



**THE HARYANA STATE COOPERATIVE SUPPLY
AND MARKETING FEDERATION LIMITED**
CORPORATE OFFICE, SECTOR 5, PANCHKULA HARYANA (INDIA)
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Web-site: www.hafed.gov.in



Short term e-Tenders / e-Auctions notice for purchase of Kachchi Ghani Mustard Oil (Loose) / Mustard Seed for Hafed Oil Mill, Rewari and Narnaul.

HAFED intends to purchase following items, F.O.R. at Hafed Oil Mill, Rewari and Narnaul (Haryana) as per specifications given in the tender document :

SN	Kind of Oil	Quantity required
1	Kachchi Ghani Mustard Oil (Loose)	Approx. 400 MTs
2	Mustard Seed	Approx. 2,000 MTs

The tender document containing details for purchase of above mentioned Edible Oil/Seed, quantity, specifications etc. and other terms & conditions are available at Govt. of Haryana online e-tendering portal <https://etenders.hry.nic.in> and Hafed Website www.hafed.gov.in. For this purpose, HAFED invites e-tenders on the above mentioned e-tendering portal. In addition, the e-auctions are also invited through the other e-Auction Portals i.e. M/s Star Agribazaar Technology Limited, Noida (www.agribazaar.com) and M/s NCDEX–NeML Markets Ltd., New Delhi (<https://market.neml.in>). The Technical & Financial bids on the above e-tendering portal will be opened on **02.11.2021** at Hafed Corporate Office, Sector-5, Panchkula (Haryana) in the presence of the bidder(s), who wish to be present. The financial bids of only the technically qualified bidder(s) will be opened on the e-tendering portal whereas on the e-Auction portals, only the registered parties with these Portals can participate in the e-auctions. HAFED reserves the right to accept/reject any/all the tenders or increase/ decrease the tendered quantity without assigning any reason whatsoever.

MANAGING DIRECTOR

Detailed Notice Inviting Short Term e-Tenders

HAFED intends to purchase Kachchi Ghani Mustard Oil (Loose) / Mustard Seed, F.O.R. at Hafed Oil Mill, Rewari and Narnaul (Haryana) as per specifications given in the tender document :

SN	Kind of Oil	Quantity required
1	Kachchi Ghani Mustard Oil (Loose)	Approx. 400 MTs
2	Mustard Seed	Approx. 2,000 MTs

The tender document containing details for purchase of above mentions Edible Oil/Seed, quantity, specifications etc. and other terms & conditions are available at Govt. of Haryana online e-tendering portal <https://etenders.hry.nic.in> and Hafed Website www.hafed.gov.in. For this purpose, HAFED invites e-tenders on the above mentioned e-tendering portal. The Technical & Financial bids on the above e-tendering portal will be opened on **02.11.2021** at Hafed Corporate Office, Sector-5, Panchkula (Haryana) in the presence of the bidder(s), who wish to be present. The financial bids of only the technically qualified bidders will be opened on the e-tendering portal whereas on the e-Auction portals, only the registered parties with these Portals can participate in the e-auctions. HAFED reserves the right to accept/reject any/all the tenders or increase/ decrease the tendered quantity without assigning any reason whatsoever.

- 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.**
- Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://etenders.hry.nic.in> to be eligible to participate in the e-Tender. **He/ She will be required to make online payment of required EMD in due course of time. The intended parties fails to pay EMD fee under the stipulated time frame shall not be allowed to submit his/her bids for the respective event/Tenders.**
- 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>**
- 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.	Party Stage	Date & Time
1	(i) Downloading of Tender document / Online bid preparation. (ii) Online directly transfer of funds of Rs.2,500/- through online directly through Debit Cards & Internet Banking Accounts (Tender document fee Rs.500/-, Processing Fee Rs.2,000/-) and required EMD	22.10.2021 from 06:00 PM to 29.10.2021 up to 05:00 PM
2	Submission of online Bid	22.10.2021 from 06.01 PM to 02.11.2021 up to 11:00 AM
3	Opening of Technical Bid	02.11.2021 at 02:00 PM
4	Opening of Financial Bid	02.11.2021 at 03:00 PM

Important Note:

- 1) The bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her Application/bid status will be considered as 'Applications/bids not submitted'.
- 2) Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.

INSTRUCTIONS TO BIDDER ON ELECTRONIC TENDERING SYSTEM

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on e-Procurement Portal:

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e-Procurement Portal i.e. <https://etenders.hry.nic.in> Please visit the website for more details.

2. Obtaining a Digital Certificate:

2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://etenders.hry.nic.in>

- 2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.
- 2.4 The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://etenders.hry.nic.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.
- 2.5 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).
- 2.6 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
- 2.7 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.
- 2.8 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.
3. **Pre-requisites for online bidding:**
In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from NIC or downloaded from the home page of the website – <https://etenders.hry.nic.in> the link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.
4. **Online Viewing of Detailed Notice Inviting Tenders:**
The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <https://etenders.hry.nic.in>
5. **Download of Tender Documents:**
The tender documents can be downloaded free of cost from the e-Procurement portal <https://etenders.hry.nic.in>
6. **Key Dates:**
The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

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

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

7.2 PREPARATION & SUBMISSION OF online APPLICATIONS/BIDS:

- (i) Detailed Tender documents may be downloaded from e-Procurement website <https://etenders.hry.nic.in> and tender mandatorily be submitted online following the instruction appearing on the screen.
- (ii) Scan copy of Document to be submitted / uploaded for Technical bid under online Technical Envelope. The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF/JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of Technical Envelope.
- (iii) **FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)**

8. ASSISTANCE TO THE BIDDERS

For queries on Tenders Haryana Portal, Kindly Contact Note: Bidders are requested to kindly mention the URL of the portal and Tender ID in the subject while emailing any issue along with the contact detail. For any issue/clarification relating to the Tender (s) published kindly contact the respective tender Inviting Authority. Tel:-0120-4200462, 0120-4001002 Mobile:88262-46593 Email:-support.etender@nic.in For any technical related queries please call at 24x7 Help Desk number 0120-4001002,0120-4200462,0120-4001005,120-6277787 For support related to Haryana Tenders in addition to help desk you may also contact on email ID eproc.nichry@yahoo.com, Tel:0172-2700275
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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 along with 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 Tech process 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.

Note for the Bidder(s) :

Sr. No.	Particulars
1.	The terms and conditions for purchase of 400 MT Kachchi Ghani Mustard Oil (Loose) are detailed in Part-A of the tender document
2.	The terms and conditions for purchase of 2,000 MT Mustard Seed are detailed in Part B of the tender document

PART 'A'

Tenders document for purchase of Kachchi Ghani Mustard Oil (Loose) :

Kind of Oil, quantity and required EMD:

Sr. No.	Kind of Oil	Required quantity	Earnest money
1.	Kachchi Ghani Mustard Oil (Loose)	400 MTs	Rs.1,000/- per MT of offered quantity

Quantity required:

400 MT (200 MT each for Hafed Oil Mill Rewari, Narnaul on F.O.R. basis. Minimum quantity to be offered by the bidder will be **100 MT** and thereafter it can be in multiples of **50 MT**.

Terms and Conditions:

1. Earnest Money Deposit (EMD):

- Each bidder(s) are required to deposit required **EMD of Rs. 1,000/- per MT of the offered quantity** with the e-Tendering portal for being eligible for participating in the auctions.
- The EMD amount of successful bidder(s) shall be released within 30 days from the date of completion of supplies of the ordered quantity / specifications by the Hafed Oil Mills Rewari/Narnaul.
- In case the successful supplier(s) fails to supply the entire ordered quantity of edible oils due to any reason whatsoever, the EMD deposited by the supplier(s) will be forfeited.
- No interest shall be payable by Hafed on the amount of the EMD deposited by the bidder(s).

2. Price to be quoted:

- The offered rates of above mentioned edible oil should be **Rs. per quintal** inclusive of GST/all other taxes, F.O.R. at Hafed Oil Mills Rewari / Narnaul.
- In case Govt. increases/decreases the GST or other taxes during pendency of the supply of Oils at the time of raising Invoice, similar effect will be made on the rates quoted by the bidder(s).

3. Negotiations:

The negotiations will be held as per Govt. of Haryana instructions/guidelines. All the bidders are requested to be present at the time of opening of tender for negotiations.

4. Validity of offered / negotiated rates:

The offered / negotiated rates will be valid for **Five (05) working days** from the date of opening of the tenders.

5. Supply of Oil stocks and penalty:

- The supplies will have to be made **within 10 days** from the date of supply order.
- For delay in supply, penalty @ **1% per week** or part thereof shall be imposed subject to maximum of **2%** failing which Hafed have the liberty to make purchases from any other source at the risk and cost of the party by forfeiting the EMD.

6. Payment terms:

- The 80% payment will be released by Hafed Oil Mills, Narnaul/Rewari **within 5 working days** on the basis of OK test report of in-House Lab at HOM Rewari/Narnaul after receiving the material. Balance 20% payment will be released **within 10 days** after receipt of OK test report from FSSAI/NABL Accredited Lab. which will be binding on both the parties.

- The Supplier(s) will have to attached a copy of test report of each batch/samples got tested by the Supplier(s), with the sale invoice/bill of the delivered quantity of Oils.

7. Sampling and testing of Oils:

On receipt of the oil tanker in the premises of Hafed Oil Mill, Narnaul/Rewari, 3 samples will be drawn by the Committee consisting of the GM, Account Incharge, Store Keeper, Lab Incharge along-with the representative of the supplier. Out of these 4 samples :

- a) 1st sample will be kept by concerned Hafed Oil Mill for in-house Lab testing.
- b) 2nd sample will be sent to outside FSSAI / NABL approved Labs for analysis.
- c) 3rd sample will be given to the representative of the supplier.

- The tests of the parameters mentioned at **Annexure-I at Sr. No. 1, 2, 3, 8 & 16** will be done in in-house laboratory of the concerned Hafed Oil Mills. The tanker of the Oil will be unloaded only after **OK** tests report / results of the test conducted in Hafed's in-house laboratory.
- In case, the test results of Hafed's in-house test lab does not meet out as per Hafed specifications, then the suppliers will be bound to replace the supplied Oil within **03 days** at his own cost and if, supplier failed to replace the Oil within 03 days then the EMD deposited by the supplier will be forfeited.
- As regard testing of other parameters, one sample will be got tested from outside FSSAI / NABL approved Lab at Hafed own level. In case, any variance found in the test results, the oil will be accepted after applying quality cut and the testing charges will be borne by the supplier.

8. Acceptance of all terms & conditions of tender notice/document:

If the bidder(s) apply for the tender and uploaded required document in the Technical Bid and submit Financial Bid for the tendered item / quantity, it will be presumed that the bidder/bidders read all the terms & conditions of the tender notice / document and agreed with the same.

9. General Terms and Conditions:

The weighment of the Tanker will be made on Hafed's weighbridge and its weight will be final. However, if party disagrees with them, then weighment will be made at second weighbridge and average weight of both weighbridge only be taken ,if the difference in weight of both weighbridge is not more than 40 kg. In case, the difference in weight of both the weighbridge is found more than 40 kg, then weight will be made at third weighbridge and average weight of two closer weighbridges will be taken as final weight and that will be acceptable to both parties i.e. suppliers and HAFED.

- HAFED reserves the right to accept/reject any/all the auctions or increased/decreased the tendered quantity keeping in view of the requirement of the Hafed Oil Mills.

10. ARBITRATION :

The disputes, if any, arising between HAFED and Supplier be resolved amicably, failing which, it shall be referred to an Arbitrator, mutually acceptable to both the parties, appointed by the Managing Director, Hafed, as per the relevant provision under Arbitration and Conciliation ACT, 1996 and his / her decision shall be binding on both the parties. The Civil Court shall have no jurisdiction in case of dispute between the parties.

Annexure-I

Specifications for Kachchi Ghani Mustard Oil

Sr. No.	Parameter	Value	Quality Cut
1	Moisture & Insoluble Impurities %age by wt.	0.25 Max.	---
2	Colour in 1/4" cell (Y+5R)	50 Units Max.	---
3	Specific gravity (30/30c)	0.907-0.910	---
4	Refractive index at 40 °c	1.4646-1.4662	---
5	Saponification value	168-177	---
6	Iodine value	98-112	---
7	USM %age by wt.	1.20 Max.	---
8	Acid value (%age by wt.)	1.5 Max	>1.5% to 1.8% quality cut be Rs.100/- per MT & > 1.8 to 2.0%- quality cut be Rs.200/- per MT
9	Bellier test (Turbidity Temp)	23 – 27.5 °c	---
10	Poly Bromide test	Negative	---
11	Test for Hydrocyanic Acid	Negative	---
12	Test for Argemone Oil (TLC)	Negative	---
13	Test for Mineral Oil (TLC)	Negative	---
14	Test for Rancidity	Negative	---
15	Suspended and Foreign Matter	Negative	---
16	Taste and flavour	Characteristic	---
17	%age of Natural Oil (as ATC) wt. %age	0.27-0.60	Below 0.27% to 0.25% quality cut be Rs.100/- per MT. Below 0.25% to 0.20 quality cut be Rs.200/- per MT
18	Shelf life	12 months	---

PART 'B'

Tender document for purchase of Mustard Seed required for Hafed Oil Mill, Rewari and Narnaul.

1.0 Quantity required:

2,000 MT (1,000 MT each for Hafed Oil Mill Rewari, Narnaul or at any other storage locations to be decided by HAFED, on F.O.R. basis. Minimum quantity to be offered by the bidder will be **200 MT** and thereafter it can be in multiples of **100 MT**.

2.0 Invitation of Bids:

- 2.1 Hafed is looking reputed parties/bidders for supply of Mustard Seed F.O.R. basis at Rewari, Narnaul and at any other storage locations to be decided by HAFED.
- 2.2 Bidders are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully mentioned in the tender document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in the rejection of the bid.
- 2.3 The Payment for EMD of **Rs. 500/- per MT of the offered quantity** can be made online directly through RTGS / NEFT / OTC. Please refer to "Online Payment Guideline" available at the e-Procurement portal of GoH (Govt. of Haryana).
- 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 upload the required details online in the Technical Bid

"Envelope 2: Commercial Bid"

The bidders shall **quote** the prices in price bid format under Commercial Bid.

- **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 bidders are required to quote the price on F.O.R. basis for HOM, Rewari and Narnaul or at any other storage locations to be decided by HAFED, inclusive of all taxes/levies and as per Hafed's specifications, terms & conditions.
- 3.3 HAFED is empowered to increase/decrease the quantity upto 25% keeping in view the market trend of prices of Mustard Seed etc.
- 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 forfeit the earnest/security money of the tenderer.
- 3.6 Hafed reserves the right to reject any/all tenders without assigning any reason whatsoever.
- 3.7 Negotiations will be held as per Haryana Govt. Guidelines

4.0 **Validity of offer :**

The offered rates should be valid for a period of **Five (05) working days** from the date of opening of e-tender.

5. **OTHER TERMS & CONDITIONS :**

The other Terms and conditions of tender are as under:

5.1 **EARNEST MONEY AND SECURITY :**

Tenders must be accompanied with earnest money of **Rs.500/- per MT** for total quantity offered by the bidder. The minimum quantity to be offered by the bidder will be **200 MT and further its multiple of 100 MT**. The earnest money is subject to forfeiture if after submitting the tender; the tenderer resiles from or modifies any of the terms and conditions of the tender and also if the tenderer fails to furnish the requisite security deposit within three days of the issue of the supply order. The successful tenderers shall have to furnish **security equivalent to 5%** of the total cost of ordered quantity in the shape of Bank Draft/RTGS within **3 (three) bank working days** from the date of issue of supply order. Earnest money of successful tenders can be adjusted towards security deposit for the satisfactory execution of the order. No interest will be payable on EMD/security deposit. Any earnest money already lying with Hafed on account of any other contract (s) shall not be adjusted against the earnest money / security amount of this tender.

5.2 **RATE :**

The rate offered by tenderers shall be on 40% Oil Content basis having moisture content max. 6% and foreign matter up to max. 0.5% & Acid value 1.5% maximum,

F.O.R. Hafed Oil Mill Rewari/ Narnaul or at any other storage locations to be decided by HAFED, inclusive all taxes Like GST, Market Fees , Dami, packing and forwarding charges etc). The rates will be quoted in Rs. per quintal in 50 kg. net in serviceable sound jute bags or new HDPE bags. The Jute/ new HDPE bags must be free from any mildew/ fungal growth should be free from cuts, holes & tears, sun fading etc., Mustard Seed when filled in bags, it should not bleed out, i.e. there should not be any rain loss from the filled bags. Seams of the bag should be intact after filling of Mustard Seed. Bags should not be repaired and should be pest free, dust free, odour free of the pulses, grains packed earlier and free from any other foreign materials. If the jute/ new HDPE bags are found below the above prescribed specifications, the Hafed Oil mills will reject the consignment, however, if minor deviations are found by the authorized officials/ officers of Hafed Oil Mills, they can accept the material after imposing the cut @ Rs.5/- per bag.

5.3 NEGOTIATIONS:

Negotiations will be held as per Haryana Govt. instructions/guidelines.

5.4 QUANTITY:

Hafed intends to purchase **2,000 MT** Mustard seed (1,000 MT for each Hafed Oil Mill at Rewari & Narnaul or at any other storage locations to be decided by HAFED) which can be increased / decreased or can split the quantity according to the requirement of the Hafed.

5.5 DELIVERY:

The party will deliver the material at Hafed oil Mill Rewari/ Narnaul as per requirement **within 10 days** from the date of the confirmed order. Loading at the station of the dispatch will be that of the firm and unloading and stacking at consignee end will be arranged by concerned consignee/indenting officers.

5.6 SPECIFICATIONS:

- a. **Oil Content** : 40%
- Moisture content** : 6% maximum
- Foreign matter** : 0.5% maximum
- Acid Value** : 1.5% maximum

b. Rebate/ rejection :

The material can be accepted with rebate if the oil content is found below 40%, minimum up to 38% with pro rata cut. Similarly, the mustard seed can be accepted with rebate if the moisture is found above 6% maximum upto 8% with pro data cut. The material will be rejected if the foreign matter is found above 0.5% or Acid value is found above 1.5%.

5.7 PENALTY:

If the supplier(s) fails to supply ordered quantity of Mustard Seed within 10 days, penalty @ 1% per week or part thereof subject to maximum 2% shall be charged. In case, the supplier(s) fails to supply the ordered quantity within two weeks after the permitted 10 days delivery period, then the supply order shall be treated as cancelled and the EMD/ Security would be forfeited without any notice. HAFED reserve the right to purchase such quantity of Mustard Seed on the risk and cost of the Supplier(s)

5.8 SAMPLING AND INSPECTION:

Sampling and Testing of the material supplied shall be done by the officials of HAFED Oil Mills Rewari/ Narnaul in the presence of the representative of the Suppliers at the time of receipt of stocks.

In case, the representative of the supplier does not agree with the results of the tests, then three random samples of about 250 gms each shall be drawn from each Truck which will be sealed and duly signed by both the parties. Out of these three samples:

- One sample will be sent by HAFED to any reputed FSSAI/NABL approved Lab for testing. The lab result of the approved lab will be acceptable and binding on both the parties.
- One sealed sample will be given to the supplier.
- One sample will be retained by the Mill itself as referee sample.
- In such case, the testing charges shall be borne by the supplier.

5.9 PAYMENT:

Within three working days, 80% payment shall be made on actual receipt of goods in good condition and as per specifications by the GM, Hafed, Oil Mill Rewari / Narnaul. Balance 20% payment shall be released within 15 days or on receipt of satisfactory test report, whichever is earlier. Bank charges shall be deducted from the payment of the supplier, if any.

5.10 REFUND OF SECURITY:

Security amount shall be released /refunded without interest, on satisfactory completion of supplies strictly as per the terms and conditions of the tender document.

5. 11 GENERAL TERMS :

- i. Hafed will have the right to issue supply order in phases to any one or more tenderer whose tenders are accepted and rates finally agreed.
- ii. Hafed reserves the right to accept or reject any or all tenders without assigning any reason.
- iii. Any loss of quantity occurred due to poor quality of bags shall be recovered from the supplier.
- iv. All the successful suppliers are required to comply with all the statutory requirements of the APMC Act etc.
- v. The validity of the offer will be for 5 working days from the date of opening of tender.

6.0 ARBITRATION :

The disputes, if any, arising between HAFED and Supplier be resolved amicably, failing which, it shall be referred to an Arbitrator, mutually acceptable to both the parties, appointed by the Managing Director, Hafed, as per the relevant provision under Arbitration and Conciliation ACT, 1996 and his / her decision shall be binding on both the parties. The Civil Court shall have no jurisdiction in case of dispute between the parties.

TECHNICAL BID

(for supply of Kachchi Ghani Mustard Oil / Mustard Seed)

Sr. No.	Documents to be uploaded
1	Authority letter for signing of all the documents on behalf of the Company / Firm etc.
2	Copy of Manufacturer/ Trading license
3	Copy of the GST Registration Certificate.
4	Copy of PAN Card.
5	Self attested undertaking to the effect that the bidder is not blacklisted by any Central / State Govt. / Institutions or any Co-operative Agency in Central / State etc.
6	Certificate regarding acceptance of all the Terms & Conditions as mentioned in the e-Tenders notice / document.
7	Duly signed statement stating the Quantity (in MT) offered by the Bidder(s).

Note: In case, the bidder(s) participated in the proposed Tenders / Auctions and submit Financial Bid for the tendered item / quantity, then it will be assumed that the bidder(s) read all the terms and conditions of the e-Tenders / e-Auctions document and agreed with the same.

FINANCIAL BID

(For supply of Kachchi Ghani Mustard Oil / Mustard Seed)

(Financial bid will be opened of those bidder(s) who will qualify in Technical Bid)

1. The offered rates of edible should be including of GST / all other taxes & on F.O.R. basis at Hafed Oil Mills, Rewari / Narnaul.
2. The single F.O.R. rates shall be applicable for both the Hafed Oil Mill, Rewari / Narnaul. The bid(s) with different rates shall not be accepted.

S. N.	Particulars	Required/ Tendered quantity (in quintals)	Offered Quantity (in quintals)	Offered Rates (Rs. per quintal including of GST/ all other taxes and F.O.R. at Hafed Oil Mill, Rewari / Narnaul)
1	Kachchi Ghani Mustard Oil (F.O.R. at Hafed Oil Mill Rewari or Narnaul)	4,000		
2	Mustard Seed (F.O.R. at Hafed Oil Mill Rewari or Narnaul or at any other storage locations to be decided by HAFED)	20,000		

- (Mustard Seed on Oil Content 40% basis, Moisture 6% Maximum, Foreign Matter 0.5% Maximum & Acid Value 1.5% maximum packed in 50 kg. net sound jute / new HDPE bag as mentioned in the tender document).
- In case of Kachhi Ghani Mustard Oil, minimum quantity to be offered is 1,000 Qtls. And thereafter, it can be in multiples of 500 Qtls. Whereas in case of Mustard Seed minimum quantity to be offered is 2,000 Qtls. and thereafter, it can be in multiples of 1,000 Qtls.
- In case bidder is offering both the items, the EMD of the offered quantity of both the items will have to be calculated and a single amount in respect of both the items will have to be deposited i.e. there is not any provision of depositing item-wise separate EMD.