



## THE HARYANA STATE COOPERATIVE SUPPLY AND MARKETING FEDERATION LIMITED

CORPORATE OFFICE, SECTOR 5, PANCHKULA, HARYANA (INDIA)  
TEL: 2590520-24, FAX: 2590711, E-mail: hafed@hry.nic.in

Web-site: [www.hafed.gov.in](http://www.hafed.gov.in)

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### **Short term e-Tender Notice for purchase of empty packing material and Premix of Vitamin A & D on rate contract basis.**

Hafed invites online bids from manufacturers, reputed firms for supply of packing material and Premix of Vitamin A & D on **Rate Contract Basis for 6 months from the date of award letter** strictly as per Hafed's specifications/terms. The tender document containing details of required Earnest money, Item, required quantity, specifications and terms & conditions are available on portal <https://etenders.hry.nic.in/nicgep/app> 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.

The tender document containing details for purchase of Packing Material, quantity, specifications etc. and other terms & conditions are available on portal <https://etenders.hry.nic.in/nicgep/app> 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 NIC office. Technical & Financial bid will be opened at Hafed Corporate Office, Sector-5, Panchkula (Haryana) and negotiations will be held as per 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.

General Manager  
Hafed Oil Mill Rewari/Narnaul

## **Detailed Notice Inviting Tender**

Short term e-Tender is invited for supply of empty packing material and required for packing of edible oils and Premix of Vitamin A&D for fortification of edible oils at Hafed Oil Mills at Narnaul & Rewari (Haryana) in single stage two cover system i.e. request for Technical Bid (online bid under Technical Envelope) and request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope)

Under this process, the Technical Bid Application as well as online Price Bid shall be invited at single stage under two cover 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 e-Service Fee shall be made by the parties 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. Intended parties will be mandatorily required to online sign-up (create user account) on the website <https://etenders.hry.nic.in/nicgep/app> to be eligible to participate in the e-Tender. He/ She will be required to make online payment of required **EMD fee** 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 parties/bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance and make payment via RTGS/NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended party 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/nicgep/app>

The interested parties/bidders shall have to pay mandatorily 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 document fee (Rs.500/-) and e-Service fee (Rs.1000/-) can be made by eligible parties online directly through Debit Cards & Internet Banking.

The interested parties/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>24.08.2020 from 17:00 hrs to 21.08.2020 upto 16:00 hrs</b>
2	-	Submission of online Bid	<b>14.08.2020 from 11:30 hrs to 24.08.2020 upto 11:00 hrs</b>
3	Opening of Technical Bid	-	<b>24.08.2020 at 11:30 AM</b>
4	Opening of Financial Bid	-	<b>24.08.2020 at 12:30 PM</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 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 e-Procurement Portal:-**

All the parties/bidders intending to participate in the tender process online are required to get registered on the centralized e - Procurement Portal i.e. <https://etenders.hry.nic.in/nicgep/app> 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/nicgep/app>.
- 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/nicgep/app> 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/nicgep/app>. 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/nicgep/app>

**5. Download of Tender Documents:**

The tender documents can be downloaded free of cost from the e-Procurement portal <https://etenders.hry.nic.in/nicgep/app>

**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 + e-Service 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/nicgep/app> 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](mailto: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/nicgep/app>.

**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/nicgep/app>.**
- (B) For help manual please refer to the 'Home Page' of the e-Procurement website at <https://etenders.hry.nic.in/nicgep/app>, 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 <=₹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

**Tender document for purchase of Empty Packing Material required for packing of edible oils & mustard cake and required Premix of Vitamin A & D for fortification of edible oils on F.O.R. basis at Hafed Oil Mills Narnaul & Rewari on rate contract basis for 6 months from the date of award letter.**

Hafed Phone Nos. 0172-2590520-26  
E-Mail: [hafed@hry.nic.in](mailto:hafed@hry.nic.in)  
Website: [www.hafed.gov.in](http://www.hafed.gov.in)

HOM Narnaul No.01282-256142,  
E-mail: [omhfdnrl@hry.nic.in](mailto:omhfdnrl@hry.nic.in)

HOM Rewari : 01274-254427  
E-mail [omhfdrrwr@hry.nic.in](mailto:omhfdrrwr@hry.nic.in)

### **1.0 Back ground Information**

Hafed is having Oil Mill at Rewari & Narnaul (Haryana) having 30 TPD crushing capacity of each mill.

### **2.0 Tentative requirement:**

S. N.	Name of Item	Tentative Requirement of Hafed Oil Mill, Narnaul / Rewari (in Nos.)	EMD (in Rs.)
1	1 Ltr. PET bottles (embossed with Hafed Logo) with cap	4,00,000	40,000/-
2	1 Ltr. PET bottles (embossed with Hafed Logo) with cap ( <b>New Design</b> )	25,000	5,000/-
3	2 Ltr. PET bottles with cap	2,50,000	50,000/-
4	5 Ltr. HDPE Jars with cap, embossing & plain.	3,00,000	2,00,000/-
5	Printed 5 Ltr. square Tin Newman type closure	2,000	2,000/-
6	Printed 15 Ltr/Kg square Tin Spout type with Cap	30,000	50,000/-
7	Plain 15 Ltr/Kg square Tin Spout type with Cap	40,000	70,000/-
8	Corrugated Boxes for 1 Ltr. Bottle (12 x1 Ltr).	35,000	15,000/-
9	Corrugated Boxes for 2 Ltr. Bottle (9 x2 Ltr).	30,000	15,000/-
10	Corrugated Boxes for 1 Ltr. Pouch(12x1 Ltr)	1,500	1,000/-
11	Corrugated Boxes for 5 Ltr. Jar (3 x 5 Ltr).	1,00,000	40,000/-
12	Corrugated cover Top & Bottom for 15 ltr/kg tin.	1,40,000	7,000/-
13	Labels for 1 ltr. bottles.	4,00,000	5,000/-
14	Labels for 1 ltr. bottles. ( <b>New Design</b> )	25,000	1,000/-
15	Labels for 2 ltr. bottles.	2,50,000	5,000/-
16	Labels for 5 ltr. Jar.	3,00,000	10,000/-
17	Labels for 15 ltr./ Kg Tin.	40,000	5,000/-
18	Aluminum WAD for 5 ltr Jar.	3,00,000	5,000/-
19	BOPP self-Adhesive Tapes	3,000 rolls	5,000/-
20	PVC Straps rolls	200 kg.	1,000/-
21	HDPE bags for filling of 50 kg Mustard cake	1,00,000 Nos.	30,000/-
22	Premix of Vitamin A & D (Vitamin A -25 IU & Vitamin D-4.5 IU) packed in 100 ml bottle/vial. Sufficient for 5 MT of Oil	1,000 bottles	20,000/-

#### **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 Notes:**

### **Invitation of Bids:**

- 2.1 Hafed is looking for reputed manufactures for supply of packing material for packing of edible oils, F.O.R. Hafed Oil Mill, Narnaul & Rewari strictly as per Hafed's specifications/terms.
- 2.2 Tenderers 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.
- 2.3 The Payment for Tender Document Fee of Rs.500/- (Rs.Five hundred only) and E-service Fee of Rs.1000/- (Rs. one thousand only) both Non- refundable can be made by the parties/bidders online directly through Debit Cards or Internet Banking Accounts and the Payment for required EMD can be made online directly through RTGS / NEFT to the beneficiary account number as mentioned in the challan.
- 2.4 No interest shall be payable by Hafed on the EMD amount deposited by the party.

### **3.0 Procedure for submission of Bids**

- 3.1 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: Financial 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. No manual bids shall be entertained.**
- 3.2 The tenderers are required to quote the price for each item F.O.R. Hafed Oil Mill Narnaul or Rewari inclusive of all taxes/levies and as per Hafed's specifications, terms & conditions.
- 3.3 The purchase committee is empowered to increase/decrease the quantity In view of the actual requirement of Hafed Oil Mills.
- 3.4 Any conditions of the party sent along with the bids (if any) shall not be binding on Hafed.
- 3.5 On acceptance of tender, the date of supply of material should be strictly adhered to, failing which, Hafed reserves the right to cancel the tender and make purchases at the risk and cost of suppliers besides forfeiting the earnest/security money of the tenderer.
- 3.6 Hafed reserves the right to reject any/all tenders without assigning any reason whatsoever.

### **Other Terms & Conditions of the Tender:-**

- The required **Earnest Money** mentioned against each item in the tender notice must be transferred online. The tenderer can submit his offer of one or more items with requisite EMD.

### **Negotiations:**

- The negotiations will be held as per Haryana Govt. instruction/ Guidelines. All the bidders are requested to be present at the time of opening of tender for negotiations.
- The tenders shall only be accepted of those parties who will offer total required quantity of individual item.
- The quantity mentioned in the tender notice can be increased or decreased upto 25% during contracted period.
- **Offer should be valid for a period of 30 days** from the date of opening of financial bid. The successful tenderer / tenderers shall have to deposit security within three working days from the issue of acceptance letter. The security equivalent to 5% of the total value of the tendered quantity (including earnest money deposited) shall be deposited within 3 days by means of RTGS / Bank draft failing which EMD already deposited shall be forfeited. The entire security shall be refunded within one month after the successful execution of the rate contract. However, no interest whatsoever shall be paid on the earnest money / security amount by Hafed.
- Rate of the items should be F.O.R. Rewari and Narnaul inclusive of GST and all Taxes/Govt. levies while quoting rates. In case Govt. increases/decreases the GST during pendency of the rate contract, similar effect will be made on the rates quoted by the tenderer.
- The supplies will have to be made as per requirement of the Mills. The party will supply the material within 10 days from the date of placement of indent for Bottles, Jar, C/boxes, Tins and Labels etc. For delayed supply, penalty @ 2% per week or part thereof shall be imposed subject to maximum of 5%, failing which Hafed have the liberty to make purchases from any other source at the risk and cost of the party. 80% payment will be released by Hafed Oil Mills; Rewari / Narnaul immediately on receipt of the material at destination, if material is physically found O.K. and balance 20% will be released after getting O.K. test report from BIS approved lab house and quality cut shall be imposed proportionately as per prescribed IS method/specifications in tender. In order to ascertain the correctness of the specifications of material supplied, one sample from each supplied packing material will be drawn by a Committee consisting of Representative of supplier/Driver, Concerned G.M. of plant, S.O./Acctt. of the plant and Store keeper for testing purposes and testing charges shall be borne by Hafed if the material is found O.K. otherwise it will be borne by the party. The party will supply the material as per specifications of all items mentioned in Annexure-I and the quality cut (if any) will be imposed proportionately. The material found below specifications / leaking / damaged at the time of filling will be notified to the party and will have to be lifted back and will have to be replaced in the next consignment at his risk and cost. In case of leakage of bottles/tins exceeding 2% during filling, the entire lot will be rejected and the supplier will have to lift the same at his risk and cost and replace the same. In case party is not satisfied with the result of outside lab report then only after written request of party within 3 days of receipt of outside lab report, referee sample will be sent to another BIS approved labs and average of two nearest labs results will be taken as reference and that will be acceptable to supplier and Hafed. The payment of referee sample will be deducted from the supplier account.
- As per FSSAI Act, any change in the printing, designing shall have to be incorporated/ implemented during the course of contract.
- In case of tax exempted units they shall provide valid tax exemption certification from the concerned authorities well in time.
- Hafed has right to cancel the contract if the performance of the supplier is not satisfactory.

- If the supplier had previously held any contract and furnished security/ earnest money with Hafed that security deposit shall not be adjusted against EMD of this tender and a fresh EMD shall be required to be furnished.
- Parties should send samples of the material for which they have offered before opening of technical bids. Parties shall ensure that designs and samples shown by them are not patented by other supplier/buyers.

**GENERAL CONDITONS:**

- It will be the discretion of Hafed to bifurcate order, if considered necessary, with a view to ensure timely supply.
- The Dye of 5 Ltr. HDPE Jar will be provided by Hafed Oil Mills.
- In case the design offered by the tenderer is not acceptable to Hafed then the firm/firms will have to develop the required moulds at their own cost and will mention the time period required for the development of such moulds.
- The rate contract can be extended for further **THREE MONTH** with mutual consent.

**ARBITRATION:**

In case of any dispute the matter shall be referred to the Managing Director, Hafed or his/her nominee whose decision shall be conclusive and binding on both the parties. In case of any dispute the concerned court at Rewari/Narnaul shall have the sole jurisdiction as may be the case.

## Annexure - I

### Serial Number, Items and Specifications:

#### 1. 1 Ltr. PET Bottles & CTC Cap:

(i) The Pet bottle should conform to relevant provisions of IS 11352: 1998 and IS 14537: 1988 as amended upto date. The sample of approved design of PET bottle can be obtained from Hafed Oil Mills, Rewari/Narnaul. SBM transparent bottles having weight of naked bottles as 28 grams plus minus 1% in case of 1 Ltr. (neck size 28 mm bottle CTC neck). The manufacturer should be authorized by CFTRI Mysore /BIS Authority to supply food grade PET bottles, certificates of which will be provided by the supplier in the technical bid.

<u>Weight</u>	<u>Nominal Capacity</u>	<u>Brimful Capacity</u>
28 gms (+ - 1%)	1000 ml.	1070 Plus minus 10 ml.

#### **Dimension: (Height x Ø width) 270mm x 80mm**

The party will invariably use only the virgin Food Grade G-5801 material manufactured by Reliance Industries Ltd., Hazira, Gujarat for making PET Bottle to be supplied to Hafed).

#### (ii) CTC CAP for 1 Ltr. Bottle:

The CTC caps should be made of 28 mm size for 1 ltr. bottle in virgin material.

#### 2. 1 Ltr. PET Bottles New Model & CTC Cap:

The new design of 1 Ltr. empty PET bottle dimension: -

Height (Excluding Cap)	-	2400mm / 24 cm
Height till curve neck	-	1702 mm / 17 cm
Breadth	-	65 mm / 6.55 cm
Diameter	-	70 mm / 7 cm
Height (wrapper)	-	140 mm / 14 cm
Wrapper height till curve	-	125mm / 15.5 cm
Breadth (Wrapper)	-	44 mm/ 4.0 cm
Weight (including Wrapper)	-	57-58 gms
CTC Cap weight	-	1.9 gms

#### 3. 2 Ltr. PET Bottles & CTC Cap:

(i) The Pet bottle should conform to relevant provisions of IS 11352: 1998 and IS 14537: 1988 as amended upto date. The sample of approved design of PET bottle can be obtained from Hafed Oil Mills, Rewari/Narnaul. SBM transparent bottles having weight of naked bottles as 52 grams plus minus 3% in case of 2 Ltr. (neck size 36 mm bottle CTC neck). The manufacturer should be authorized by CFTRI Mysore /BIS Authority to supply food grade PET bottles, certificates of which will be provided by the supplier in the technical bid.

<u>Weight</u>	<u>Nominal Capacity</u>	<u>Brimful Capacity</u>
52 gms (+ - 3%)	2000 ml.	2070 Plus minus 10 ml.

#### **Dimension: (Height x Ø width) 272mm x 115mm**

The party will invariably use only the virgin Food Grade G-5801 material manufactured by Reliance Industries Ltd., Hazira, Gujarat for making PET Bottle to be supplied to Hafed).

#### (ii) CTC CAP for 2 Ltr. Bottle:

The CTC caps should be made of 36 mm for 2 ltr. bottle in virgin material..

**4. 5 ltr. HDPE Jars:**

The HDPE jars should be made as per provisions of IS: 15473: 2004 and test method shall be IS:2798:1998. The 5 ltr. HDPE jars should be made from high Density Poly Ethylene, Vergin material only in 225 Gm. Weight +5 Gms as per shade/colour required by Hafed. The manufactured should be authorized by CFTRI, Mysore to supply Food Grade certificates for HDPE jars which will be provided by the supplier in the Technical Bid. Embossing on HDPE jars will be made by the supplier on their cost. Mould will be provided by Hafed on security of Mould a cheque of Rs. 1, 50,000/- will have to be deposited to each Unit i.e. Narnaul and Rewari and same will be returned upon receipt of the Moulds in proper working condition by Hafed. No interest will be given on the security of Mould and it will be deposited separately from the earnest money. The Dye will be provided by Hafed Oil Mills.

**5. 5 ltr. Square Tins:**

The manufacturer/firm will supply the food grade material. Preference to be given to suppliers who supply ISI marked tins or equivalent grade. Bar code graphics are to be printed/ inbuilt on the printed tins as per instructions of Hafed. In addition to no. of ticklies equivalent to numbers of tins, 2% extra ticklies are to be supplied free of cost. As per FSSAI Act any change in the printing/designing shall have to be incorporated/ implemented during the course of contract.

**6. Printed 15 Ltr./15Kg. Square Tin:**

The tin should be made as per provisions of IS: 10325: 2000 as amended upto date. The weight of empty 15 ltr./15 kg square tin should be 900 Gm -+ 10Gms. The tin should be four sided printed as per our design to be supplied by Hafed. The colour so used should be good quality. The tin should be of Spout type with Cap, as per ISI Marked/specifications, suitable for packing of Mustard Oil. The closure (Tikli) and Tin will be embossed with Hafed Logo. The manufacturer having offset printing facility will be preferred.

**7. Plain 15Ltr./15Kg. Square Tin Newman Type Closure:**

The Tin should be made as per provision of IS: 10325: 2000 as amended up to date. The tin should be Spout type with Cap as per ISI Marked/specification, suitable for packing of refined edible oils. The weight of empty 15 ltr/15 Kg square tin should be 900 Gm - + 10 Gms with Tikli. The closure (Tikli) and Tin will be embossed with Hafed Logo.

**8,9,10,11,12 Corrugated Fiber board Boxes:**

The corrugated fiber box shall be tested as per IS: 1060 (Part-1). For 1 Ltr. bottle (12X1 Ltr.), 2 Ltr. bottle (9X2 Ltr.), 1 Ltr. pouch (12X1 Ltr.), and 5 Ltr. Jar (3X5 Ltr.) for packing of Edible Oils. The tentative dimensions of the boxes are as under:-

Sr. No.	Packing Qty.	Box Sizes(L+W+H)	Ply	Bursting Strength (IS) &compression strength
8	1 Ltr X 12 Bottle (Mustard Oil)	350 X 267X 292mm	5 Ply	BS10 kg/cm sq $\pm$ 5% CS 400kg $\pm$ 5%
9	2 Ltr X 9 Bottle (Mustard Oil)	355 X 345X 297mm	5 Ply	BS10 kg/cm sq $\pm$ 5% CS 400kg $\pm$ 5%
10	1 Ltr X 12 pouch	381 X 216X 210mm	5 Ply	BS12.5 kg/cm sq $\pm$ 5% CS 400kg $\pm$ 5%
11	5 Ltr X 3 HDPE Jar	483 X 223 X 282mm	5 Ply	BS10 kg/cm sq $\pm$ 5% CS 400 Kg $\pm$ 5%
12	Corrugated Cover Top & Bottom for 15 ltr/kg. tins		3 Ply	BS 6.5kg/cm Sq $\pm$ 5%

The mother cartons should be duly printed one colour with arrow mark, printing matter will be provided by Hafed. Only starch based gum is to be used. The samples of bottles/Jars/Boxes can be seen/get from Hafed Oil Mills, Rewari/Narnaul. Corrugated boxes of all sizes will have stainless steel stitching, stitching pins flattened and covered with gum tape of craft paper of minimum width 1.5" to avoid punching of packs/rusting.

**13,14,15,16,17 Labels for Bottles, Jars and Tins etc.**

The label should be printed in 80 GSM Cromo Paper with gumming and lamination for 1 ltr. packing and 2 ltr. packing (length 370 mm & width 60 mm) and in Gum sheet paper for 5 ltr. HDPE Jar and 15 kg. tins in different multi colours and design will be provided by Hafed. Labels should be tested as per IS:1060.

**18. Aluminum WAD:**

The Aluminum WAD should be **39.50 mm size for HDPE jars of 5 ltr.**

**19 & 20 BOPP Self Adhesive Tapes and PVC Straps Roll :**

The material should conform to IS: 13262:1992 as amended upto date. The width of the tape will be 48 mm and the Roll length will be 100 mtr. The colour will be brown and the outer side of the tape will have Hafed Logo in red colour. The thickness should be of 50 micron with adhesive and 30 micron without adhesive so that the corrugated boxes may not open in transits when tape is applied on them. PVC Straps roll will be printed with Hafed Logo in Red colour. The Straps should have sufficient strength, so that the dunnage on tins may not open in transit and at the time of loading/unloading.

**21. HDPE bags for filling of 50 Kg. Mustard Cake:**

The two colour HDPE bags of virgin quality (Grade-I) is required 120 gm. + - 3 gram as per design given by Hafed.

**22. Premix of Vitamin A&D for Edible Oil:** (Vitamin-A 25 IU & Vitamin-D 4.5 IU) packed in 100 ml bottle. The self life of Premix should be 12 months.

**TECHNICAL BID**

<b>S.N.</b>	<b>Documents to be uploaded</b>
1	Certificate from the proprietor/partner/firm authorizing firm's representative to sign/participate in opening and negotiation of the tender (signature duly attested).
2	Copy of GST registration certificate.
3	Copy of PAN card.
4	Copy of Income Tax Return of last Financial Year.
5	Certificate regarding acceptance of all the Terms & Conditions as mentioned in the DNIT/ Tender document by the bidders giving full address, contact number / mobile number and e-mail ID etc.



## **FINANCIAL BID**

**“Financial Bid for supply of following packing Material as per Hafed’s Specifications”**

<b>Sr No</b>	<b>Name of Item</b>	<b>Tentative Requirement (in Nos.)</b>	<b>Offered quantity (Nos.)</b>	<b>Offered rate on F.O.R. basis (Rs. per piece) Including GST / all taxes</b>
1.	1 Ltr. PET bottles (embossed with Hafed Logo) with cap <b>(F.O.R. Narnaul / Rewari)</b>	<b>4,00,000</b>		
2.	1 Ltr. PET bottles (embossed with Hafed Logo) with cap <b>(New Design) (F.O.R. Narnaul / Rewari)</b>	<b>25,000</b>		
3.	2 - Ltr PET bottles with Cap. <b>(F.O.R. Narnaul / Rewari)</b>	<b>2,50,000</b>		
4.	5 Ltr. HDPE Jars with cap, embossing & plain. <b>(F.O.R. Narnaul / Rewari)</b>	<b>3,00,000</b>		
5.	Printed 5 Ltr square Tin Newman type closure <b>(F.O.R. Rewari)</b>	<b>2,000</b>		
6.	Printed 15 Ltr/Kg square Tin Spout Type with Cap <b>(F.O.R. Narnaul / Rewari)</b>	<b>30,000</b>		
7.	Plain 15 Ltr/Kg square Tin Spout Type with Cap <b>(F.O.R. Narnaul / Rewari)</b>	<b>40,000</b>		
8.	Corrugated Boxes for 1 Ltr Bottle (12 x1 Ltr). <b>(F.O.R. Narnaul / Rewari)</b>	<b>35,000</b>		
9.	Corrugated Boxes for 2 Ltr Bottle (9 x2 Ltr). <b>(F.O.R. Narnaul / Rewari)</b>	<b>30,000</b>		
10.	Corrugated Boxes for 1 Ltr Pouch(12x1 Ltr) <b>(F.O.R. Narnaul)</b>	<b>1,500</b>		
11.	Corrugated Boxes for 5 Ltr Jar ( 3 x 5 Ltr). <b>(F.O.R. Narnaul / Rewari)</b>	<b>1,00,000</b>		
12.	Corrugated cover Top & Bottom for 15 ltr/kg tin. <b>(F.O.R. Narnaul / Rewari)</b>	<b>1,40,000</b>		
13.	Labels for 1 ltr. bottles. <b>(F.O.R. Narnaul / Rewari)</b>	<b>4,00,000</b>		
14.	Labels for 1 ltr. bottles. <b>(New Design). (F.O.R. Narnaul / Rewari)</b>	<b>25,000</b>		
15.	Labels for 2 ltr. bottles.	<b>2,50,000</b>		
16.	Labels for 5 ltr. Jar. <b>(F.O.R. Narnaul / Rewari)</b>	<b>3,00,000</b>		
17.	Labels for 15 ltr./ Kg Tin. <b>(F.O.R. Narnaul / Rewari)</b>	<b>40,000</b>		
18.	Aluminum WAD for 5 ltr Jar. <b>(F.O.R. Narnaul / Rewari)</b>	<b>3,00,000</b>		
19.	BOPP elf-Adhesive Tapes <b>(F.O.R. Narnaul / Rewari)</b>	<b>3,000 rolls</b>		
20.	PVC Straps rolls <b>(F.O.R. Narnaul / Rewari)</b>	<b>200 kg.</b>		
21.	HDPE bags for filling of 50 kg Mustard cake <b>(F.O.R. Narnaul / Rewari)</b>	<b>1,00,000</b>		
22.	Premix of Vitamin A & D (Vitamin A-25 IU & Vitamin D-4.5 IU) Packed in 100 ml bottle/vial. Sufficient for 5 MT of Oil. <b>(F.O.R. Narnaul / Rewari)</b>	<b>1,000 bottle</b>		

**Note:**

- 1. The rate of each item may be offered Rs. per piece on F.O.R. basis at Hafed Oil Mills, Narnaul / Rewari.**
- 2. The rate of Premix of Vitamin A & D may be offered for Rs. per 100 ml vial / bottle F.O.R. basis at Hafed Oil Mills, Narnaul / Rewari.**