



### **SHORT TERM E-TENDER NOTICE**

The Haryana State Cooperative Supply and Marketing Federation Limited (HAFED) invites short term e-Tender for insurance cover of foodgrain and oil seeds stocks of Hafed stored in selected locations in Haryana for three months only from a reputed General Insurance Company as per details mentioned below in single stage Financial Bid (comprising of price bid Proposal under online available Commercial Envelope) details of which is as under:-

District	Location where the stocks are lying	Wheat Stocks in open (In MT)	Wheat Stocks in godown (In MT)	Sunflower Stocks in godown (In MT)	RICE Stocks in godown (In MT)	Mustard Seed Stocks in godown (In MT)
Ambala	Ambala City Mandi	21729				
	Saha Mandi	8504				
	Mullana Mandi	17823				
	Barara Mandi	38254			11249	
	Naraingarh Mandi	16211				
	Shahzadpur Mandi	9504				
	Barwala Mandi	760				
	Raipur Rani Mandi	2441				
	Manakpur Plinth	38734				
	Panjalasa Godown, Naraingarh		4158			
	Shahzadpur Market Committee Backside	1719				
	HSAMB Godown -I, Naraingarh		1628		3829	
	HSAMB Godown -II, Naraingarh		4155			
	Krishna Agro Plinth Naraingarh	864				
	Chanana Agro plinth	5816				
	Seven Year Guarantee Godown Manakpur				22932	
	Seven Year Guarantee Godown Mandhaur				10308	
	Seven Year Guarantee Godown Khatauli &2				25887	
	Seven Year Guarantee Godown Mota Majra				17802	
	Seven Year Guarantee Godown Ugara Bara				14941	
	PEG Dukheri				62917	
	Bake Bihari PEG Dukheri II				35336	
	Hafed Complex Nasirpur		297		10686	
	Hafed Complex Sahazadpur	1112	3780			
	<b>Total</b>	<b>163471</b>	<b>14018</b>		<b>215887</b>	
Bhiwani	Hafed Complex Gasola (Ch Dadri)	2800				6516
	Hafed Complex Kohalas (Ch Dadri)	3653				1892
	Bapora Mill Bhiwani	4757				3577

	Hafed CAP Bhiwani-1	11000				
	Hafed CAP Bhiwani-2	1997				
	Anaj Mandi Badhara	1860				
	Anaj Mandi Jui	9658				3424
	Hafed Complex Behal					4383
	IPL godown Behal					2638
	Hafed Complex Bwani Khera					4343
	Haryana Agro Godown Bhiwani					1554
	DFSC Godown Bhiwani					6523
	Garima Godown Bhiwani					2648
	<b>Total</b>	<b>35725</b>				<b>37498</b>
Faridabad	Sita Ram Rice Mill (Palwal)	15500				
	Tyagi Rice Mill Dakora (Hodal)	22040				
	New Rishta Rice Mill Hodal	5750				
	Ganpati Phar Hodal	7500				
	<b>Total</b>	<b>50790</b>				
Fatehabad	Hafed Complex Balaria Road (own godown)	11861				
	Hafed Complex Balaria Road (1 year guarantee godown) Jakhal				1890	
	Hafed Complex Balaria Road (1 year guarantee godown) Jakhal				11044	
	Hafed Complex Balaria Road (9 year guarantee PEG godown) Jakhal				10086	
	Jai Gautam Plinth Jakhal	4080				
	Garg Open Plinth	4151				
	Gupta Open Plinth	1684				
	Sabji Mandi Jakhal	11190				
	Rajan Rice Mill	3308				
	Amar Nath Rice Mill Talwara	7406				
	<b>Total</b>	<b>43680</b>			<b>23020</b>	
Hissar	Hafed Storage Complex Anaj Mandi Narnaud	3175				
	<b>Total</b>	<b>3175</b>				
Jind	Jitender Plinth Safidon	720				
	<b>Total</b>	<b>720</b>				
Karnal	Hafed Complex-I Kunjpura, Newal	1778				
	Hafed Complex-II Kunjpura, Newal	2312				
	Hafed Complex, G.T. Road, Nilokheri	4500				
	Anand Rice Mill Open Plinth, Karnal Road, Nissing	11912				
	Hafed Buffer Complex, Shiv Puri Road, Near Hansi Road, Karnal	4313				
	Hafed Sugar mill Complex, Village Phaphrana, Assandh	9500				
	Jeet Ram Sat Pal Plinth, Indri-Karnal, Indri	1442				
	Hafed Complex, G.T. Road, Taraori	6267				
	<b>Total</b>	<b>42024</b>				

Kaithal	New Grain market(Phar)-I Kaithal	48323				
	Hafed Complex, Pai Road Pundri	6495				
	Society Sheller Pai Road Pundri	18140				
	Hafed Rice Mill Kalayat	280				
	Hafed Rice Mill Dhand	606				
	Kissan Rice Mill Dhand	4008				
	Hafed Complex, Badsui Road Cheeka	7627				
	Mandi Phar Cheeka	26172				
	<b>TOTAL</b>	<b>111651</b>				
Kurukshetra	Hafed Rice Sheller Ladwa	16589				
	Hafed Complex Bhaini	11355				
	Hafed Complex Shahbad	4638				
	Hafed Complex Arrnai Road Pehowa	11631	2945			
	Hafed Complex Arrnai Road Pehowa		9633			
	Hafed Complex Arrnai Road Pehowa		547			
	Markeing Board			1121		
	Society Godown			250		
	<b>Total</b>	<b>44213</b>	<b>13125</b>	<b>1371</b>		
Panipat	Hafed Complex Samalakha	14781	6160			
	Jaursi Road Pvt Plinth	7214				
	Marketing Board Plinth in mandi	5052				
	<b>Total</b>	<b>27047</b>	6160			
Sonipat	Gohana	10563				
	<b>Total</b>	<b>10563</b>				
	<b>G Total</b>	<b>533059</b>	<b>33303</b>	<b>1371</b>	<b>238907</b>	<b>37498</b>

Under this process a Price Bid shall be invited at single stage.

The parties intersted to provide insurance cover may submit their financial bid. The tender document containing eligibility criteria and other terms and conditions is available at Haryana single e-procurement portal at <https://etenders.hry.nic.in> and at Hafed website [www.hafed.gov.in](http://www.hafed.gov.in) . The parties/bidders can submit their bid through e-tender portal as per dates given in the tender document. All bidders are required to get register on e-tendering portal and obtain digital signature from NIC office. Financial bids will be opened at Hafed Corporate Office, Sector-5, Pachkula (Haryana) and negotiations will be held as per Haryana Government instructions/guideline. All the bidders are request to be present at the time of opeining of tender for negotiations.

Hafed reserves the right to accept/reject any/all tenders without assigning any reason.

**MANAGING DIRECTOR**

## **DETAILED NOTICE INVITING SHORT TERM E-TENDER**

Short term e-tender is invited for providing insurance cover for a period of three months for foodgrain and oil seeds stocks of Hafed stored in selected locations in Haryana as per details mentioned below in single stage Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

District	Location where the stocks are lying	Stocks in open (In MT) Wheat	Stocks in godown (In MT) Wheat	Stocks in godown (In MT) Sunflower	Stocks in godown (In MT) RICE	Stocks in godown (In MT) Mustard Seed
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	<b>Total</b>	<b>10563</b>				
	<b>G Total</b>	<b>533059</b>	<b>33303</b>	<b>1371</b>	<b>238907</b>	<b>37498</b>

Under this process a Price Bid shall be invited at single stage.

### **Security**

- i) The payment for e-Service Fee shall be made by eligible bidders/contractors online directly through Debit Cards & Internet Banking.
- ii) Intending bidders 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 interested bidders shall have to pay mandatory e-Service fee (under document fee – Non-refundable) of Rs. 1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

The Payment for tender document fee/e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

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

### **Key Dates**

<b>Sr. No.</b>	<b>HAFED Stage</b>	<b>Party Stage</b>	<b>Start/Expiry Date and Time</b>
1	Release of Tender	-	<b>23.07.2019 (05.01 PM) to 29.07.2019 (11.59 PM)</b>
2	-	Downloading of Tender Document/ Online Bid Preparation, Hash Submission and Submission of online Bid	<b>23.07.2019 (05.01 PM) to 29.07.2019( 11.59 PM)</b>
3	Opening of Financial Bid	-	<b>30.07.2019 (11.30 PM)</b>

### **Important Note:**

- 1) The Applicants/bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant/bidder fails 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) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/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 e-tenders.hry.nic.in Portal:-**

All the bidders intending to participate in the tenders 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 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 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 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 updated 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-Procurement 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 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.

**8.     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>*

## **ANNEXURE-A**

### **'FORMAT OF FINANCIAL BID'**

The Insurance premium rates should be quoted exclusive of GST / Service Tax in Rs. in figures as well in words in the following format. There should be no cutting/ overwriting in the Financial bid.

Sr. No	Details of stocks (in MTs)	Insuracne Premium rate quoted for three months ( In Rs)	Figure words	in	Risk(s) Covered
1	Wheat Stocks stored in Open	533059			
2	Wheat Stocks stored in godown	33303			
3	Rice stocks stored in godown	238907			
4	Mustard Seed stocks stored in godown	37498			
5	Sunflower Seed stocks stored in godown	1371			

**Note:** The party can apply for district as a whole.

Signatures: .....

Seal/ Stamp: .....

Full Name of the authorized signatory : .....

Designation of the signatory :.....

Contact No. of signatory :.....

E-Mail ID of signatory :.....