

# **HAFED OIL MILLS, NARNAUL**

**Nizampur Road, Narnaul-123001 (Haryana)**

**01282-256142**

## **E-Tender Notice**

Hafed invites online bids from registered labour contractors for the period 01.04.2020 to 31.03.2021 which may be extended up to three months for allotment of:

### **e-tender for labour work for Technical Operations**

The tender document containing details of basic rates for various labour/cartage operations/Mustard seed crushing other terms & conditions are available on portal <https://etenders.hry.nic.in> or at Hafed Website [www.hafed.gov.in](http://www.hafed.gov.in). The bidders can submit their bids through e-Tender portal as per dates given below:

#### **Labour e-tender for Technical Operations):-**

S.N.	HAFED Stage	Party Stage	Date & Time
1		(i) Downloading of Tender Document / Online Bid Preparation. (ii) Online directly transfer of funds of <b>Rs.1500/-</b> through online directly through Debit Cards & Internet Banking Accounts (Tender document fee Rs.500/-, Processing Fee Rs.1,000/-) and required <b>EMD</b>	03.03.2020 (14:00 hrs) to 11.03.2020 (17:00 hrs)
2	-	Submission of online Bid	03.03.2020 (14:01 hrs) to 12.03.2020 (10:00 hrs)
3	Opening of Technical Bid	-	12.03.2020 (10:30 hrs)
4	Opening of Financial Bid	-	13.03.2020 (11:00 hrs)

All bidders are required to get register on e-tendering portal & obtain Digital Signature. The Technical / financial bid will be opened in the Office of **General Manager, Hafed Oil Mill, Nizampur Road, Narnaul (Haryana)**. Tender committee reserves the right to reject any/all the tenders without assigning any reason whatsoever.

**General Manager**

Hafed Oil Mills,  
Narnaul.

### **Detailed Notice Inviting e-Tender**

Hafed invites e-tender for providing labour for technical operations at single stage two cover systems. Under this process, the Technical Bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. Technical Bid & Commercial Envelope. Eligibility of the Bidders will be first examined based on the details submitted online under first cover (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 Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

1. **The payment for Tender Document Fee and Processing Fee shall be made by the bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT or OTC Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GOH (Govt. of Haryana) and also mentioned under the Tender Document.**
2. 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. **He/ She will be required to make online payment of required EMD in due course of time. The intended parties fails to pay EMD fee under the stipulated time frame shall not be allowed to submit his/her bids for the respective event/Tenders.**
3. The interested bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance as given under Key Dates **and make payment via RTGS/NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder/agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at** <https://etenders.hry.nic.in>
4. The interested bidders shall have to pay mandatorily Processing 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 document fee (Rs.500/-) and Processing Fee (Rs.1000/-) can be made by eligible bidders online directly through Debit Cards & Internet Banking.

The interested bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance before the expiry date & time of the respective events. And make payment via RTGS/NEFT to the beneficiary account number specified under the online generated challan.

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

#### **Key Dates**

S.N.	HAFED Stage	Party Stage	Date & Time
1		(i) Downloading of Tender Document / Online Bid Preparation. (ii) Online directly transfer of funds of <b>Rs.1500/-</b> through online directly through Debit Cards & Internet Banking Accounts (Tender document fee Rs.500/-, Processing Fee Rs.1,000/-) and required <b>EMD</b>	03.03.2020 (14:00 hrs) to 11.03.2020 (17:00 hrs)
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4	Opening of Financial Bid	-	13.03.2020 (11:00 hrs)

#### **NOTE:**

**“In case any bidder wants to apply and submit EMD for ONE or MORE ITEMS (except all items) then first he/she click to “Exemption” button and fill the exempted amount then bidder can choose the Items/amount of its EMD for which he/she wants to submit the EMD of offered items. He/she may also upload the details of Items to be quoted in the said tender.”**

#### **Important Note:**

- 1) The bidders have to complete ‘Application/Bid Preparation & Submission’ stage on scheduled time as mentioned above. If any 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) Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.

- 3) 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 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-Procurement 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. A help file on system setup/Pre-requisite can be obtained from NIC or downloaded from the home page of the website - **<https://etenders.hry.nic.in>** The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

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. **Online Payment of Tender Document Fee, Processing fee & EMD fees & Bid Preparation & Submission (Technical & Commercial/Price Bid):**

- 7.1 **Online Payment of Tender Document Fee + Processing fee:** The online payment for Tender document fee, Processing Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and Processing Fee shall be made by bidders/Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall be made online directly through RTGS / NEFT & OTC.

The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

7.2 **PREPARATION & SUBMISSION OF online APPLICATIONS/BIDS:**

- (i) Detailed Tender documents may be downloaded from e-Procurement website **<https://etenders.hry.nic.in>** and tender mandatorily be submitted online following the instruction appearing on the screen.
- (ii) Scan copy of Document to be submitted / uploaded 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.
- (iii) **FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)**

## 8. **ASSISTANCE TO THE BIDDERS**

For queries on Tenders Haryana Portal, Kindly Contact  
Note: Bidders are requested to kindly mention the URL of the portal and Tender ID in the subject while emailing any issue along with the contact detail. For any issue/clarification relating to the Tender (s) published kindly contact the respective tender Inviting Authority.

[Tel:-0120-4200462,0120-4001002](tel:0120-4200462,0120-4001002)

Mobile:88262-46593

Email:-support.etender@nic.in

For any technical related queries please call at 24x7 Help Desk number  
0120-4001002,0120-4200462,0120-4001005,120-6277787

For support related to Haryana Tenders in addition to help desk you may also contact on email ID eproc.nichry@yahoo.com, Tel:0172-2700275

### **Timing:**

Technical support assistance will be available over telephone Monday to Friday (9:00am to 5:30pm) (Helpdesk Support in team shall not be contracted for online bidding on behalf of the contractors)

**Note:** Contact e-Procurement helpdesk on or before prior to 4 hours of the scheduled closing date and time of respective e-tendering event. Also, for queries related to e-payment of EMD kindly contact the helpdesk at least two days prior to closing date and time of the respective event.

Intended bidders mandatorily required to register their queries if there is any pertaining to the online bidding and the single e-Procurement portal at email address:-  
<https://etenders.hry.nic.in>

### **NOTE:-**

- (A) ***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>***
- (B) ***For help manual please refer to the 'Home Page' of the e-Procurement website at <https://etenders.hry.nic.in>, and click on the available link 'How to...?' to download the file.***

## **(Online Payment Guidelines)**

### **Guideline for Online Payments at e-Procurement Portal of Government of Haryana.**

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing) & Password. Bidder shall proceed to select the event/Tenders he is interested in. On the respective Department's page in the e-Procurement portal, the Bidder would have following options to make payment for tender document fee + Processing fee & EMD:

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT or Over The Counter (OTC)

### **Operative Procedures for Bidder Payments**

#### **A) Debit Card**

The procedure for paying through Debit Card will be as follows:

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on "Continue" button.
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal
- (viii) The status of the payment is displayed as "successful" in e-Procurement portal.
- (ix) In case of successful payment, a success message along with unique transaction ID is passed on to e-Procurement system. The e-tendering portal shall store the unique transaction number in its database along with the date and timestamp
- (x) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

**B) Net Banking**

**The procedure for paying through Net Banking will be as follows:**

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- (vii) Bidder enters his account credentials and confirms payment
- (viii) The Bank verifies the credentials and confirms with "successful" or "failure" message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal
- (x) The status of the payment is displayed as "successful" in e-Procurement portal.
- (xi) In case of successful payment, a success message along with unique transaction ID is passed on to e-Procurement system. The e-Procurement portal shall store the unique transaction number in its database alongwith the date and timestamp.
- (xii) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

**C) RTGS/ NEFT**

This solution shall also allow the bidder to make the EMD payment via RTGS/NEFT this shall add to the convenience of those bidders who are not conversant to use net banking option to make the transaction.

Using this module, bidder would be able to pay from their existing bank account through RTGS/NEFT. This would offer a wide reach for more than 1,10,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

1. To choose the payment of EMD, the bidder clicks on RTGS/NEFT payment option.
2. Upon doing so, the e-Procurement portal will redirect the bidder to a page where it will generate a Challan.
3. This Challan shall include the beneficiary (virtual) account number and other details like beneficiary IFSC code each.

#### **RTGS / NEFT Payment Procedure**

The bidder shall be required to take a print of the challan and make the RTGS / NEFT on the basis of the virtual account number period on the challan. This provision will ensure that number confidential details regarding the bidder or tender are disclosed to the bank while remitting the RTGS/NEFT.

The bidder would remit the fund at least one day in advance to the last day and make the payment via RTGS/NEFT to the beneficiary account number as mention in the challan. SBI Bank shall receive this amount and credit the payment gateway service provider intermediary Department/PSUs Escrow Security Deposit account post validating the first part of the beneficiary account number, i.e., the client code only, In case of validation of client code is not successful, the bank shall return the fund and not credit the Techprocess intermediary Department/PSUs Escrow Security Deposit A/c.

#### **D) Over The Counter (OTC)**

This solution shall allow the bidder having account with SBI bank, to make the payment from any CMS enables Branch of SBI Bank in India. Bidders can make the payment via cash (if amount is  $\leq$  ₹49,999), Demand Draft or SBI Bank Cheque.

The procedure for paying through OTC mode is as follows:

- (i) Bidder selects over the counter remittance option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid. The bidder chooses the bank account number for refund of the amount.
- (iii) Bidder clicks on "Continue" Button.
- (iv) The e-Procurement portal displays the details of payment. The Bidders click on "Print\_Challan" and print the OTC Challan.
- (v) Bidder submits the OTC Challan at the counter of any designated bank of SBI Bank with Cash/Demand Draft/SBI Bank Cheque (Payment in Cash is allowed upto Rs. 49,999/-).



- (vi) SBI bank verifies the URL (format to be discussed and decided) and amount with e-Procurement portal prior to accepting the payment.
- (vii) On successful verification from e-Procurement portal, SBI bank accepts the payment. In case of failure, SBI bank shall return back the OTC challan and payment to the bidder.
- (viii) SBI bank commits the payment transaction (in case of successful verification from e-Procurement portal) and sends the Bank Transaction number (I- Sure Reference Number) online against the URN and Amount.
- (ix) SBI bank will generate receipt for the payment transaction and issues the same to the bidder.
- (x) The e-Procurement system update the bank transaction number against the URN and Amount based on the details sent by SBI bank online prior to generation of the receipt.
- (xi) The status of the payment will be displayed as “verification successful” in e-Procurement Portal, when the bidder clicks on the verification option in the portal.
- (xii) Bidder would be required to upload the scan copy of receipt as received from SBI Bank as part of proof in next tender portal before submitting the tender.

**TENDER DOCUMENT FOR LABOUR WORK FOR TECHNICAL OPERATIONS IN  
HAFED OIL MILL , NARNAUL FOR THE PERIOD FROM 01/04/2020 TO 31/03/2021.**

**Invitation of bids:**

Hafed invites online bid for allotment of labour work for Technical Operations from registered contractors for the period 01.04.2020 to 31.03.2021 which may be extended up to three months by GM of unit.

**Labour Work for Technical Operations**

- 1.0** Bidders are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully mentioned 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.
- 2.0** Tenderer/Bidder will be responsible for compliance of provisions of all type of taxes/Levies or any other taxes as applicable from time to time
- 3.0 The Payment:**
  - i) For Tender Document Fee Rs.500/- (Rs.Five hundred only)
  - ii) For e-service fees Rs. 1000/-  
above both fees Non- refundable
- 4.0 The EMD of Rs. 30,000/- for Labour Work Technical Operations**

The bidder would remit the funds as per mentioned in key dates and make the all payment via Debit cards/internet banking account/ RTGS / NEFT or OTC to the beneficiary account number as mentioned in the challan.
- 5.0 Procedure for submission of Bids**

The bids shall be submitted online in two separate envelopes:  
"Envelope 1: Technical Bid  
The parties/bidders shall uploaded 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.
- 6.0 Bidders are mandatorily required to submit the technical and financial bid in the prescribed online format only. No manual and conditional bids shall be entertained.**
- 7.0 NEGOTIATIONS:**

Negotiations will be held as per CVC guidelines/Govt. instructions. All the bidders are requested to be present at the time of opening of tender for negotiation.
- 8.0** Hafed/tender committee reserves the right to reject any/all tenders without assigning any reason whatsoever.

**GENERAL TERMS AND CONDITIONS OF LABOUR CONTRACT FOR TECHNICAL LABOUR OPERATIONS.**

1. **Additional Security amount i.e. Rs.75,000/-** (Rs. Seventy Five Thousand Only) (i.e Rs.75000/- for Technical operations) be deposited **within 24 hrs after allotment of the contract** failing which 1.5 times of additional security amount i.e. Rs. 1,12,500/- will be deducted from your due payments and same shall be refunded on expiry of contract and the fulfilment of terms & conditions of the contract to the entire satisfaction of the management and production of **no objection certificate from ESI/PF/Service tax authorities, that nothing is recoverable on A/c of ESI/PF/Service tax etc. from the contractor** and also after of internal and external audit of the mill for the period contract. No interest will be paid on security.
2. The labour contractor shall provide adequate labour as per requirement of factory from time to time on the wages approved by the DC/Minimum wages, Act 1948, as declared by government from time to time and shall maintain proper record under them which should be produced to the respective Inspecting authority on demand and inspection copy shall be submitted to Concerned Oil Mill monthly.
3. The labour contractor shall be responsible for observing all the provisions of ESI/PF of the workers and its correct and timely deposit to the concerned department. All the liabilities in this respect will be of labour contractor and in case of any noncompliance the same shall be borne by the labour contractor. The copy of monthly deposit of PF/ESI statements mentioning name of the workers with code No. shall be submitted to Concerned Oil Mill every month with the Copies of previous month of Challan's/ statements .In case of non-submission, security shall be forfeited & contract can be cancelled & contractor can be declared as black listed.
4. In case ESI facility is not available in any district, then the labour contractor will obtain Group Insurance Policy of Security Guards/Labour/staff at his own level and expenses on this account shall be reimbursed by Hafed, so that the claims of accident/injury death etc. are settled accordingly on the pattern of Security Agencies.
5. The labour will be provided as per the factory act/ Compensation Act 1923 or Employees Provident Fund Act or any other similar enactments in respect of all such personal/labour will be of the labour contractor or security provider.
6. TDS/Income tax/GST as applicable will be deducted as per Govt. rules/notification. Copy of PAN No./GST number will be submitted by the Contractor to the plant alongwith the tender.
7. The contractor should not have been blacklisted/debarred from doing business by Govt. Dept. and agency /Board /Corporation/Federation /EPF /ESI/Incometax/Service tax or any other statutory authority concerned- Affidavit to be provided.
8. In case the labour contractor fails to provide adequate labour as per the requirement of the factory, the labour shall be engaged at the risk and cost of the contractor.

9. In case of any loss /damage caused by the labour to the Hafed, during the duty period suitable recovery shall be made from the bills payable to the contractor.
10. Non fulfilment of any terms and conditions of the contract to the entire satisfaction of the Management within the agreed terms and conditions shall attract forfeit of security deposit in addition to any other penalty/punishment imposed by any concerned department regarding failure to comply with rules, regulations and provisions of relevant Acts & can be declared as black listed.
11. The labour contractor shall release payment to the workers at his own level on monthly basis on **every seventh day of the succeeding month** in the presence of representative of Hafed. The contractor will submit the bills of labour charges complete in all respect fortnightly and payment will be made within four days. In case of failure of the labour contractor in the payment to labour, the payment shall be released to the workers as per the record available and penalty will be charged from the contractor @ 10% of the total amount payable every month.
12. The labour will be taken by the oil mill as per the actual requirement of the plant and if due to any reason beyond our control the production work is held up, Hafed will not be responsible for engaging labour or for loss caused to labour contractor due to such reason.
13. If document is required manually, then each and every paper/ attached document of the tender must be signed and stamped by the tenderers/bidders.
14. The successful tenderers/bidders shall execute an agreement on non judicial stamp paper of Rs. 100/- as within a week bearing the terms & conditions of tender documents.
15. Hafed also reserves the right to accept or reject any/all tender without assigning any reason whatsoever.
16. In case of any dispute, the matter shall be referred to the Sole Arbitration of the MD, Hafed or his/her nominee, whose decision shall be conclusive and binding on both the parties. All legal disputes if any will be under the legal jurisdiction at Naranul only

**TERMS AND CONDITIONS ARE DIVIDED IN TWO PARTS (Part A & B) ACCORDING TO OPERATIONS:**

**Part A: TERMS AND CONDITIONS FOR TECHNICAL OPERATIONS:**

1. The contractor should have minimum 2 years experience in respect to run of edible oil mill. The contractor will be fully responsible for providing trained and experienced labour for maintenance of plant & machinery which includes following works:
  - a To repair all type of worms from the expellers, replace them with new /repaired worms in the expellers, opening of chamber etc. so that the expellers may work as per requirement of the mills i.e. the final mustard cake should not have more oil than 7.75% and of merchantable quality and process loss should not be more than 1.50%.
  - b To put gear oils in the gear boxes of the expellers.
  - c To repair all type of machinery installed in the mill except electrical equipments.

- d To clean the filter presses installed in the mill and to change filter cloth whenever required.
- e To transfer oil from one tank to another tank etc.
- f To repair the material handling machine & maintenance of all kohlus & conveyors in the mills.
- g To remove mustard seed from dust coming out from the seed cleaner through manual sieving.
- 2 Break down in the Machines/Expellers and Kolhus should not be more than 5% of the total working hours.
- 3 Log book of Gen. Set, Kohlu, expellers & boiler should be maintained of each shift as per instructions of the mill.
- 4 In the event of loss to Hafed due to repeated break down in the machines on account of negligence of the labour provided by contractor then the loss to Hafed will be recovered from the contractor.
- 5 The contractor has to do the job right from feeding of mustard seed up to production & supply of oil in the mother tanks and supply of mustard cake in the godowns so produced.
- 6 Pungency should not be less than 0.27% failure of which may cause penalty @ Rs. 10/- per qtl. per day on day basis to the contractor.
- 7 You will provide minimum man power in each shift as per detail given below:-

Sr. No.	Description	Quantity
1	Line Man For Kohlu	02 Nos.
2	Helper for Line Man	01 No.
3	Mechanic for Kohlu	01 No.
4	Expeller Operator	03 Nos.
5	Filter/Oil Man	01 No.
6	Expeller Mechanic	01 No.
7	Jharna Operator	01 No.

- 8 It is the prime responsibility of Contractor to take care for the Cleaning of plant areas as well as for packing areas on routine daily basis.
- 9. Contractor will have to provide separate dress and shoes (as per FSSAI packing / labeling rules 2011) to the labour who is working in the packing area.
- 10. The contractor has to get ready the material for supply within 24 hours as per instructions given by the Store-keeper/ General Manager of the mill, other-wise the material will be got ready at the risk & cost of the contractor.
- 11. Labour huts will be given only to the manpower provided by contractor not to the family. If they have family than stay outside Hafed complex one electrical connection for illumination of bulb in each hut will be provided free of cost and its misuse like use for heater, cooler etc. will result in withdrawal of connection and penalty@ Rs.500/- on monthly basis will be imposed on the contractor.

12. The contractor labour will hand over the empty bardana generated from feeding of mustard seed in the mill in bundles of 25 bags each to the store keeper.
13. In the event of closer of the mill due to any reason like non availability of mustard seed / storage space for oil/ cake, 48 hours advance notice will be given to the contractor and no compensation will be given due to such eventuality.
14. In case of failure of production or less production due to less labour provided by the contractor or for any other reason related to contractor, the losses made to Hafed will be recovered from the contractor.
15. In case of any natural fault in machinery /plant and production is held up in that case no compensation / additional payment will be given to the contractor..
16. The contractor will give requirement of spare parts of the machines one month in advance.
17. The contractor has to process minimum 7500 qtl. mustard seed per month / 100 qtl per shift per day and in case of less quantity processed then the penalty will be imposed @Rs. 10/- per qtl and same will be deducted from labour bills.
18. Any operation which is not indicated above but is required for smooth running of the Mill is applicable.

## **Technical bid:**

Following documents are to be uploaded in Technical bid **for Technical operations:**

<b>S. No</b>	<b>Documents to be uploaded</b>	<b>Bidders Response (Yes/No)</b>
1	Certificate having 2 years experience in respect to run of edible oil mill in reputed company/firm	
2	Valid license from Labour cum conciliation officers or any competent authority	
3	Copy of PAN Card alongwith ITR of previous year	
4	Copy of GST certificate , ESI and PF etc.	
5	Copy of proprietor/partnership deed or L/C Societies registration certificate/valid license	
6	Certificate regarding acceptance of all terms & conditions as mentioned in tender document	
7	Non black listed/ debarred affidavit	
8	Full address detail with mobile no., email ID and Aadhar Card.	
9	Solvency certificate issued by the banker.	
10	Duly audited Balance sheet/profit and loss account of preceding last two financial years.	
11	Bank statement for the last six months	
12	EMD, e-service fees, & Form fees will be through online (Copy of receipt as Form fees, e-service fees & EMD)	

### **Financial Bid:**

Financial Bid will be opened of those bidders who will qualify in technical bid.

**The bidder is at liberty to either quote rate for technical operation**

<b>S. No.</b>	<b>Name of Work</b>	<b>Name of party</b>	<b>Offered Rate (GST will be extra as applicable)</b>
<b>1</b>	<b>Technical operation ( _____% above/discount on Rs. 14/- per qtl. of basic rate of Mustard Seed crushing)</b>		

Signature

name & address of firm

mobile no.