

# **DISTRICT OFFICE HAFED HISAR**

## **TENDER NOTICE**

**E-TENDER NOTICE for the custom processing works and storage of raw wheat seeds and processed seeds of Hafed at Hisar during the year 2021-22.**

Hafed invites E- tenders for the custom processing works and storage of raw wheat seeds and processed seeds of Hafed at Hisar during the year 2021-22 from Seed Plant Owners duly registered with State Seed Certification Agency and also having valid license from competent authority along with proper storage arrangements. The details of expected raw wheat seed is as under:

<b>(Qty in qtls)</b>			
S.No	District	Expected raw wheat seed (Qty. in qtls)	Earnest money (in Rupees)
1	Hisar	16000	20000

Tender document containing detailed terms and conditions is available on portal <https://etenders.hry.nic.in/> and Hafed Website [www.hafed.gov.in](http://www.hafed.gov.in). The parties/bidders can submit their tender documents through e-tender portal as per dates given below:

Downloading of tender document/online bid preparation & online transfer of funds	27.02.2021 at (09:00 AM) to 12.03.2021 at (09:00 AM)
Submission of online bid	27.02.2021 at (09:00 AM) to 12.03.2021 at (09:00 AM)
Opening of Technical bid	12.03.2021 at (11:00 AM)to
Opening of Financial bid	15.03.2021 at (1:00 PM)

All bidders are required to get register on e-tendering portal & obtain Digital Signature from M/s Nextenders (India), Pvt. Ltd. Panchkula. The technical and financial bid will be opened on 12.03.2021 at office of Hafed District Office, Old Season Road, Near Madhuban Park Hisar (**Haryana**). Hafed reserves the right to reject any/all the tenders without assigning any reason whatsoever.

No.Hafed/HSR/TOS/

District Manager,  
Hafed, Hisar.  
Dated:-

### **Detailed Notice Inviting Tender**

Hafed invites E- tenders for the custom processing works and storage of raw seeds and processed seeds of Hafed Hisar during the year 2021-22 from Seed Plant Owners duly registered with State Seed Certification Agency and also having valid license from competent authority along with proper storage arrangement for custom processing of raw wheat seed at Hisar District in single stage two cover system i.e. request for Pre-Qualification/Technical Bid (online bid under PQQ/Technical Envelope) and request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

S. N.	Particular of tender	EMD to be deposited	Tender Document Fee and E-services fees	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submission
1.	Custom Processing of raw wheat seed and storage as mentioned in tender notice (detail enclosed herewith.	EMD of Rs.20000/- for each seed plant/center	1000+1000 = 2000/- Per tender (non-refundable)	27.02.2021 to (09:00 AM)	12.03.2021 at (09:00 AM)

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

- 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.**
- Intended parties will be mandatorily required to online sign-up (create user account) on the website <https://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender. The Supplier will be required to make online payment of EMD fee (as per detail mention in tender notice) in due course of time i.e. between 27.02.2021 upto 12.03.2021. 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.**
- The interested parties/bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance i.e. on or before 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**

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 each tender fee (Rs.1000/-) 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 Parties/Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

**Key Dates**

Sr. No.	HAFED Stage	Party Stage	Start Date and Time	Expiry Date and Time
1	Release of Tender	-	27.02.2021 at (09:00 AM)	12.03.2021 at (09:00 AM)
2		(i) Downloading of Tender Document / Online Bid Preparation. (ii) Online directly transfer of funds through RTGS/ NEFT or OTC (Tender document fee Rs.500/- + e-Service fee Rs.1,000/- and Earnest Money as per tender notice)	27.02.2021 at (09:00 AM)	12.03.2021 at (09:00 AM)
3	-	Submission of online Bid	27.02.2021 at (09:00 AM)	12.03.2021 at (09:00 AM)
4	Opening of Technical Bid Envelope	-	12.03.2021 at (11:00 AM)	
5	Opening of Financial Bid	-	15.03.2021 at (1:00 PM)	

**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.

### **Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this eProcurement Portal**

1. Bidder should do Online Enrolment in this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA/GNFC/IDRBT/MtnlTrustline/SafeScripT/TCS.
2. Bidder then logs into the portal giving user id / password chosen during enrollment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be Inactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under **My Documents** option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
10. Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
11. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids
12. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
13. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
14. It is important to note that, **the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids Which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.**

15. In case of Offline payments, the details of the Earnest Money Deposit(EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected
16. The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
18. At the time of freezing the bid, the eProcurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
20. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
21. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
22. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
23. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
24. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer(SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
25. The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time (**as per Server System Clock**).

## **TENDER DOCUMENT FOR CUSTOM PROCESSING OF RAW WHEAT SEED FOR HISAR**

The two-bid offer is to be submitted through tender form, which can be downloaded from the website [www.hafed.nic.in](http://www.hafed.nic.in) and online from <https://etenders.hry.nic.in/>

- 1) **DOCUMENTS FOR TECHNICAL BID and FINANCIAL BID WILL BE SUBMITTED.**
  - A) **TECHNICAL BID**

The bidder will specify the name of Centre for which the bid is submitted Hisar.

**In technical Bid, following documents are to be placed.**

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- (i) Self attested copies of Ownership and details of authorized person of Seed Processing Plant.

- (ii) Self attested copies of details of location etc of Seed Processing Plant.
- (iii) Self attested copies of Registration of Seed Processing Plant from Haryana Seed Certification Agency.
- (iv) Self attested copies of processing capacity of Plant and Capacity of godown (Proper covered godown for safe storage, easy fumigation etc.).
- (v) Self attested copy of the PAN no. and GST nos of the Seed Processing Plant Owner.
- (vi) Self attested photocopy of the Sale Tax/VAT/Registration certificate.

**B) FINANCIAL BID:**

In financial bids rates are to be placed. The bidder will specify the name of Centre for which the bid is submitted i.e. Hisar.

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

1. The rates of Custom Processing will be quoted in Rs. per qtl. basis for the Processed seed quantity.
2. The rates of storage and maintenance charges for Raw Seed/Processed Seed/Rejected/undersize will be quoted in Rs. per qtl per month basis.

**FINANCIAL BID:**

Sr.No.	Name of Center (Hisar).	Net rates quoted for Custom Processing( Rs. Per Qtl) for activities mentioned in the tender document	Net rates quoted for storage and maintenance of raw seed, processed seed/rejected seed/undersized seed as per activities mentioned in the tender document (in Rs.per qtl per month)
1.			

**Clarifications:**

- a. Seed Plant Owners will quote their rates of processing per quintal for processing work of raw seed including packing in standard bags of processed seeds, sampling, weighing, stitching, writing on bags, tag of certification agency, labeling, sealing and shifting to processed seeds stores and also filling, weighing, stitching and shifting to rejected /undersize stacks, meaning there, by including all the managerial, manual labour and mechanic activities, insurance charges, maintenance charges for fumigation etc. etc.
- b. The Seed Plant Owner will quote their rates for storage on per qtl. and per month basis including all the activities required for receiving raw seed, marking identification number on the bags, drawing samples for checking of quality and moisture, getting it unloaded, stocking variety wise before and after processing, insurance charges, maintenance charges for fumigation etc etc.
- c. All the bidders are requested to remain present for negotiations at the time of opening of financial bids.

## II) **TERMS AND CONDITIONS:**

1. The Seed Processing Plant should be duly registered with State Seed Certification Agency and also having valid License from the Dy. Director of Agriculture concerned.
- 2 The Seed Plant Owner will provide required storage facilities for raw seed/ processed seed and maintaining of stocks scientifically and hygienically, storing seed variety-wise/lot-wise avoiding any varieties admixture. The maintenance of stocks will be done by proper cleaning, dusting and providing timely sprays/fumigations, using recommended doses of Fungicide etc. However, cost of weighing of raw seed at the time of receipt will be borne by the concerned District Managers of Hafed.
- 3 The Seed Plant Owner will take care of all the activities right from receiving and sampling of wheat raw seeds of different varieties on behalf of Hafed, its maintenance, grading as per quality standards and sampling for/by State Seed Certifications Agency and upto the satisfactions of Hafed officers/ representatives.
- 4 The Seed Plant Owner will ensure safe storage of processed/certified seeds duly packed in 40 kgs/standard packing.
- 5 The Seed Plant Owner will also ensure the storage of rejected/undersize seeds received after grading of seed lot (s) till the farmers/Hafed take it back.
- 6 The certifications and packing material has to be arranged by the Seed Plant Owner except empty bags, and labels which will be provided by the concerned District Office of Hafed.
- 7 The Seed Plant Owner under the close supervision of representative of the concerned District Office of Hafed will be receiving raw seeds, marking identifications number on each and every bag, drawing samples for checking of quality and moisture, getting it unloaded, stocking farmer wise/variety-wise before and after processing. However, the sample testing charges of samples will be borne by concerned District Office of Hafed.
- 8 The Seed Plant Owner will arrange processing of raw seed, packing in standard size of processed seed, sampling, weighing, stitching, sealing, writing on bags, tags, and labels, arranging inserting/ putting/ Chemical treatment material (if any) in seed bags as per latest instructions of the State Govt./State Seed Certification Agency and all the results of Wheat Seed samples should be passed from HSSCA and will ensure that no samples should be received failed.
- 9 The Seed Plant Owner will arrange collection, filling, weighing, stitching and shifting of rejected/undersize seeds to godowns/stacks.
- 10 The Seed Plant Owner will be looking after all the managerial, manual, labour



and mechanical activities required for seed processing and storage as specified in above clauses.

- 11 The rates of custom processing, insurance and all labour work charges will be in Rs. per qtl on processed seed quantity. However storage charges of raw seed, processed seed/rejected/undersize seed will be, on per qtl per month basis including maintenance charges and insurance charges etc. etc. Apart from this, concerned District Office of Hafed will bear the Fungicide treatment charges, if any, (i.e. putting Fungicide pouches/packets in seed bags) for seed treatment on actual basis. If any lot (s) of processed seed is failed due to inert matter or poor processing, the Seed Plant Owner will arrange its re-grading free of cost if demanded by concerned District Office of Hafed or seed grower.
- 12 The plant owner will get these stocks and packing material insured at his cost and the insurance cover in the favour of Hafed.
- 13 The processing and storage charges will be claimed/paid on per month basis. Half month charges will be claimed/paid for the period upto 15 days and full month charges will be claimed/paid for the period more than 15 days in a month.
- 14 Stocks will be stored in the separate godowns under the lock and key of the official of concerned District Office of Hafed. In case proper and timely action is not taken by the Seed Plant Owner for the maintenance of the Seed of Hafed, the concerned District Manager of Hafed may get the same done at the risk and cost of the Seed Plant Owner for safety of the stocks and the cost of such operations will be deducted from the due payments of the Seed Plant Owner.
- 15 The Seed Plant Owner will deposit Rs.1.00 lac (Rs. One lac only) plus bank guarantee of Rs.4.00 lac (Rs. Four lac only) as security deposit within one week from the date of receipt of work order from Hafed. In addition to this, the Seed Plant Owner will give the "Surety" of two reputed individuals of the area for an amount equal of "Security-Deposit" plus "Bank-Guarantee" amount. The security deposit and bank guarantee will be released back by the District Manager concerned on successful completion of the assigned work ensuring that nothing is due against the Seed Plant Owner.
- 16 The Seed Plant Owner will be submitting bills of processing charges/storage charges month wise and within 10 days of the proceeding month.
- 17 The Seed Plant Owner will arrange proper watch and ward and will be responsible for all/any kind of loss due to theft, fire, flood, pilferage etc. etc. for which he will obtain Insurance Policy and the cover note in the name of Hafed.
- 18 In case processing is not completed within 3 months of receipt of material by the Seed Plant Owner, or as per the schedule to be given by concerned District Office of

Hafed (whichever is earlier), or in case of unsatisfactory work by the Seed Plant Owner, concerned District Office of Hafed will be at liberty to impose penalty upto 5% of the total billed amount.

- 19 In the event of any dispute or difference arising during or after completion of work or after termination of the contract, the matter shall be referred to the Managing

Director, Hafed or his nominee for arbitration, whose decision shall be final and binding on both the parties.

- 20 The Payment for Tender Document Fee Rs.1000/- (Rs. One thousand only) and E- service Fee of Rs.1000/- (Rs. One thousand only) both are Non-refundable can be made by eligible parties/bidders online directly through Debit Cards or Internet Banking Accounts and the Payment for EMD of Rs.20000/- for each seed plant/center directly through RTGS/NEFT and the bidder would remit the funds on or before specified date and make the payment via RTGS/NEFT to the beneficiary account number as mentioned in the challan.

The above terms and conditions will remain effective along with the terms and Conditions mentioned/published in the tender notice and hereby accepted.

Signature of Authorized

Person on behalf of tenderer

Complete Address\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No.\_\_\_\_\_

Fax No:\_\_\_\_\_

(SEAL)