



**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



E-Tender notice for Supply of Compatible (Factory New) Cartridge/ Toner for Samsung, Canon and HP make Printers in Hafed Corporate Office, Panchkula

HAFED an apex co-operative organization in the State of Haryana having annual turnover of approx 16,000 crore intends to invite e-tenders from the reputed OEM and OEM authorized bidders for Supply of **Compatible (Factory New) Cartridge/ Toner** for Samsung, Canon and HP make Printers in Hafed Corporate Office, Panchkula. Tender documents containing terms & conditions can be downloaded from e-tendering portal <https://etenders.hry.nic.in> and at Hafed Website <http://hafed.gov.in>. The bidders can submit their tender documents 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. Technical & Financial bid will be opened at Hafed Corporate Office, Sector-5, Panchkula (Haryana). Hafed reserves the right to accept/reject any/all the tenders or increase/decrease the tendered quantity without assigning any reason.

**MANAGING DIRECTOR
HAFED: PANCHKULA**

DETAILED NOTICE INVITING TENDER

Hafed invites e-tenders for supply of **Compatible (Factory New) Cartridge/ Toners for Samsung, Canon and HP make Printers** in Hafed Corporate Office, Panchkula in single stage, two cover systems. Under this process, the Technical Bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. Technical Bid & Commercial Envelope. Eligibility of the Bidders will be first examined based on the details submitted online under first cover (Technical) with the request to eligibility and qualification criteria prescribed in the Tender document. The Price Bid under the second cover shall be opened for only those bidders whose Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

1. **The payment for Tender Document Fee and Processing Fee shall be made by the bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT or OTC Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**
2. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://etenders.hry.nic.in> to be eligible to participate in the e-Tender. **He/ She will be required to make online payment of required EMD in due course of time. The intended parties fails to pay EMD fee under the stipulated time frame shall not be allowed to submit his/her bids for the respective event/Tenders.**
3. The interested bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance as given under Key Dates **and make payment via RTGS/ NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder/agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at** <https://etenders.hry.nic.in>
4. The interested bidders shall have to pay mandatorily Processing Fee of Rs 1000/- and document fee of Rs. 500/- (Non refundable) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.
5. The interested bidders shall have to pay Earnest Money Deposit (EMD) of Rs 10,000/- online by using the service of secure electronic gateway. The EMD will be refunded to the un-successful bidders after award of contract.
6. 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.

Key Dates

Sr. No.	HAFED Stage	Party Stage	Start Date and Time	Expiry Date and Time
1	Release of Tender	-	07.04.2022 17:01 Hrs.	22.04.2022 11:00 Hrs
2	-	Downloading of Tender Document/ Online Bid Preparation and Submission of online Bid/ Document fee, e-Service fee (1000+500) and EMD of Rs. 10,000/-	07.04.2022 17:01 Hrs.	22.04.2022 11:00 Hrs
3	Opening of Technical Bid	-	22.04.2022 11:30 Hrs.	
4	Opening of Financial Bid	-	The exact date & time for opening of the financial bids would be communicated separately	

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, 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

Timing: Technical support assistance will be available over telephone Monday to Friday (9:00 am to 5:30 pm) (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:- 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>

(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 thousands bank branches and would enable the bidder to make the payment from almost any bank branch across India.

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

RTGS / NEFT Payment Procedure

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

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

D) Over the Counter (OTC)

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

The procedure for paying through OTC mode is as follows:

- (i) Bidder selects over the counter remittance option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid. The bidder chooses the bank account number for refund of the amount.
- (iii) Bidder clicks on "Continue" Button.
- (iv) The e-Procurement portal displays the details of payment. The Bidders click on "Print_Challan" and print the OTC Challan.
- (v) Bidder submits the OTC Challan at the counter of any designated bank of SBI Bank with Cash/Demand Draft/SBI Bank Cheque (Payment in Cash is allowed upto Rs. 49,999/-).
- (vi) SBI bank verifies the URL (format to be discussed and decided) and amount with e-Procurement portal prior to accepting the payment.
- (vii) On successful verification from e-Procurement portal, SBI bank accepts the payment. In case of failure, SBI bank shall return back the OTC challan and payment to the bidder.
- (viii) SBI bank commits the payment transaction (in case of successful verification from e-Procurement portal) and sends the Bank Transaction number (I-Sure Reference Number) online against the URN and Amount.

- (ix) SBI bank will generate receipt for the payment transaction and issues the same to the bidder.
- (x) The e-Procurement system update the bank transaction number against the URN and Amount based on the details sent by SBI bank online prior to generation of the receipt.
- (xi) The status of the payment will be displayed as “verification successful” in e-Procurement Portal, when the bidder clicks on the verification option in the portal.
- (xii) Bidder would be required to upload the scan copy of receipt as received from SBI Bank as part of proof in next tender portal before submitting the tender.

TERMS AND CONDITIONS

This is a two-bid tender to be submitted through e-tender, which can be online downloaded either from the Hafed’s website: <http://.hafed.gov.in> or from <https://etenders.hry.nic.in> portal.

1. The technical as well as financial bid is to be submitted online on the web portal <https://etenders.hry.nic.in>. However, the firms have the option to submit the supporting documents as required to be supported along with the technical bid either through the online mode along with the technical bids.

2. Bidders will have to procure/should have a legally valid digital signature certificate as per the Information Technology Act 2000, using which they can sign their online bids. Documents for the technical bid and the financial bid shall be submitted separately as per details given below.

3. Technical bid

The proforma of technical bid is enclosed at **Annexure-1**.

The following documents are required to be submitted by the bidders with this Technical Bid:

- I. Self attested copies of the valid registration certificates of the firm/ company.
- II. The interested bidder should have experience of successfully executing similar projects for at least 2-3 organizations preferably in Govt./ PSU/ Corporate Departments.
- III. Bidder should not have been black listed by any State/ Central Government departments/ agencies or any other Public Sector undertaking as on the release date. (Self-undertaking on the letter head of the bidder duly signed and stamped by the Gazetted officer).
- IV. Self attested photocopy of PAN No. of the tendering company
- V. Self attested photocopy of the GST Registration Number.

4. **FINANCIAL BID:** The rates are to be quoted in financial bids cover online. The proforma for the financial bid is enclosed at **Annexure-2**. Financial bid of only technically qualified bidders will be opened.

GENERAL TERMS & CONDITIONS:

- i. **Rates:** The rates offered should be F.O.R. destination i.e. HAFED Corporate Office, Sector-5, Panchkula, Haryana, and inclusive of taxes. The validity of rates shall be for one year.
- ii. **Delivery & Execution Period:** The delivery of the item will have to be done within 15 days from the date of placement of the supply order by Hafed. Hafed will place order to the successful bidder on monthly basis. The approx. required quantity on monthly basis will be 50 toners of Samsung make, 20 toners of HP make and 10 toners of Canon make printers.
- iii. **Payment terms:** The 100% payment will be released on delivery/ inspection of the items.
- iv. **Performance warranty:** The EMD of the successful bidder will be adjusted as performance security for the contract period of one year and shall be released after completion of successful contract period.
- v. **Penalty:** If the supplier fails to deliver the item within the prescribed period, the delayed consignment will be subject to Penalty @ 2% of the value of undelivered material shall be imposed on account of delay per week or part thereof subject to maximum of two weeks on the supplies as per the confirmed order. If supplier fails to supply the ordered material to Hafed Corporate office, Sector-5, Panchkula even during the grace period of two weeks (with penalty) then Hafed reserves its right to cancel the supply order and will be at liberty to arrange the material from any other sources at the risk and cost of the supplier.
- vi. **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-1.

PERFORMA OF TECHNICAL BID

1. Self attested copies of the valid registration certificates of the firm/ company.
2. The interested bidder should have experience of successfully installed similar device(s) for at least 2-3 organizations preferably in Govt. departments/ PSUs.
3. Bidder should not have been black listed by any State/ Central Government departments/ agencies or any other Public Sector undertaking as on the release date. (Self-undertaking on the letter head of the bidder duly signed and stamped by the Gazetted officer).
4. Self attested photocopy of PAN No. of the tendering company
5. Self attested photocopy of the GST Registration Number.

Annexure-2

PERFORMA OF FINANCIAL BID

S. No	Items	Minimum Specifications	Qty per month (Approx)	Rate per unit valid for one year (in Rs.) (inclusive of taxes)
1.	Supply of Compatible (Factory New) Cartridge/ Toner for Samsung make Printers in Hafed Corporate Office, Panchkula	Samsung MLT D101S Black Cartridge/ Toner for Samsung SCX-3401 & Samsung ML 2161 Printers.	50	
2.	Supply of Compatible (Factory New) Cartridge/ Toner for HP make Printers in Hafed Corporate Office, Panchkula	HP 88A Black Cartridge/ Toner for HP Laserjet Pro M202dw Printers.	20	
3.	Supply of Compatible (Factory New) Cartridge/ Toner for Canon make Printers in Hafed Corporate Office, Panchkula	Canon 337 Black Cartridge/ Toner for Canon Image class MF246dn Printers.	10	