



SINCE 1986
HAFED

**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

The Haryana State Cooperative Supply and Marketing Federation Limited (HAFED) invites e-tender for sale of Sugar Export Quota of 59,010 qtls. of Hafed Sugar Mill, Assandh (Karnal) on premium basis "as is where is basis".

The tender document containing eligibility criteria and other terms & conditions is available at Haryana Single e-procurement portal at <https://etenders.hry.nic.in> and Hafed website www.hafed.gov.in. The period of downloading of tender document & bid submission starts from **02.01.2023** at **2:00PM** and ends on **17.01.2023** at **10:00 AM** through the e-procurement portal as mentioned above. The tender document must be accompanied with the Earnest Money to Rs. **5 Lakh**. The technical bids will be opened on **17.01.2023** at **11:00 AM** and financial bids of the technically qualified bidders will be opened on **17.01.2023** at **02:30 PM** at Hafed Corporate Office, Sector-5, Panchkula.

Hafed reserves the right to reject any/all tenders without assigning any reason.

MANAGING DIRECTOR
HAFED, PANCHKULA

Detailed Notice Inviting Tender

E-Tender is invited for below mentioned items in single stage two cover system i.e. Request for Pre-Qualification/Technical Bid (online Bid under PQQ/ Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

Sr. No.	Particular of Tender	EMD	Tender Documents/Processing Fee
1	Sale of Export quota of sugar- 59010 Qtls	Rs. 5 Lakh	Rs. 2,000/- (Non refundable)

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 Tender Fee of Rs 11000/- (including GST) and document fee of Rs. 1000/- (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 amount of Earnest Money Deposit (EMD) can be deposited by the eligible bidders online directly through online system.
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

SN.\	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.1,000/-, Processing Fee Rs.1,000/-) and required EMD Rs. 5 Lakh	02.01.2023 at 2:00 PM to 17.01.2023 at 10:00 AM.
2	-	Submission of online Bid	02.01.2023 at 2:30 PM to 17.01.2023 at 10:30 AM.
3	Opening of Technical Bid	-	17.01.2023 at 11:30
4	Opening of Financial Bid	-	17.01.2023 at 2:30PM

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.

7. Online Payment of Tender Document Fee, Processing fee & EMD fees & 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)**

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 shiel emailing any issue along with the contact detail. For any issue/clarification relating to the Tender (s) published kindly contact the respective tender Inviting Authority.

[Tel:-0120-4200462,0120-4001002](tel:0120-4200462,0120-4001002)

Mobile: 88262-46593

Email:-support.etender@nic.in

For any technical related queries please call at 24x7 Help Desk number
0120-4001002,0120-4200462,0120-4001005,120-6277787

For support related to Haryana Tenders in addition to help desk you may also contact on email ID eproc.nichry@yahoo.com, **[Tel:0172-2700275](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 mentioned 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 clientcode 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 enabled 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 "PrintChallan" 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 of the tender for sale of Export quota of sugar, Quantity-59010 Qtls.

1) Back ground Information

The Haryana State Cooperative Supply and Marketing Federation Limited (hereinafter referred as 'HAFED') is the largest cooperative federation in the State of Haryana serving the interest of farmers and people of Haryana since 1966. The Federation is engaged in the procurement of food grains, oil seeds and pulses as per the policies of the State Government and the Government of India.

2) Invitation of Bids:

- i) Hafed is looking for reputed exporters for sale of export quota of sugar of 59010 Qtls.
- ii) Tenderers are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully mentioned in the tender document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid.
- iii) Security 5% of the total value of the sugar shall be deposited within seven days of allotment of tender.
- iv) No interest shall be payable by Hafed on the EMD/Security amount deposited by the party.

3) Procedure for submission of Bids

The bids shall be submitted Online in two separate envelopes:

- Envelope 1: Technical Bid
The 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 commercial bid in the prescribed online format only. No manual financial bid shall be entertained.**
- i) Hafed reserves the right to reject any /all tenders without assigning any reason whatsoever.
 - ii) Any conditions of the firm sent along with the quotation, if any, shall not be binding on Hafed.
 - iii) On acceptance of tender, the date of start of contract should be strictly adhered to otherwise, Hafed reserves the right to cancel the contract and forfeit the earnest money of the tenderer.

4) Validity of financial Bids:-

Financial bid will be valid for 30 days (Thirty days) from the date of opening of financial bid.

5) Rate

- i) Each bidder is to submit the premium @ Rs. Per qtl. In the financial bid and negotiation will be held as per Haryana Govt. Instructions/Guidelines.
- ii) The Quantity can be increased or decreased as per the directions of GOI.

- iii) The successful bidder shall submit the entire premium of Sugar Quota to Hafed within 15 days of allotment of work.

6) Terms of payments:-

- i) The bidder shall pay the premium in advance at the time of signing tri party agreement between successful bidder, producer of sugar and Hafed or bi-party agreement i.e. successful bidders/Sugar Mill and Hafed.
- ii) Any conditions of the firm sent along with the quotation, if any, shall not be binding on Hafed.
- iii) Security amount shall be refunded on submission of all the documents of export.
- iv) It shall be the responsibility of the successful bidder to ensure and fulfill all the formalities and standard norms required for export of sugar.
- v) If any penalty or recovery is imposed on Hafed Sugar Mill, Assandh for any lapse of the part of the exporter, the same shall be borne by the successful tenderer/exporter, Hafed Sugar Mill, Assandh will not be responsible for any such penalty or recovery.
- vi) Tenderer shall submit draft performa for Tripartite Agreement etc. immediately on acceptance.
- vii) In case the export is not taking place for whatever be the reason within time limit permitted by the Government of India, successful bidder shall bear all damages/ loss.
- viii) Tenderer shall be responsible to abide by all the terms & conditions and the time schedule fixed by the Directorate of Sugar vide circular no. F. No. 1 (1) 2022 dated 05th November 2022.
- ix) The successful tenderer exporter shall be responsible for the quality grade, packing as per prescribed norms for export of sugar and shall also be responsible to get the clearance from the Inspecting Agency. Excise and Custom Departments.
- x) The successful tenderer/exporter shall ensure that if the Govt. of India allows any export benefit against this sugar export order, the same shall be passed on to the Hafed Sugar Mill, Assandh.
- xi) If any recovery is imposed on any of the Sugar Factory due to any conduct of the exporter. The same shall be recovered from the exporter as per law.
- xii) If any legal dispute arises, the same shall be under the jurisdiction of Assandh Courts only.
- xiii) Managing Director, Hafed, Panchkula reserves the right to accept or reject any tender without assigning any reason and also revise any tender condition to meet the requirement of law so as to ensure the legal safeguard of the interests of the Sugar Mills in consonance with such legal provisions. Which may come to the notice of the Tender Committee before the time of opening the tenders. However, such revision shall be announced before the opening of the tender to all those who come present for the negotiations. They shall also be given a chance to revise and re-submit their bid at the spot in the interest of justice and level play field. But this clause shall be invoked strictly only under legal constraints and not otherwise.
- xiv) Earnest money will be converted into security amount and no interest will be paid on security money, Security money will be refunded after the successful submission of export documents.
- xv) In case, lapse of quota security amount will be forfeited.
The successful bidder will provide following documents:-
 - i) Self certified copies of GSTR-1, Shipping Bill with LEO date endorsed by customs.
 - ii) Any other document specifically sought by DFPD in this regard.

- 7) **ARBITRATION:-** In case any dispute arises in between the party in connection with the purchases, the matter will be referred for arbitration to the Managing Director, Hafed or his authorized nominee and his award will be final on both parties. It is certified that I have read all terms & conditions of the tender documents carefully and accepted to me.

TECHNICAL BID

Sr. No.	Particulars	Details/ Remarks
1.	Name of the Bidder/ Tender	
2.	Address of the firm	
3.	Phone No.	
4.	Email ID	
5.	Copy of GST registration No.	To be attach
6.	Copy of PAN No.	To be attach
7.	Tender fees	To be attach
8.	Earnest Money (If any)	To be attach
9.	Proof of at least two years of experience Certificate regarding export of Sugar / other commodity.	To be attach
10.	Authority letter from authorized person for signing the tender.	To be attach
11.	Certificate of acceptance of all terms & conditions of tender.	To be attach
12.	The applicant will submit the self attested certificate declaring that he has not been debarred or blacklisted from any state/central authority (in any other firm also) till the due date of submission of application	To be attach
13.	Import/Export Code (IEC certificate or license for export)	To be attach
14.	Credit worthiness certificate For Rs. 1.00 Crore issued by nationalized/ Scheduled Bank.	To be attach
15.	All the documents should be self attested	

Note: In case of Non-uploading of the above, the technical bid shall be rejected.

Signature of Tenderer

Name: _____

Address: _____

Email ID: _____

Contact/Mobile No. _____

Financial Bid

“Financial Bid for sale of Export of Sugar/ Quota”

Sr. No.	Item	Quantity (In Qtl.)	Offered Rate (Rs. Per Qtl.) (Inclusive all Taxes/GST)
1.	Sale of Export quota of sugar	59010	