafed. Each sample should bear a sealed label marked with the Tenderer's signature, name and address and reference to the tender and item. The unsuccessful tenderers must collect their samples within one month failing which the sample will become the property of the Hafed and no claim thereafter will be entertained.
7. The quantities mentioned in the NIT or Tender Form may be reduced or increased at the sole discretion of the Hafed.
8. In case of non/defective/short/delayed supplies, the Hafed shall be entitled at its sole discretion to impose penalty as per clause 9-13 (mentioned below) and affect risk purchase at the cost of the Tenderers and take such other measure(s) as may be deemed necessary including cancellation of the contract. Any extra expenditure incurred on such purchase or departmental manufacturing shall be recoverable in full from the tenderer without prejudice to any other right of the Hafed including right of claim for liquidated damages.

9. The time allowed for delivery will be the essence of the supply order. In case of delay in execution of the order, the Hafed may cancel the order without any compensation and or the supplier may be liable to penalty as mentioned below subject to a maximum of 15% and the same shall be recoverable either from the earnest money/security or from the pending bills of the supplier or from any other deposits/securities etc. lying with the Hafed or through a court of law, as the case may be. The decision of the Managing Director of the Hafed in this behalf shall be final and binding on the tenderer. In case the purchasing authority decided to accept a delayed supply, the supplier shall still remain liable to pay penalty for delay as mentioned here-under:-

Schedule of penalty on the value of undelivered material
per week or part of the week.

i)	1st week	0.5%
ii)	2nd week	1.0%
iii)	3rd week	1.5%
iv)	4th week	2.0%
v)	Subsequent weeks	2.0% (per week subject to maximum 15 %)

10. Any sum of money due and payable to the supplier under the contract (including security) may be appropriated by the purchaser and set off claim of the purchaser for the payment of a sum of money arising out of or under this contract or any other contract entered into by the supplier with the Purchaser.
11. If the material is dispatched by the supplier after the expiry of the delivery period, without any approval of the purchasing authority, such a supply will be liability of the supplier and will be at his own risk.
12. The inspection of the goods will be carried out by the authorized officer(s)/nominee(s) of the Hafed before dispatch and/or after receipt of material at destinations(s) according to the terms mentioned in the purchase order. In case of pre-inspection, the inspection and test shall be arranged at the supplier's premises before the material is dispatched to the Hafed or after receipt of the material as may be decided in each case. A copy of the inspection/ test report in case where the inspection has been carried out prior to dispatch shall be attached by the supplier while forwarding Railway Receipt or Transport Receipt or the receipted Goods Challan as the case may be. The supplier shall be required to give at least one week notice to the purchasing authority to arrange the pre-dispatch inspection of the goods offered for dispatch on different occasions. In case the inspection team find on arrival at the supplier's premises that the material is not ready for inspection and the notice given by the supplier was infructuous, the expenditure incurred by the Hafed on arranging such inspection shall be recovered from the supplier.
- The tenderer shall provide without any extra charge all material, tools, labour and assistance of every kind which the inspection officer may consider necessary for any test or examination of the goods which may be required to be made on the tenderer's premises and shall pay all cost of attendant thereon. In case of stores to be inspected at some other firm's premises the tenderer shall provide all facilities including testing appliances for making necessary test other than the special tests or independent tests.

The tenderer shall also provide and deliver free of charge at such place as the aforesaid officer may direct such material as he may require for tests by any means. Further the aforesaid officer shall have the right to put all articles or material to such tests as he may think proper for the purpose of ascertaining whether the same are in accordance with the specifications of the order and sealed sample mentioned in the tender and to cut out or off or destroy a portion not exceeding 2% or quantity equal to that required for sampling according to norms laid down for the material for each delivery for such purpose. The quantity to cut or off or destroyed as aforesaid shall be replaced by the supplier free of charges.

13. The goods required to be inspected prior to dispatch, if received at destination without inspection may/ may not be accepted and shall be liable to be returned to the supplier at their risk and cost.
14. The supplier shall draw bills/ invoices on the Hafed for full/ part supplies, as may be agreed to and the same shall be supported with the Railway Receipt/ Goods Receipt Note of Transport Company(which must be accredited with the Indian Bank Association) and a copy of the satisfactory inspection/ test performance report carried out by the Hafed 's authorized officer(s)/ nominee(s) of the Hafed along with a copy of the cover note issued by the Insurance Company.
15. The Hafed agrees to make 90% payment of the value of the invoice within one week of receipt of goods at destination(s) and the bill/ invoice supported with above documents by the consignee. The balance 10% payment will be released after 30 days of the complete and satisfactory execution of the order. However, all the payments shall be subject to deduction of tax at source under Section 194 C or other taxes under the Income Tax Act, 1961 at the rates applicable from time to time, if supply of material is accompanied with some job work like printing, labeling etc.
16. The Hafed reserves the right to accept or reject any or all tenders without assigning any reason thereof or entrust the work to more than one tenderer.
17. With every dispatch of goods or material under this contract, invoices in triplicate will be prepared by the Tenderer. 2nd and 3rd copies of invoices are to be sent by the tenderer to the consignees. The 3rd copy to be returned by the consignee(s) with quantity or number received duly noted thereon and original copy to be sent by the tenderer to the Head Office of the Hafed for payment and record. These receipts will not tantamount to final acceptance of the goods supplied.
18. Railway receipt/ Transport receipt will be forwarded to the consignee directly and intimation sent to all concerned immediately after dispatch of stores. Should any demurrage charges be incurred owing to delay on part of the tenderer in forwarding the railway receipt or transport receipt, as the case may be, the amount of such charges will be recovered from the supplier.
19. The Contractor shall dispatch material 'Freight Paid' in all cases where their offer is for F.O.R. destination. In the event of their failure to do so penalty of 5% will be charged on the amount paid as freight by the Hafed on their behalf. This is subject to the condition that the material is securely packed by the supplier in sound containers.

20. Subject to these conditions, the tenderer will not be entitled to charge or paid for supplies broken, lost or damaged in transit. The Managing Director of Hafed will be the authority to determine whether or not breakages, loss or damage was caused through the tenderer's negligence and the decision of the Managing Director or any other authorized officer shall be final and conclusive against the tenderer. The tenderer shall replace damaged goods at his own expenses with fresh supplies within period as specified from the date of notice in this regard.
21. Packing cases, containers, gunny packages etc. which may be used for purpose of packing and which are delivered with stores will not be returned or paid for unless specifically stipulated and in that case at tenderers expenses.
22. The Hafed reserves its right to place a repeat supply order up to 25% of the original ordered quantity within 2 months of placing the original order on the same terms and conditions.
23. The contract for the supply shall be deemed to have come into existence on the date of the supply order and entered into at destination(s) and all causes of action related to the contract will, therefore be deemed to have arisen within the jurisdiction of the Panchkula Courts.
24. In the event of any dispute arising out of the contract, the Managing Director, Hafed or his nominee shall be the Arbitrator, whose decision shall be final and binding on both the parties.

After carefully studying and understanding the conditions enumerated above, I/We tender the rates as given in the tender form for the supply.

(SIGNATURE OF THE TENDERER)

CAPACITY _____
FULL ADDRESS _____

Mobile Phone: _____
PAN Number: _____
TIN Number: _____

SCHEDULE 'A'

SPECIFICATIONS OF DW JUTE TARPAULIN BAGS

Bag shall be made of Jute Tarpaulin Fabric Covered specific requirement of 407 gram/m² 85x39 (first revision) IS: 7407(Part-II)-1980.

DWJute Tarpaulin Bags 40 Kg. capacity.

Bag shall be made of cloth Part II 407 g/m², 85x39 (first revision) IS: 7407(Part-II)-1980.

Size : 85 X 56 cms outer, +/-1cm

Tolerance with the minimum 1" stitching inside fold/each side on raw edges.

Weight Jute Tarpaulin Fabric (Double warp) gram/m² – 407 gram/m²,
Tolerance, +33/-8 as per IS: 7407(Part-II)-1980.

Weight of bag =420 gram +/-5% at 16%Moisture content

Ends/dm 85+/-2

Picks/dm 39 +/-2

Breaking load (Reveled strip method (10x20 cm)kgf minimum

Warp strength: 185 kgf.

Weft strength: 100 kgf.

(Testing according to (IS-1969-1968)

As per IS: 7407 (Part-II)-1980

Warp way seam: 55 kgf.

Weft way seam: 34 kgf.

Stitching of bag:

The bag shall be double stitched, double locked by inside folding with unbleached 9 cord no. 2 closing thread and number of stitching will be four in 2.5 cms (1")

Printing: The bags will be printed on both side in double (Black & Green)

Color by screen as per matter to be provided. The cost of screen shall be born by the supplier.

The Mouth of the bags should be selvedged and one side and bottom should be folded inside for 25 mm for stitching.

Sample Bag of the quality offered to be supplied should be sent along with the tender. In the absence of the sample, the tender may be rejected.

PACKING: The bags will be supplied in uniform packing bales. Bales will be wrapped in ordinary Hessian cloth securely tightened with iron strip so that they do not get loose during transit.

Delivery period: - Material must be dispatched in such a way to ensure that the 50% quantity must reach within 30 days and balance within 60 days, at the respective destinations, from the date of Purchase Order.

PLACE OF DELIVERY: The rate should be quoted per 100 bags FOR destination(s) in full truck loads i.e. Hafed Seed Processing Plant Ganaur (district Sonapat) or anywhere in Haryana State

GENERAL: The quantities mentioned in NIT can be increased or decreased depending upon the actual requirement. The Octroi charges will be in the account of the Purchaser.

HAFED

SCHEDULE-'B'

Due date and time : 14.03.2013 upto 2.00 PM

Name of Item	Specification	Qty. required	Rate quoted per 100 bags	FOR	Sales Tax	Remarks, if any
Jute Bags of 40 Kg. size	As per schedule 'A'	1,59,000 Nos.				

Signature of the Tenderer
Capacity _____
Address:
Mobile/Phone/Fax No.

SCHEDULE 'A'

SPECIFICATIONS OF LEADSEALS

1. **Name of the Item:** Lead seals made from high quality pure lead round in shape having diameter of 1.25 cm (1/2")
2. **Weight:** The weight per 1000 seals shall be approx. 2.5 Kg. Tolerance of (+) (-) 5% (in numbers of seals only) would be admissible.
3. **Place of delivery:** Hafed Seed Processing Plant Ganaur (district Sonapat) or anywhere in Haryana State
4. **Packing:** Lead seals are to be packed in small gunny/ cloth bags, each containing 2.5 kgs. (Approx 1000 nos.). These small packets should be further packed in wooden boxes (each box containing 16 or 20 small gunnies or cloth packets of 2.5 kgs. each).
5. **Sample:** A sample of 20 Lead seals must be furnished along with the tender/quotation failing which the tender may not be considered.
6. **Delivery Period:** Delivery must be completed at respective destinations within 30 days from the date of Purchase Order.
7. **General:**Quantities mentioned in the NIT/ Schedule 'B' of the Tender can be increased or decreased.

HAFED

SCHEDULE-'B'

Due date and time : 14.03.2013 upto 2.00 PM

Name of Item	Specification	Qty. required	Rate quoted per Kg	FOR	Sales Tax	Remarks, if any
Lead Seals	As per schedule 'A'	120 Kgs.				

Signature of the Tenderer
Capacity _____
Address:
Mobile/Phone/Fax No.

SCHEDULE 'A'

SPECIFICATIONS OF COTTON THREAD CONES

Cotton Thread Cones of 915 mtrs. Each of 9 cord No.2 (3 strands each of 3 folds), soft, cone makeup, un-bleached, suitable for stitching Jute Bags etc. conforming to ISI Specifications No.1720 – 1969 Variety No.36 or equivalent quality manufactured by reputed concern.

GENERAL: -

1. Rate should be quoted per cone F.O.R. destinations in Haryana State.
2. The supplies are to be completed within 30 days from the date of supply order.
3. One sample of the quality offered to be supplied should be sent along with the tender. The sample should not be less than 250 mtrs. in length. In the absence of sample, tender may be rejected.
4. The material is to be supplied in card boxes strong enough to ensure that there is no damage to the consignment during transit.
5. PLACE OF DELIVERY: Hafed Seed Processing Plant Ganaur (district Sonapat) or anywhere in Haryana State.
6. Quantities mentioned in NIT/ Schedule 'B' can be increased or decreased.

HAFED

SCHEDULE-'B'

Due date and time : 14.03.2013 upto 2.00 PM

Name of Item	Specification	Qty. required	Rate quoted per cone	FOR	Sales Tax	Remarks, if any
Cotton Thread Cones	As per schedule 'A'	240 Nos.				

Signature of the Tenderer
Capacity _____
Address:
Mobile/Phone/Fax No.

SCHEDULE 'A'

SPECIFICATIONS OF LABELS

Labels of size 15 cms. X 10 cms. printed on single side made from superior quality Jali Cloth (gauze) sandwiched between white maplitho paper sheets of 51 cms. X 76 cms. = 19.4 Kgs. Two colour printing in black and red with opal green ground. The colour of ground should be close match to opaline green colour IS No. 275 of IS – 5 (Colour for ready mixed paints and enamels). Cost of the blocks etc. will be borne by the supplier. Serial nos. are to be marked on the labels.

TOLERANCE: (+) (-) 2% tolerance in respect of paper and gauze will be allowed.

PLACE OF DELIVERY: Hafed Seed Processing Plant Ganaur (district Sonapat) or anywhere in Haryana State.

PACKING: The labels are to be packed in bundles of 1000 nos. each and the bundles are to be packed in bales containing uniform numbers of packets. A specimen of the printed label is to be pasted on the packing of each bundle.

SAMPLE: sample of Paper/ Cloth to be used should be sent along with the tender failing which tenders may not be considered. Two samples of labels duly pasted may also be submitted.

PERIOD OF DELIVERY: Minimum 50% quantity are to be supplied within 40 days and balance 50% within 60 days from the date of supply order at each destinations.

GENERAL: Quantities mentioned in NIT/ Schedule 'B' can be increased or decreased.

HAFED

SCHEDULE-'B'

Due date and time: 14.03.2013 upto 2.00

PM

Name of Item	Specification	Qty. required	Rate quoted per 1000 nos.	FOR	Sales Tax	Remarks, if any
Labels	As per schedule 'A'	2,00,000 Nos.				

Signature of the Tenderer
Capacity _____
Address:
Mobile/Phone/Fax No.