



**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



TENDER NOTICE

Hafed intend to sale approx. 4130.50 Qtls Broken Rice, Nakku & Rejection Rice of KMS 2021-22 through e-tender on "As Is where is basis". Interested bidders can visit at Hafed Complex, Taraori to inspect the material during any working day. The e- tender document containing details of terms & conditions are available on portal <https://etenders.hry.nic.in> and at Hafed's website www.hafed.gov.in. The parties/ bidders have to submit their tender documents on deposit of Rs.1000/- (non refundable) as tender fee and E- Service Fee of Rs.1000/- (non refundable) through e-Tender portal. The date of bid submission is from 30.06.2022 to 11.06.2022 upto 5:00 PM. All bidders are required to get register on e-tendering portal & obtain Digital Signatures from NIC Office. Technical bid will be open at 11:30 AM and financial bid at 2:30 PM on dated 12.07.2022 at Hafed Corporate Office, Sector-5, Panchkula 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 without assigning any reasons whatsoever.

**Managing Director,
Hafed, Panchkula**

Detailed Notice Inviting Tender

Hafed invites E-tender for sale of Broken Rice, Nakku & Rejection Rice of KMS 2021-22 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/- (Rupee One Thousand Only– Non refundable) and Tender document fee of Rs.1000/- (Rupee One Thousand Only– 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. The Payment for document fee (Rs.1000/-) and Processing Fee (Rs.1000/-) can be made by eligible bidders online directly through Debit Cards & Internet Banking. The interested bidders must remit the funds at least T+1 working day (Transaction+ One Day) in advance before the expiry date & time of the respective events. And make payment via RTGS/NEFT to the beneficiary account number specified under the online generated challan.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

Key Dates

S.N.	HAFED Stage	Party Stage	Date & Time
1		(i) Downloading of Tender Document / Online Bid Preparation. (ii) Online directly transfer of funds of Rs.2000/- through online directly through Debit Cards & Internet Banking Accounts (Tender document fee Rs.1000/-, Processing Fee Rs.1,000/-) and required EMD (item wise)	30.06.2022 at 05:00 PM to 11.07.2022 05:00 PM.
2	-	Submission of online Bid	30.06.2022 at 05:00 PM to 11.07.2022 05:00 PM
3		Opening of Technical Bid	12.07.2022 at 11:00 AM.
4		Manual submission of additional supporting documents	12.07.2022 at 01:30 PM.
5		Opening of Financial Bid	12.07.2022 at 2:30 PM
6		Earnest Money Required: a) Rejection Rice b) Nakku c) Broken Rice	Rs. 123000/- Rs. 18900/- Rs. 12100/-

NOTE:

“In case any bidder wants to apply and submit EMD for ONE or MORE ITEMS (except all items) then first he/she click to “Exemption” button and fill the exempted amount then bidder can choose the Items/amount of its EMD for which he/she wants to submit the EMD of offered items. He/she may also upload the details of Items to be quoted in the said tender.”

Important Note:

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

INSTRUCTIONS TO BIDDER ON ELECTRONIC TENDERING SYSTEM

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

1. Registration of bidders on e-Procurement Portal:

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

2. Obtaining a Digital Certificate:

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.

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>

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.

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.

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).

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.

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.

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.

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

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).**

7. 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 (9:00am 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 Tec 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 \leq Rs. 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 for sale of Rejection Rice, Nakku & Broken Rice at Hafed Rice Mill, Taraori

Contact Person: GM (Processing)

Ph No: 0172-2590531

E-mail:-addlgmp@gmail.com

TERMS AND CONDITIONS

This is a two-bid tender to be submitted through e-tender, which can be downloaded from the <http://etender.hry.nic.in>.

1. The technical as well as financial bid is to be submitted online on the web portal <http://etender.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 or in the off line mode in physical form to the Hafed Corporate Office, Sector-5, Panchkula by the due date/time.
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 for sale of rejection rice, Nakku and Broken Rice:-
The Performa of Technical bid is enclosed at **Annexure-I**.
The following documents are required to be submitted by the bidder with this technical bid:
 - i. Authority letter in favor of the participating representative indicating his designation and contact Number authorizing him to submit the bid, documents and for negotiations, if any.
 - ii. Self-attested copy of PAN number of the tendering Company.
 - iii. Self-attested copy of the GST Registration Number.
 - iv. Certificate regarding acceptance of all the terms and conditions as mentioned in the tender document.
4. **FINANCIAL BID:** The rates are to be quoted in financial bids. The Performa for the financial bid is enclosed at **Annexure-II**. Financial bid of only technically qualified bidders will be opened.
5. **GENERAL TERMS AND CONDITIONS:**
 - i. The sale will be made on "As is where is basis". The detail of stock of Rejections Rice, Nakku & Broken Rice for KMS 2021-22 is placed at "**Annexure-II**".
 - ii. The stocks of Rejection Rice, Nakku & Broken Rice will be sold on gross weight basis Ex-Hafed Godown. The expenses like loading etc. will be borne by the buyer.
 - iii. The offered quantity is approximate which may vary at the time of actual sale/ lifting.
 - iv. The party can inspect the stocks by contacting General Manager/ F.I.(S), Hafed Complex, Taraori on any working days during office hours.
 - v. The tender should be accompanied with earnest money as under for Rejection rice, Nakku & Broken Rice through online on portal of e-tender.hry.nic.in. Offers received without earnest money will not be entertained:

SN	Items	Tentative quantity	Amount
1	Rejection rice	3245.00	123000/-
2	Nakku	539.00	18900/-
3	Broken Rice	346.00	12100/-

- vi. The party whose offer is accepted shall deposit security being full value of the stock within three working days of such acceptance. In case the party fails to

deposit the required security within the stipulated period, its offer will be treated as cancelled and earnest money shall stand forfeited.

vii. Validity: Rates shall be valid for acceptance for 30 days from the date of opening/ negotiations of tender.

viii. The earnest money deposited will be converted into security in case offer of the party is accepted by Hafed.

ix. The stocks will be delivered against 100% payment.

x. The security/ EMD will only be adjusted in the last consignment.

xi. The successful party shall be allowed 15 days free-lifting period from the date of issue of sale letter.

xii. If the stocks are not lifted within the above free-lifting period, further period of 15 days for lifting of stocks subject to following conditions will be given:-

6. For those stocks, the value of which are received by Hafed within free-lifting period but are not lifted within the free-lifting period, storage charges Rs. 5000.00 per day will be charged.

a) For those stocks, the value of which is not received within the free-lifting period, interest @ 18% p.a. on the sale value of un-lifted stocks together with storage charges Rs. 5000.00 per day.

b) If the stocks are not lifted even within the grace period of 15 days (With interest and storage charges) entire amount of security deposited by the party subject to maximum of sale value of un-lifted stock shall stand forfeited.

7. The validity of the offer shall be 30 days from the date of opening/ negotiation. The tenderer will not be allowed to resile from offers within this period otherwise the EMD/ Security will be forfeited.

8. The offers will be considered on the assumption that the party has inspected and approved the quality for which the rates are quoted. No segregation will be allowed and all the stocks will have to be lifted on "As is where is basis".

9. In the event of any dispute or difference arising between Hafed and the Buyer, the matter shall be referred to the sole arbitration of Managing Director, Hafed whose decision shall be binding on the both the parties.

10. Arbitration: In case of arising any dispute between Hafed and the Buyer, it will be referred for arbitration to the Registrar, Cooperative Societies, Haryana, whose decision shall be binding and final on both the parties.

TECHNICAL**TECHNICAL BID SALE OF REJECTION RICE, NAKKU AND BROKEN RICE FOR
KMS 2021-22:-****Name of the Party** : _____**Address** : _____

Following documents are to be submitted for technical qualification:

SN	Particulars	Remarks
1	Details of the items for which Bid is submitted	
	Name of the Item	Quantity
		Amount of EMD
2	Total amount of EMD deposited	Rs.....
3	Authority letter in favour of the participating representative indicating his designation in the company, and his contact number authorizing him to bid on behalf of the company/ firm, for Submission of documents and negotiations, if any.	
4	Self attested copy of PAN No. of the tendering Company along-with a performa invoice.	
5	Self attested photocopy of the GST Registration Number.	
6	Certificate regarding acceptance of all terms and conditions as mentioned in the Tender document	

Note: Certified scanned copy of the above noted documents should be uploaded.**Authorized Signatory**

Name:_____

Mob.No._____

E-Mail_____

Annexure II

Performa of Financial Bid

**I. E-TENDER NOTICE FOR SALE OF REJECTION RICE, NAKKU AND
BROKEN RICE FOR KMS 2021-22:-**

J.

Sr. No.	Name of Item	Tentative Quantity in Qtls.	Offered rates (Rs. Per qtls.)		
			Basic rate	GST	Total rate including all taxes
1.	Broken Rice	3245.00			
2.	Rejection Rice	539.00			
3.	Nakku	346.50			