



**THE HARYANA STATE COOPERATIVE SUPPLY  
AND MARKETING FEDERATION LIMITED**  
CORPORATE OFFICE, SECTOR 5, PANCHKULA HARYANA (INDIA)  
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**Short term e-tender/e-auction notice of Mustard Cake**

Hafed invites short term e-tender/e-auction of Mustard Cake in New HDPE bags on “as is where is basis” Ex-Hafed Oil Mills, Rewari & Narnaul strictly as per Hafed’s specifications:

SN	Name of Item	Quantity of mustard Cake lying at Hafed Oil Mill, Rewari / Narnaul
1	Kachchi Ghani Mustard Cake	Approx. 3,000 MT

The tender document containing details of Mustard Cake in HDPE bags on “**AS IS WHERE IS BASIS**”, quantity, specifications etc. and 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 parties / bidders can submit their bids 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 any authorized Vendor. 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 bids for negotiations or Hafed will give the option of joining through Web Video Conferencing on the request of the bidder. Hafed reserves the right to accept/reject any/all the tenders or increase/decrease the tendered quantity without assigning any reason whatsoever.

**General Manager,  
Hafed Oil Mill/Narnaul/Rewari**

## Detailed Notice Inviting Short Terms e-Tender / e-auction

Hafed invites short term e-tender / e-auction for disposal of Mustard Cake in 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/e-auction. **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>	<b>02.06.2020 from 17:00 hrs To 08.06.2020 upto 16:00 hrs</b>
2	-	Submission of online Bid	<b>02.06.2020 from 17:01 hrs To 10.06.2020 upto 11:00 AM</b>
3	Opening of Technical Bid	-	<b>10.06.2020 upto 11:30 AM</b>
4	Opening of Financial Bid	-	<b>10.06.2020 upto 12:00 Noon</b>

**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**

<p>For queries on Tenders Haryana Portal, Kindly Contact</p> <p>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.</p> <p><a href="tel:0120-4200462">Tel:-0120-4200462,0120-4001002</a> Mobile:88262-46593 Email:-support.etender@nic.in</p> <p>For any technical related queries please call at 24x7 Help Desk number 0120-4001002,0120-4200462,0120-4001005,120-6277787</p> <p>For support related to Haryana Tenders in addition to help desk you may also contact on email ID <a href="mailto:eproc.nichry@yahoo.com">eproc.nichry@yahoo.com</a>, Tel:0172-2700275</p>
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**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 enabled Branch of SBI Bank in India. Bidders can make the payment via cash (if amount is ≤₹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.



**Mustard Cake in HDPE bags at ex-Hafed Oil Mill, Rewari & Narnaul.**

Sr. No.	Mustard Cake	Quantity of Kachchi Ghani Mustard Cake	Earnest money
1.	Hafed Oil Mills, Rewari	Approx.1,500 MT	Rs. 400/- per MT
2.	Hafed Oil Mills, Narnaul	Approx.1,500 MT	

**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.”**

**Terms and Conditions of e-Tender / e-auction:**

**1. General terms and conditions :**

- a) The stock will be disposed off on **“AS IS WHERE IS BASIS”**.
- b) The bidders may quote rate for the minimum quantity of 100 MT Kachchi Ghani Mustard Cake and further its multiple of 50 MT, Ex-Hafed Oil Mill Narnaul or Rewari.
- c) The bidders can inspect the stock after contacting to the both G.M's of Hafed Oil Mills, Rewari & Narnaul at 9 AM to 5 PM.
- d) The validity of offer / negotiated rates should be for **15 working days** from the date of opening of e-tender/e-auction.

**2. Earnest Money and Security:**

- a) The bidder will have to deposit EMD @ Rs.400/- per MT for the offered quantity.
- b) The successful bidders will have to deposit 5% security of the offered quantity/value inclusive EMD already deposited within 3 days from the date of placing of order. The earnest money deposited will be treated as security if the tender is allotted. The earnest money/security already lying with Hafed Oil Mills will not be adjusted in this tender.
- c) No interest shall be payable by Hafed on the EMD/Security amount deposited by the party.
- d) The EMD/Security will be released after lifting of allotted quantity of Mustard Cake.

**3. Negotiations:**

The negotiations may be held as per Haryana Govt. instructions / guidelines. Hafed reserve the right to give counter offer of the higher bid / best discover price to the bidder(s) other than the H-1 bidder(s), if the quantity offered by the H-1 bidder(s) is less than the tendered quantity.

**4. Delivery Process & Penalty Clauses:**

- a) Before lifting of stocks, the party would be required to deposit 100% amount of the cost of Kachchi Ghani Mustard Cake (on the basis of final offer acceptance) to be lifted. The party will lift entire stock within 15 days from the date of communication of acceptance by Hafed. If, the party fails to lift the offered stocks within stipulated period then the penalty

will be imposed @ Rs.1% per week subject to maximum 5%. No extension will be given to the party even under emergency conditions. Thereafter, if party fails to lift the stock, the stock will be sold at the risk and cost of the party besides forfeiting EMD/Security.

- b) The party will make his own arrangement for transport and will not be entitled to claim any facility or assistance of transport from Hafed Oil Mills.

5. **Arbitration :**

- a) In case of any dispute arises, the matter shall be referred to sole arbitration of the Managing Director, Hafed or his / her nominee, whose decision shall be conclusive and binding on both the parties.
- b) Hafed reserves the right to accept or reject any/all offers without assigning any reason.

6. **Jurisdiction :**

The jurisdiction will be the concerned court at Narnaul / Rewari.

7. **Acceptance of Terms & Conditions :**

I / We have thoroughly examined and understood the above terms & conditions sr. No.1 to 7 and accept the same.

Signature: \_\_\_\_\_

Name of the representative: \_\_\_\_\_

Name of the Firm /Company/Trader \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No./Tel.No. \_\_\_\_\_

## Specification for Hafed's Mustard Cake.

Sr. No.	Parameter	Value
1	Moisture	Maximum 8%
2	Crude Protein	Minimum 33%
3	Oil Content	Minimum 7.5%
4	Crude Fiber	Maximum 7%
5	Acid/Insoluble Ash	Maximum 2.5%
6	Supply in Gunny Bags.	New HDPE Bags

**TECHNICAL BID:**

Following documents are to be uploaded by the Traders/Firm/Company in the Technical Bid by all the bidders:

<b>Sr. No.</b>	<b>Particulars</b>	<b>Document to be uploaded</b>
<b>1</b>	<b>Authority letter for signing all documents on behalf of the Trader / Firm / Company.</b>	<b>Authority letter on letter head.</b>
<b>2</b>	<b>The bidder should not be blacklisted by any Central / State Govt. / Institutions or any Co-operative Agency in Central / State.</b>	<b>Self attested certificate</b>
<b>3</b>	<b>Copy of the PAN Card</b>	<b>Photostat Copy</b>
<b>4</b>	<b>Copy of the GST Registration certificate.</b>	<b>Photostat Copy</b>

**FINANCIAL BID:**

(FINANCIAL BID WILL BE OPENED OF THOSE BIDDERS WHO WILL QUALIFY IN TECHNICAL BID)

1. The offered rates of Kachchi Ghani Mustard Cake should be included GST / all taxes & Ex- Hafed Oil Mill, Narnaul / Rewari.
2. The single Ex- mill rates shall be applicable for Mustard Cake for both the mills. The bids with different rates shall not be accepted.

<b>Sr. No.</b>	<b>Name of Item</b>	<b>Approx. quantity of Mustard Cake</b>	<b>Offered quantity (in MT)</b>	<b>Offered Rate (Rs. per MT including GST/all taxes and Ex-Hafed Oil Mill, Rewari/Narnaul)</b>
1	<b>Kachchi Ghani Mustard Cake</b> <u>Ex- Hafed Oil Mill, Rewari /</u> <u>Ex-Hafed Oil Mill, Narnaul</u>	<b>3,000 MT</b>		