



The HARYANA STATE COOPERATIVE SUPPLY
AND MARKETING FEDERATION LIMITED
CORPORATE OFFICE, SECTOR 5, PANCHKULA HARYANA (INDIA)
TEL2590520-24, FAX2590711 E.Mail hafed@hry.nic.in

Website: www.hafed.nic.in

Web-site: www.hafed.gov.in

Tender notice

E-Tender notice for rate contract for packing materials for the year 2019-20 for Hafed Pesticides Plant, Taraori, Hafed Rice Mill, Taraori and Hafed Flour Mill, Taraori.

Hafed complex, Taraori invites E-tenders from the manufacturers/ authorizes distributor for rate contract for packing materials for the year 2019-20 for Hafed Pesticides Plant, Hafed Flour Mill, Hafed Rice Mill, Taraori, as per details given below:

S.N	Name of Product	Quantity Required	EMD (In Rs.)
1	Laminated Film Roll for packing of Wheat Flour for 10 Kg capacity	24000 Kg	133200.00
2	Laminated pouch for packing of Wheat Flour for 5 kg capacity	12000 Nos	3600.00
3	PP Master bag (24*44)	50000 Nos	25500.00
4	Printed PP bag for packing of Wheat Flour for 50 Kg capacity	70000 Nos	40950.00
5	Non Wooven bag 5 kg packing	50000 Nos	18000.00
6	Non Wooven Bag 10 Kg packing	10000 Nos	4500.00
7	Non Wooven Bag 25 Kg Packing	15000 Nos	8100.00
8	Laminated pouch for packing of Desi Wheat Flour for 5 kg capacity	10000 Nos	3000.00
9	Pet Bottle 1 Ltr packing with Cap & Induction Foil seal	10000 Nos	5400.00
10	Pet Bottle 5 Ltr Packing with Cap & Induction Foil seal	5000 Nos	9750.00

The tender document containing details of required raw/packing material, quantity, specifications etc. and other terms & conditions are available on portal <https://etenders.hry.nic.in> or at Hafed Website www.hafed.gov.in. The parties / bidders can submit their tender documents through e-Tender portal as per dates given in the tender document. All bidders are required to get register on e-tendering portal & obtain Digital Signature from NIC office. Technical & Financial bid will be opened at Hafed Corporate Office, Sector-5, Panchkula (Haryana) and negotiations will be held as Haryana Govt. instructions/guidelines. All the bidders are requested to be present at the time of opening of the tender for negotiations.

Hafed reserves the right to accept/reject any/all the tenders or increase/decrease the tendered quantity without assigning any reason whatsoever.

MANAGING DIRECTOR
HAFED : PANCHKULA

Detailed Notice Inviting Tender

E-Tender is invited for rate contract for packing materials for the year 2019-20 in single stage two cover system i.e. request for Pre-Qualification/Technical Bid (online bid under PQQ/Technical Envelope) and request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

S. N.	Particular of tender	EMD to be deposited	Tender Document Fee and E-services fees	Start date & time of Bid preparation & submission	Expiry date & time of Bid preparation & submission
1.	Supply of packing materials as mentioned in tender notice (detail enclosed herewith.	EMD is applicable as per tender notice	Rs. 1000/- Per tender (Rupees one thousand only)	05.07.2019 at 5.00 PM	15.07.2019 at 5.00 PM

Under this process, the Pre-qualification/Technical Bid Application as well as online Price Bid shall be invited at single stage under two cover i.e. PQQ/Technical Bid & Commercial Envelope. Eligibility of the Bidders will be first examined based on the details submitted online under first cover (PQQ or Technical) with the request to eligibility and qualification criteria prescribed in the Tender document. The Price Bid under the second cover shall be opened for only those bidders whose PQQ/Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

1. **Intended parties will be mandatorily required to online sign-up (create user account) on the website <https://etenders.hry.nic.in> to be eligible to participate in the e-Tender**

- The Payment for document fee of **Rs.1,000/- (Non refundable)** can be made by eligible parties **Demand Draft in favour of “The Haryana State Cooperative Supply and Marketing Federation Limited” payable at any schedule bank at Panchkula.**
- The Payment for **required Earnest Money** mentioned in the Tender Notice can be made by eligible parties through **Demand Draft in favour of “The Haryana State Cooperative Supply and Marketing Federation Limited” payable at any schedule bank at Taraori.**

The Demand Drafts of Tender Document Fee and EMD should be prepared separately. Both Demand Drafts must be submitted on or before 15.07.2019 (upto 5.00 PM) at Hafed Corporate Office, Sector-5, Panchkula (Haryana), otherwise the tender will be rejected. The online bids of only those parties/bidders will be accepted who will deposit the demand draft of required tender fees and EMD as above.

The Parties/Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

Key Dates

SN	Particulars	Remarks
1.	On line submission of EMD, Tender Fee & e-service Fee	05.07.2019 at 5.00 PM to 15.07.2019 upto 5.00 PM
2.	On line Bid submission	05.07.2019 at 5.00 PM to 15.07.2019 upto 5.00 PM
3.	Date and Time of opening of Technical Bids	16.07.2019 at 11.00 AM
4.	Date and Time of opening of Financial Bids of only valid Bidders	16.07.2019 at 3.00 PM
5.	Earnest Money required	As indicated against each item

Important Note:

- 1) The parties/bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any party/bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her Application/bid status will be considered as 'Applications/bids not submitted'.
- 2) Party/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Party/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.

INSTRUCTIONS TO PARTY/BIDDER ON ELECTRONIC TENDERING SYSTEM

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on etenders.hry.nic.in Portal:

All the parties/bidders intending to participate in the tender's process online are required to get registered on the centralized e - Procurement Portal i.e. <https://etenders.hry.nic.in> Please visit the website for more details.

2. Obtaining a Digital Certificate:

2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the party/bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://etenders.hry.nic.in>

2.3 The parties/bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

- 2.4 The party/bidder must ensure that he/she comply by the online available important guidelines at the portal <https://etenders.hry.nic.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.
- 2.5 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).
- 2.6 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
- 2.7 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.
- 2.8 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.
3. **Pre-requisites for online bidding:**
In order to operate on the electronic tender management system, a user's machine is required to be set up having Internet explorer 10 or above and JRE 8 update 151 in 132 bit.
4. **Online Viewing of Detailed Notice Inviting Tenders:**
The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <https://etenders.hry.nic.in>
5. **Download of Tender Documents:**
The tender documents can be downloaded free of cost from the e-Tender portal <https://etenders.hry.nic.in>
6. **Key Dates:**
The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all parties/bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.
7. **PREPARATION & SUBMISSION OF online APPLICATIONS/BIDS:**
Detailed Tender documents may be downloaded from e-tender website <https://etenders.hry.nic.in> and tender mandatorily be submitted online following the instruction appearing on the screen.
- (i) Scan copy of Document to be submitted / uploading for Technical bid under online Technical Envelope. The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF/JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of Technical Envelope.

- (ii) **Only Electronic Form (Refer Tender document).**
FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)

NOTE:-

Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://etenders.hry.nic.in>

Tender Document for rate contract for packing materials for the year 2019-20 for Hafed Pesticides Plant, Rice Mill, Flour Mill Taraori.

1.0 Invitation of Bids:

- 1.1 Hafed is looking for reputed Manufacturers/Authorized distributors for Hafed complex, Taraori E-tenders for rate contract for packing materials for the year 2019-20 for Hafed Pesticides Plant, Hafed Flour Mill, Hafed Rice Mill, Taraori.
- 1.2 Tenderers are also advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid.
- 1.3 No interest shall be payable by Hafed on the EMD amount deposited by the party.

2.0 Procedure for submission of Bids

- 2.1 The bids shall be submitted Online in two separate envelopes:
"Envelope 1: Technical Bid"
The parties/bidders shall upload the required details online in the Technical Bid
"Envelope 2: Commercial Bid"
The bidders shall **quote** the prices in price bid format under Commercial Bid.

Bidders are mandatorily required to submit the technical and financial bid in the prescribed online format only.

- 2.2 The tenderers are required to quote for each services/sections separately in terms of basic price and all other charges. Prices should be quoted in Indian currency only. The tenderers should indicate specifically the Basic Price, Service tax & other Taxes (if any), and levies chargeable quantitatively against each item as per Hafed's specification, terms and conditions.
- 2.3 Any conditions of the firm sent along with the quotation, if any, shall not be binding on Hafed.
- 2.4 On acceptance of tender, the date of start of contract should be strictly adhered to otherwise, Hafed reserves the right to cancel the contract and forfeit the earnest money of the tenderers.
- 2.5 Hafed reserves the right to reject any/all tenders without assigning any reason whatsoever.
- 2.6 Negotiations will be held of technically qualified bidders after opening the financial bid. Bidders are therefore requested to remain present at the time of opening of financial bid and negotiation.

3 **Eligibility criteria for the tenderers:**

- 3.1 **Technical bid for purchase/rate contract for packing materials.** The performa of technical bid is enclosed at **Annexure-II**.
- 3.2 The bidders quoting for packing materials should have manufacturing experience of at least of one year.
- 3.3 The bidder should have an annual turnover of minimum Rs. 5 lacs during last year of functioning and producing the product.
- 3.4 Bidder will submit the solvency certificate from the operating/dealing banks.
- 3.5 The bidder will submit audited balance sheets and ITRs for last three years or since inception.
- 3.6 The tender must be submitted along with the copies of a valid Service Tax registration with the Central Excise Department (GST), PF registration and PAN Card and the latest Income Tax Returns for the last three years or since inception.
- 3.7 The bidder should submit the authority letter of their authorized person for signing and participation in the tender from their company Secretary/ BOD resolution.
- 3.8 The bidder shall be responsible for all the laws applicable presently or laws made applicable by Central Govt., State Govt. or any other statutory authority during the contract period.
- 3.9 The bidder will submit a certificate that all terms and conditions mentioned in the tender document are acceptable to them.
- 3.10 The financial bids of only those parties will be opened, who qualifies the technical bid.

FINANCIAL BID: The rates are to be quoted in financial bids. The proforma for the financial bid is enclosed at Annexure-II. Financial bid of only technically qualified bidders will be opened

4. **GENERAL TERMS & CONDITIONS:**

- a) The detailed technical specifications along with the tendered quantity of each product are enclosed at **Annexure-III**.
- b) **EMD:** The earnest money of the unsuccessful tenderers will be refunded after the finalization of the tender. However, Hafed shall pay no interest on the earnest money. Tenders not accompanied with earnest money are liable to be rejected. The EMD of successful tenderers will be converted in security deposit.
- c) **RATES:** The rates offered should be F.O.R. destination i.e. HAFED Complex, TARAORI (Karnal) and inclusive of all taxes, i.e. entry tax freight, excise duties, octroi, loading, packing charges and transit insurance etc. The rates are to be quoted in the enclosed tender form clearly indicating the extent of G.S.T etc., as applicable.
- d) The tenderers shall furnish a certificate in their offer that the rates quoted by them are not more than the rates they have quoted to any of their customers during the currency of the contract period. However, if they ever feel constrained to quote lower rates to any of their customer during the said period, they undertake to intimate the same immediately to Hafed and allow the same reduction in rates automatically. If they violate this undertaking and the Hafed comes to know of such a reduction on their own/through

- their own resources, then the Hafed shall be entitled to recover the double the difference in such rates on the entire quantity purchased along with cost and damages from supplier.
- vi. **Delivery Period:** The parties while quoting the rates should ensure that stocks are readily available with them for which order is placed so that they are in a position to supply the material as per the supply schedule given to them in the supply order. However, the delivery should not exceed more than 30 days of the placing of supply order.
 - vii. **Validity:** Rates shall be valid for acceptance for 90 days from the date of opening /negotiations of tenders.
 - viii. **Penalty:** Penalty @ 2% of the value of undelivered material shall be imposed on account of delay per week or part thereof subject to maximum of two weeks on the supplies as per the confirmed order. If supplier fails to supply the ordered material to Hafed Pesticides Plant even during the grace period of two weeks (with penalty) then Hafed reserves its right to cancel the supply order/ contract and will be at liberty to arrange the material from any other sources at the risk and cost of the supplier.
 - ix. If the tenders are cancelled or recalled on any grounds, the tender document fee and e-service fee will not be refunded to the bidder.
 - x. Regarding negotiations of rates, policy issued by the State Government vide G.O. No.2/2/2010-4-IB-II dated 18.06.2013 (Annexure-B) and 16.06.2014 will be applicable (Annexure-C). The policy guidelines are available at <https://haryanaeprocurement.gov.in>. on home page under section as Corrigendum/Addendums click link on "Policy guidelines for procurement of stores and goods turnkey contracts-negotiation regarding."
State Government Policy issued vide G.O. No.2/2/2010-4IB-II dated 24.03.2015 (Annexure-D) will be applicable in respect of concessions to Haryana based MSMEs and KVIs. For claiming the relevant concession/s like tender fee security or turn-over condition, the bidders are required to submit the documentary proof from Government authorities showing that they come under Haryana based MSME/KVI units as the case may be e.g. Entrepreneurs Memoranda in Haryana in bidder's name. This concession would be admissible only if the concerned Enterprises participates directly in the tender and not through any intermediaries i.e. their deals/ agents & distributors.

4. **Payment term:-** Payment to the extent of 90% shall be released after receipt satisfactory materials. In case the material is found sub standard then the supplier will be informed E-mail/telegraphically/ by Fax to replace it at their cost. In case the supplier does not lift the material within a week and replace it immediately then Hafed will be at liberty to claim storage charges at the prevalent market rates and make arrangement of the material at the risk and cost of the supplier by forfeiting the security/earnest money amount. 10% payment will be released after 20 days from release of 90% payment and ascertaining that suitability for the quality of the product formulated by this material conforms to the relevant standards.
5. In case of evidence of cartel formation by the bidders, the EMD is liable to be forfeited along with other actions as are permissible to Govt. like filing complaints with the Competent Commission of India and/ or other appropriate forums.
6. The bidders/ manufacturers must enclose with the offer latest notifications regarding application of taxes/duties for the items which they are quoting rates in respect of various States from where the tendering firms will effect supplies. The tendering firms should also send notifications, if revised during the finalization of the purchase.
7. Conditional Tenders will be summarily rejected.

8. **Refund of Earnest Money:** The security amount/EMD will be refunded after the complete and satisfactory supply/ rate contract. If payment against supplies/ securities is made by Demand Draft, the Bank charges will be borne by the supplier.
9. **Jurisdiction of courts in case of dispute:** The jurisdiction of Courts will be at District Karnal, Haryana.
10. **Arbitration:** In case of arising any dispute between Hafed and the suppliers, it will be referred for arbitration to the Registrar, Cooperative Societies Haryana, whose decision shall be binding and final on both the parties.
11. The last date for submission of tender will be **09.07.2019 by 5.00 PM**
The tenderers are advised to study the document and visit Mill site before submitting their tender.
The tender documents should be signed and stamped on each page by the tenderer. The technical bid will be opened on **10.07.2019 at 11.00 AM** at Hafed Corporate Office, Sector-5, Panchkula and financial bid will be opened on the same day at **3.00 PM.**

TECHNICAL BID

Sr. No.	Name of Tenderer	
1	Permanent Address	
2	Phone No./Fax/Email ID	
3	Tender cost	Rs. 1000/- (Rupees one thousand only) (non refundable) in shape of Demand Draft only in favour of “The Haryana State Cooperative Supply and Marketing Federation Limited” payable at any schedule bank at Panchkula DD No. _____ Issuing Bank _____
	Earnest Money	EMD in shape of Demand Draft only in favour of “The Haryana State cooperative supply and Marketing federation Limited” payable at any schedule bank at Panchkula . DD No. _____ Issuing Bank _____
4	Proof of experience certificate	Attach experience certificate
5	CA certificate of turnover of last year.	
6	Solvency Certificate from Bank	
7.	Audited Balance sheets of last 3 years	
8.	ITRs of last 3 years.	
9.	Copy of GST registration No.	
10	Copy of PAN No.	

11	Copy of past work order with completion certificate.	
12	Authority letter from authorized person for signing the tender.	
13	Certificate of acceptance of all terms & conditions of tender.	
14	Proof of net worth of the company.	

Accepted

Seal & Signature of the authorized Person on behalf of the tenderer.

Name: _____

Address: _____

Email: _____

Contact No. _____

Mobile No. _____

PERFORMA OF FINANCIAL BID

E-Tender notice for rate contract for packing materials for the year 2019-20 for Hafed Pesticides Plant, Hafed Rice Mill & Hafed Flour Mill Taraori.

Sr. No	Name of Product	Quantity Required	Offered rate FOR (Rs. Per unit)		
			Basic Rate	GST	Total Rate FOR including all taxes
1	Laminated Film Roll for packing of Wheat Flour for 10 Kg capacity	36000 Kg			
2	Laminated pouch for packing of Wheat Flour for 5 kg capacity	18000 Nos			
3	PP Master bag (24*44)	72000 Nos			
4	Printed PP bag for packing of Wheat Flour for 50 Kg capacity	100000 Nos			
5	Non Wooven bag 5 kg packing	50000 Nos			
6	Non Wooven Bag 10 Kg packing	10000 Nos			
7	Non Wooven Bag 25 Kg Packing	15000 Nos			
8	Laminated pouch for packing of Desi Wheat Flour for 5 kg capacity	10000 Nos			
9	Pet Bottle 1 Ltr packing with Cap & Induction Foil seal	10000 Nos			
10	Pet Bottle 5 Ltr Packing with Cap & Induction Foil seal	5000 Nos			

ANNEXURE-III

A) Packing Materials.

S.N	Name of Product	Quantity Required	Specification
1	Laminated Film Roll for packing of Wheat Flour for 10 Kg capacity	36000 Kg	Size 820 mm x 560 mm, 12 micron polyester + 110 micron polyester
2	Laminated pouch for packing of Wheat Flour for 5 kg capacity	18000 Nos	Size 660 mm x 450 mm, 12 micron polyester + 90 micron polyester, weight 30-35 gm
3	PP Master bag (24x44)	72000 Nos	Size 24"x44", weight 80-90 gms
4	Printed PP bag for packing of Wheat Flour for 50 Kg capacity	100000 Nos	Size 24x44, weight 115-120 gms
5	Non Wooven bag 5 kg packing	50000 Nos	Size L 40 CM & B 30 CM, Weight 40 gm to 45 gm and Cloth 120 GSM
6	Non Wooven Bag 10 Kg packing	10000 Nos	Size 500 mmx350 mm, weight 55-60 gms, cloth 120 GSM
7	Non Wooven Bag 25 Kg Packing	15000 Nos	Size L 68 CM & B 48 CM, Weight 100 gm to 105 gm and Cloth 120 GSM
8	Laminated pouch for packing of Desi Wheat Flour for 5 kg capacity	10000 Nos	Size 660 mm x 450 mm, 12 micron polyester + 90 micron polyester, weight 30-35 gm
9	Pet Bottle 1 Ltr packing with Cap & Induction Foil seal	10000 Nos	IS:8190(2)-1988 with up to date amendments
10	Pet Bottle 5 Ltr Packing with Cap & Induction Foil seal	5000 Nos	IS:8190(2)-1988 with up to date amendments

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