

**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](http://www.hafed.gov.in)

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**Tender notice**

**E-Tender Notice for Outsourcing of Overhauling, Repair, Maintenance and Operation with material (Engineering Materials, Process Chemicals, Lubricants, PP Bags, Boiler Chemicals except Raw Material and Fuel) during season and off-season of Hafed Sugar Mill Ltd., Assandh, Haryana**

The Haryana state Co-op supply & Marketing Federation Limited, invites E-Tender from reputed Companies to undertake repair & maintenance (R&M), operation& maintenance (O&M) along with Co-generation and power export with materials (Engineering Materials, Process Chemicals, Lubricants, PP Bags, Boiler Chemicals except Raw Material and Fuel) for 3 years extendable for next two years. The Bidder must have experience of R&M and O&M with material along with Co-generation and power export in the same sugar mill for season and off season in at least one Sugar Factory of minimum 2500 TCD Capacity of State govt. or any co-operative sugar factory for complete off-season and season in India in last 2 years.

The tender document containing detailed terms & conditions etc. are available on portal [https:// etenders.hry.nic.in](https://etenders.hry.nic.in) and at Hafed's website [www.hafed.gov.in](http://www.hafed.gov.in) and can be downloaded. The tender document fee is Rs.1000/- (non-refundable) and e-service fee of Rs.1000/- (non-refundable). The online tender document must be accompanied with the EMD of Rs. 25 Lakh (Rs. Twenty Five Lakh Only). The tender document fee, processing fee and the EMD must be remitted on or before up to **10:00 AM**. The date of technical and financial bids submission is up to **02.02.2023** till **10:30 AM** through e-Tender portal.

All the bidders are required to get registered on the e-tendering portal and obtain a Digital Signature from NIC office. The technical bid will be opened on **02.02.2023** at **11:00 AM** at Hafed Corporate Office, Sector-5, Panchkula. The financial bid of only those bidders will be opened/considered who are found technically eligible. The financial bids will be opened on **02.02.2023** at **2:30 PM**. All the bidders are requested to be present at the time of opening of the bids.

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

**MANAGING DIRECTOR, H A F E D**

### **Tender Key Dates**

The Parties/Bidders can submit their tender documents as per the dates mentioned in the key dates:-

SN	Particulars	Remarks
1	On line submission of Tender Fee & e-service Fee of Rs. 2000/- (non refundable) and EMD of Rs. 25 Lakh /- (Rs. Twenty Five Lakh Only).	16.01.2023 at 3:30 PM to 02.02.2023 at 10:00 AM
2	On line Bid submission	16.01.2023 at 4:00 PM to 02.02.2023 at 10:30 AM
3	Manual submission of additional/ supporting document only.	02.02.2023 at 10:45 AM
4	Date and Time of opening of Technical Bids	02.02.2023 at 11.00 AM
5	Date and Time of opening of Financial Bids only valid Bidders	02.02.2023 at 2:30 PM

#### **1. Background:**

The Haryana State Cooperative Supply and Marketing Federation Limited (hereinafter referred as 'HAFED') is the Haryana's largest cooperative federation serving farmers and consumers since 1966.

Hafed invites E-Tenders from reputed Companies to undertake all the complete jobs of overhauling, repair & maintenance and operation alongwith co-generation and power export to the state grid along with materials (Engineering Materials, Process Chemicals, Lubricants, PP Bags, Boiler Chemicals except Raw Material and Fuel) for 3 years extendable for next two years of Hafed Sugar Mill, Assandh, Distt. Karnal (Haryana) in single stage two cover system i.e. request for Technical Bid (online bid under Technical Envelope) and request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

## **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 / Postmaster / 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 Hafed.

**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 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 (9:00am 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  $\leq$  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 updates 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.

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General

**E-Tender Notice for Outsourcing of Overhauling, Repair, Maintenance and Operation with material (Engineering Materials, Process Chemicals, Lubricants, PP Bags, Boiler Chemicals except Raw Material and Fuel) during season and off-season of Hafed Sugar Mill Ltd., Assandh, Haryana**

**AT HAFED SUGAR MILL ASSANDH , HARYANA**

**1.1 List of Requirements**

1	<b>Name of plant</b>	HAFED SUGAR MILL ASSANDH , HARYANA
2	<b>Period</b>	For 3 years extendable for next two years.
4	<b>Bid EMD</b>	Rs. 25,00,000/(Rupees Twenty five Lakh only) through RTGS/NEFT/ in favour of "The Haryana State Cooperative Supply & Marketing Federation Limited (HAFED).
5	<b>Security deposit</b>	5% amount of the contract value(including EMD)

## **Terms and Conditions**

### **1.1 Scope of Work:**

The scope of work will involve entire repair & maintenance of the Sugar Mill during the off-season and operation & maintenance during crushing season along-with material (Engineering Materials, Spares, Process Chemicals, Lubricants, PP Bags, Boiler Chemicals except Raw material and extra fuel). In case of any major modification, if any, spares, machines will be provided by HAFED, the party will also provide necessary assistance only. The scope of work indicating responsibility of the party have been indicated in Annexure-A.

The detailed scope of work is highlighted below:

#### **1. Repair& Maintenance:**

For smooth functioning of the Mill, Off-season repair and maintenance of all sections/stations from cane unloading to final sugar bagging including sugar handling involving all machinery & equipment's including mechanical, electrical & instrumentation work with material (Engineering Materials, Spares, Lubricants, etc.).Spares used must be of good quality and if any loss to the machinery or person occurs due to inferior quality of spares, the bidder shall be responsible for the same and shall be liable for making good the loss.

Any Major Repairs and Capital Jobs shall be undertaken by the bidder on cost by separate order.

For details of work the interested bidder may inspect the Mill for assessment of work.

All other necessary facilities required during off-season repair & maintenance like electricity and water shall be provided free of cost by Hafed, Sugar Mill, Assandh.

#### **2. Operation& Maintenance of Mill during crushing season:**

The scope of work for operation & maintenance during the crushing season will involve all the services required for operation at all the stations and sections from unloading of sugarcane to bagging of sugar including Demineralization Plant with R.O. Plant, Laboratory and Work shop with material including all Engineering Materials, Process Chemicals, Lubricants, PP Bags, Boiler Chemicals except Raw material & excess fuel.

Following jobs will be also in the scope of the bidder :-

Cane Carrier Labor

2.1 Mill Bed Coolie

2.2 Bagasse handling

- 2.3 Wet Scrubber and Ash shifting/handling including online monitoring system with transfer of data of to CPCB server.
- 2.4 E.T.P. operation throughout the year including online monitoring system of ETP and transfer of data to CPCB server.
- 2.5 Store material unloading.
- 2.6 Tube cleaning during the off season and season.
- 2.7 Maintenance of factory light, street light, Tube well and other lighting work of campus including colony.
- 2.8 Plumber work of mill campus excluding colony.
- 2.9 Lime and sulphur shifting during the season.
- 2.10 Scraping and washing of sugar from boiling house equipments after close of crushing season.
- 2.11 Internal and external cleaning of boiling house equipments and painting work.
- 2.12 Cleaning and white washing work of spray pond, Injection channel, E.T.P., Service water tank and DM Water Tank etc.
- 2.13 Boiler cleaning during the off season.
- 2.14 Sugar Handling.
- 2.15 In-house/On-call services of turbine, DG Sets, VFD's, cane weigh bridges and all other machinery and instrument including CCTV Cameras such as DM & RO plant of boiler, centrifugal machines, DCS, Air compressor, air conditioners, chain pulley blocks and all other related and necessary machinery and instruments.
- 2.16 Cleaning from Cane Carrier to Drier house including drains in plant, gutter, roofs. Shifted of scarp from different houses to scrap yard during the season and off season.
- 2.17 Internal & external cleaning of boiler during the off season & season.
- 2.18 Dismantling of mill house, motors, cane carrier, rake carrier, inter rake carrier, bagasse elevator, MBC & RBC etc. after 2 weeks of closing of crushing season.
- 2.19 Regular cleaning to disinfect/sanitize the mill from bacteria/germs in the mill process area.
- 2.20 Any other regular and routine repair/modification work including all insulation, fabrication erection & commissioning work which is required for smooth operation of the mill will be borne by bidder/firm/company.
- 2.21 Workshop work including roller re-grooving.
- 2.22 Rewinding of Motors.

### **3. Manpower :**

- 3.1 Bidder should have well qualified experts and staff as per Sugar Industry Standards.
- 3.2 Bidder should attach a list of key technical experts indicating their competencies and give an undertaking in writing to deploy manpower required to perform the work and as per requirement given in Annexure-B.
- 3.3 All persons engaged by the bidder directly or indirectly shall be employees of the firm and it is obligatory on the part of the bidder to cover all their employees under workman compensation Act and other Acts.
- 3.4 The bidder will be responsible for deduction of EPF/ any other such liability from them employees and HAFED, Assandh will not be responsible for any monetary claim or payment to the firm employees or statutory authorities under the employees provident fund, Family pension Fund or any other liabilities.
- 3.5 Group insurance of the employees of the bidder will be the responsibility of the bidder and HAFED, Assandh will not be responsible for any claim which may be made under the workmen compensation Act and other Acts.
- 3.6 In the event of any accident/causality etc. of the employees of the firm and HAFED, Assandh will not be responsible and bidder will ensure all safety measures for its employees.
- 3.7 The bidder shall ensure that the age of their employees will not be less than 18 years in any case.
- 3.8 The bidder shall withdraw those Employees, who are not performing the work to the satisfaction of the HAFED, Assandh or for their misconduct and such employees will be replaced as may be suitable to HAFED, Assandh.
- 3.9 The bidder should engage/ employee the man power for the season as well as off-season as per the requirement of Engg., manufacturing and all other departments.

### **4. Eligibility criteria for the bidder:**

- 4.1 The bidder company must have experience as outsourcing agency to carry out of all the repair & maintenance during off-season and operation & maintenance services during crushing season with material (Engineering Materials, Spares, Process Chemicals, Lubricants, PP Bags, Boiler Chemicals except Raw Material and Fuel) of any State Government or any co-operative sugar factory of minimum 2500 TCD capacity for not less than two years in India. Bidder will attach certificate from the sugar mills for satisfactory working as a proof.
- 4.2 The bidder should have the experience of export of power through incidental

co-generation in the same sugar mill for two complete crushing seasons.

- 4.3 Bidder should have back office with competent qualified technical professionals to support R&M, O&M and design.
- 4.4 Bidder will also provide RT-8(C) of such mill for at least two crushing season as proof of performance.
- 4.5 Bidder balance sheet should be profit making during last 3 years.
- 4.6 Bidder will submit the solvency certificate from the operating/dealing banks.
- 4.7 Bidder will submit the CA Certificate for a minimum of Rs. 50.00 Crore turnovers for last 3 years each i.e. from 2019-20 to 2021-22.
- 4.8 Bidder should have minimum net worth of Rs 5 Crores in the last financial year.
- 4.9 Bidder should have team of competent employees to undertake the work. They will also supply the copy of the names of their employees along with their competencies, who will work for repair & maintenance and operation & maintenance.
- 4.10 Bidder will submit audited Balance Sheets and ITRs for last three years certified by the CA.
- 4.11 Bidder should be registered with the concerned competent authority, so as to meet the statutory requirements of the Provident Fund, The Labour Department and any other applicable authority and shall submit copies of the same.
- 4.12 Bidders Company must be registered under applicable laws for at least 5 years.
- 4.13 Bidder must submit along with the copies of a valid GST registration with the Central Excise Department, PF registration, ESIC registration and PAN Card. Bidder should not be GST & PF defaulter.
- 4.14 Bidder will produce the copies of past work orders/agreements from competent authority.
- 4.15 Bidder should submit the authority letter of their authorized person for signing and participation in the tender from their company Secretary/ BOD resolution.
- 4.16 Bidder shall be responsible for all the laws applicable presently or laws made applicable by Central Govt., State Govt. or any other statutory authority during the contract period.
- 4.17 Bidder will submit a certificate that all terms and conditions mentioned in the tender document are acceptable to them.
- 4.18 The financial bids of only those parties will be opened, who qualifies the technical bid.

## **5 Accommodation**

Rent free accommodation, electricity and water shall be provided to the Bidder by Hafed. Bidder's staff will not misuse the electricity and water. Action shall be taken for misuse of electricity, water and damaged if any, to the mill property.

All other arrangements for food etc. will be made by the Bidder.

## **6 Arrangement of Materials and consumables:**

- 6.1 All the materials required for season and off-season like all Engineering materials, Process Chemicals, Lubricants, PP Bags, Boiler Chemicals will be arranged by tenderer. PP Bag used should be ISI marked as per the specification provided by Haryana State Co-op Sugar Federation Ltd.
- 6.2 Any material/spare parts/chemical available in the Hafed Sugar Mill store and require by the party can be issued to them on their request on actual rates basis.
- 6.3 The scrap material generated in the mill and the old/replaced/damaged spares, equipments etc. will be retained by the bidder.
- 6.4 Printed stationery required for various log books and reports shall be provided by HAFED.

## **7 Supply of Sugarcane:**

The supply of sugarcane as per indent of the bidder at Mill gate up to cane carrier will be the responsibility of Cane Department of the HAFED, Assandh.

## **8 Supply of Fuel:**

The supply of extra fuel (HSD & Bagasse) if required shall be arranged by the HAFED, Assandh.

## **9 Performance parameters:**

The performance targets in respect of various main parameters like stoppage, losses, Capacity utilization, Quality of sugar is given as under: -

### **9.1 Stoppage:**

Maximum 3% stoppages will be admissible other than No cane, inclement weather, farmer's agitation, General Cleaning, failure of Power supply etc.

### **9.2 Sugar Losses:**

Maximum 2.0% total losses on cane are admissible on account of loss in Bagasse, press mud, molasses and unknown.

### **9.3 Capacity Utilization:**

Minimum 100+5 % capacity utilization should be achieved at the end of crushing season. The party shall also ensure trouble free services to crush at

least Rated capacity cane per day during the season.

**9.4 Quality of Sugar: -**

Bidder will produce 70% grain with size of M 30 /M-31Grade.

**9.5 Power Export:-**

- 1.2 M.W. power to be exported to HSEB per hours in a day.
- No power will be exported during stoppage, break down of Sugar Mill mill and the period of break down will be considered as dead period for power export.

**10 Penalty: -**

For not achieving the above parameter mentioned at Para No. 8.1 to 8.5, the maximum penalty of Rs. 8,00,000/- (Rupees Eight Lakh) of failing of each parameter will be recovered from the bidder.

**11 Damage to Machinery: -**

Any damage of machinery during overhauling, repair, maintenance & operation, if occurred due to negligence of staff of the party, the same will be recovered from the party.

If machinery damaged due to manufacturing defects, then loss will be borne by the Hafed or supplier, as the case may be.

The insurance of plant & machinery and equipment required for pollution control for air and water shall be responsibility of Hafed management.

**12 Payment terms**

**a) Off-season Payment**

The Bidder will quote lump sum amount for complete off-season Repair & maintenance. Billing and payment will be done on monthly basis and 95% payment will be released accordingly on the submission of invoices in 1<sup>st</sup> week of every month. Balance 5% will be made at the end of the off-season.

**b) Season Payment**

Fees will be paid on monthly basis as per the commercial terms finalized for operation& maintenance of the plant -

- (i) The bidder will submit the invoice for the total contract value on the 1<sup>st</sup> of the each month. 95 % payment will be released within seven days after submission of invoice/bill.
- (ii) Balance 5 % of the contract value will be made at the end of the crushing season after finalization of R.T. (8) C.
- c) TDS as applicable will be deducted at source.
- d) All taxes, GST as applicable shall be paid extra.



- e) The rates shall be enhanced by 7% annually each year.

### **13 Contract Period:**

The contract period is for 3 years i.e. 3 off-seasons and 3 crushing seasons extendable for next 2 years. The contract period commences from off-season 2023 continues till the end of crushing season 2025-26. The contract period can be extended upto 2027-28 on the mutual consent on the basis of performance.

The period of Repair & Maintenance of plant will start immediately after allotment of work. Period of crushing season shall be considered as one week before start of crushing season and one week after close of crushing operations.

### **14 SAFETY OF PERSONNEL**

- 14.1 The contractor shall cover all personnel deputed for performance of contract under appropriate insurance scheme.
- 14.2 Hafed shall not be responsible or held responsible or held liable for any damage to person or property that may result during the execution of contract by the contractor.
- 14.3 The contractor has to agree to indemnify Hafed from any or all claims for damages that may result during the execution of Contract by the contractor.
- 14.4 The contractor shall provide all safety gears and livery to its workmen to ensure their safety and protection from injuries during the execution of works.

### **15 MAINTENANCE OF DISCIPLINE BY THE CONTRACTOR**

The Contractor shall be liable to comply with covenants of contract and tender documents. Hafed has expected the Contractor and his representatives and the labour to conduct themselves in a disciplined manner. All rules and instructions pertaining to wellbeing of the factory and its precincts, the sanitation and health etc. should be adhered to and in the event of any theft, arson or any antisocial activities on the part of the Contractor, his employees or his labour, Hafed shall have the right to terminate the agreement.

### **16. - GOVERNING LAW S AND RIGHT OF INDEMNITY OF HAFED.**

- 16.1 The Contractor shall comply with all laws in force at the place, where the supplied Equipment are installed and where the Installation Services are carried out. The laws will include all national, provincial, municipal or other laws that affect the Performance of the Contract and binding upon the

Contractor. The Contractor shall indemnify and hold Hafed harmless from and against any and all liabilities, damages, claims, fines, penalties and expenses of whatever nature arising or resulting from the violation of such laws by the Contractor or its personnel, including the Subcontractors and their personnel.

- 16.2 The Contractor shall indemnify Hafed for all the injuries caused to any person or to public property due to his negligence or to the negligence of his workmen during the performance of contract.
- 16.3 Contractor shall abide by all existing / future labour enactments and rules, regulations, notifications and bye laws of Haryana State or Central Government or local authority.
- 16.4 The Contractor shall comply with all the provisions of the Statutory Acts and rules framed hereunder particularly in respect of the Factory Act, 1948, the Payment of Wages Act, 1936, the Industrial Disputes Act, 1947, the Industrial Employment Standing Orders Act, 1946, the Minimum Wages Act, 1948, the Collection of Statistic Act, 1953, the Workmen's Compensation Act, 1923, Fatal Accidents Act, 1935, Personal Injuries (Compensation Insurance) Act, 1963, the Trade union Act, 1926, Maternity Benefit Act, 1961, Employees Provident Fund Act, 1952, Contract Labour (Regulation and Abolition) Act, 1970, Indian contract Act, 1872 and the rules framed by the state in respect of various Labour Acts as demanded from time to time and shall also comply with the provision of any other enactment statutes, rules regulations made by a competent authority and enforced in the state during the currency of the contract. The Contractor shall indemnify Hafed for the penalties on account of breach of any of the conditions, there under.
- 16.5 Hafed shall remain indemnified by the Bidder against any claim arising under the payment of W ages Act, or the payment of Bonus, C.P. Fund or Gratuity of Compensation Act arising during the pendency of the contract. All such claims will be met with by the Contractor themselves from the payment made to them.

## **17. FORCE MAJEURE**

In case either of parties fail to full fill, in time, then, respective contractual obligation owing to future event beyond their control like Acts of God (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities, civil war, rebellion, from time to time for performance of such obligation/responsibility shall automatically extended for the period of force majeure. Provided force majeure is established & one party shall inform to the other party for such occurrence but no one party shall blame other party and claim by the Bidder

due to force majeure condition, & both parties mutually agree to further course of action.

## **18. TAX/ DUTIES ETC.**

All Taxes and duties for Supply, Packing & forwarding, Transportation, Installation, testing & commissioning shall be paid by company on actual basis.

## **19. CONTRACT DOCUMENT**

A contract arising on acceptance of this tender or in consequence of this tender, Hafed and the Contractor, shall agree to abide by all the terms & conditions of the tender documents as well as the terms and conditions mutually agreed in writing between the parties.

## **20 ARBITRATION**

If any dispute or difference of any kind whatsoever shall arise between the parties in connection with or arising out of this agreement (and whether before or after the termination or breach of this agreement) parties shall promptly and in good faith negotiate with a view to its amicable resolution and settlement. In the event no amicable resolution or settlement is reached within a period of 15 days from the date on which the dispute or difference arose, such dispute or difference shall be referred to a mutually acceptable sole arbitrator or upon the failure of the parties to agree upon a sole arbitrator, either party may get the appointment of sole arbitrator from the competent court of governing jurisdiction. The arbitration proceedings shall be conducted in a fast track mode as per the provisions of the Indian Arbitration and Conciliation Act 1996 and rules made there under. The arbitration shall be conducted in English. The venue of arbitration proceedings shall be Panchkula, Haryana. The fees and expenses shall be borne equally by both the parties.

The existence of any dispute or difference or the initiation or continuation of the arbitration proceeding shall not postpone or delay the performance by the parties of their respective obligations pursuant to this agreement. The outcome of the arbitration shall be binding upon all parties involved.

## **21 JURISDICTION**

The competent civil court of Panchkula, Haryana only shall have the exclusive territorial jurisdiction to entertain and decide any dispute arising out of this MOU. The jurisdiction of the court shall be invoked only if the dispute or differences are not settled in the arbitration proceedings.

## TECHNICAL BID

Sr. No.	Name of Tenderer	
1.	Permanent Address	
2.	Phone No./Fax/Email ID	
3.	Tender cost	Rs. 2000/- (Rupees Two thousand only)(nonrefundable)
	Earnest Money	Rs. 25,00,000/- (Rupees Twenty Lakh only)
4.	Proof of experience certificate of repair, Maintenance and operation of complete factory operations with material of at least one sugar factory of for two complete crushing seasons and off-season in India and the bidder company should be profit making in the last two years.	Attach agreement/certificate/order
5.	Company Registration Certificate	
6.	CA certificate of turnover of last three years.	
7.	Solvency Certificate from Bank	
8.	List of Technical Staff	
9.	Audited Balance sheets of last 3 years	
10.	ITRs of last 3 years.	
11.	Proof of registration with PF Department / ESIC Department.	
12.	Copy of GST registration No.	
13.	Copy of PAN No.	
14.	Authority letter from authorized person for signing the tender.	
15.	Certificate of acceptance of all terms & conditions of tender.	
16.	Proof of net worth of the company.	

Accepted

Seal & Signature of the authorized Person on behalf of the tenderer.

Name:

Address:

Email:

Contact No.

Mobile No.

### Financial Bid Format

“Financial Bid for Outsourcing of Repair & Maintenance and Operation& Maintenance with material (Engineering Materials, Process Chemicals, Lubricants, PP Bags, Boiler Chemicals except Raw Material and Fuel)of The Hafed Sugar Mills Ltd., Assandh, Haryana for the period of 3 years extendable for next 2 years.

### Financial Bid

#### BOQ (Financial Bid)

Sr. No.	Particulars	Amount (Taxes as applicable will be paid extra)
1	Repair & maintenance during off-season with material (Engineering Materials, Lubricants, Consumables, etc.) (Lump sum Basis)	
2	Operation& Maintenance of the Mill during the season with material(Engineering Materials, Process Chemicals, Evaporators Tube cleaning chemicals, Lubricants, PP Bags, Boiler Chemicals except Raw material & Excess fuel) (Per Month)	

	Annexure A		
	Services		
S.No.	Description	Responsibility of Party	
		Maintenance	Operation
A	Mill House		
i	Cane Unloaders	*	*
	Gear Box	*	*
	Bridge Wheel	*	*
	Trolley Wheel	*	*
	Grab	*	*
ii	Chopper	*	*
	Knives	*	*
	Bearing	*	*
iii	Leveler	*	*
	Knives	*	*
	Bearing	*	*
iv	Fibrizor	*	*
	Hammer	*	*
v	Bearing	*	*
	Oil Cooling System	*	*
vi.	Pusher	*	*
	Gear Box	*	*
	Bearing	*	*
vii.	Cane Carrier	*	*
	Slates	*	*
	Drive & Non Drive Shaft	*	*
	Chain Link	*	*
	Gear Box	*	*
viii	Main Rake Carrier	*	*
	Rake	*	*
	Drive & Non Drive Shaft	*	*
	Gear Box	*	*
ix	Inter Rake Carrier No. 1	*	*
	Rake	*	*
	Drive & Non Drive Shaft	*	*
	Gear Box	*	*
x	Inter Rake Carrier No. 2	*	*
	Rake	*	*
	Drive & Non Drive Shaft	*	*
	Gear Box	*	*
xi.	Inter Rake Carrier No. 3	*	*
	Rake	*	*
	Drive & Non Drive Shaft	*	*
	Gear Box	*	*
xii.	BC & RBC Chain	*	*
	Rake	*	*
	Drive & Non Drive Shaft	*	*
	Gear Box	*	*
xiii	Baggasse Elevator	*	*
	Rake	*	*
	Drive & Non Drive Shaft	*	*
	Gear Box	*	*
xiv	Rotary Screens	*	*

	Gear Box	*	*
	Pump	*	*
xv	Belt Conveyer	*	*
	Gear Box	*	*
	Bearing	*	*
xvi	GRPF No. 1	*	*
	Roller	*	*
	Crown Pinion	*	*
	Drive side Gear	*	*
	Lubricator	*	*
xvii	GRPF No. 4	*	*
	Roller	*	*
	Crown Pinion	*	*
	Drive side Gear	*	*
	Lubricator	*	*
xviii	Mill No. 1	*	*
	Roller	*	*
	Crown Pinion	*	*
	Trash Plate	*	*
	Scraper	*	*
	Drive Side Gear & Pinion	*	*
	FMG Gear Box	*	*
	Lubricator	*	*
xix	Mill No. 2	*	*
	Roller	*	*
	Crown Pinion	*	*
	Trash Plate	*	*
	Scraper	*	*
	Drive Side Gear & Pinion	*	*
	FMG Gear Box	*	*
	Lubricator	*	*
xx	Mill No. 3	*	*
	Roller	*	*
	Crown Pinion	*	*
	Trash Plate	*	*
	Scraper	*	*
	Drive Side Gear & Pinion	*	*
	FMG Gear Box	*	*
	Lubricator	*	*
xxi	Mill No.4	*	*
	Roller	*	*
	Crown Pinion	*	*
	Trash Plate	*	*
	Scraper	*	*
	Drive Side Gear & Pinion	*	*
	FMG Gear Box	*	*
	Lubricator	*	*
xxii	Juice Pump	*	*
B.	Boiler House	*	*
I	Boiler Cleaning		
ii	Valve	*	*
iii	Pump	*	*
iv	Fan	*	*
v	Bagasse Feeder	*	*
vi	Economizer	*	*



vii	Air Heater	*	*
viii	Air Compressor	*	*
ix	Wet Scrubber	*	*
	D.M.Plants	*	*
C.	Boiling House	*	*
	Quad Section	*	*
1.	Quad Bodies and Juice Heater	*	*
2.	Valve	*	*
3.	Hydraulic Testing	*	*
4.	Pump	*	*
	Clarifier House	*	*
1.	Juice Sulphiter	*	*
2.	Syrup Sulphiter	*	*
3.	Lime Station	*	*
4.	Vaccum Filter	*	*
	Clarifier	*	*
	SulpherFurnance	*	*
	Pan Station	*	*
1.	Valve	*	*
2.	Mollasses Gear Boxes and Conditioners	*	*
3.	Hydraulic testing	*	*
	Crystallizer Station	*	*
1.	Planetary Gear Box	*	*
2.	Valve	*	*
	Hot & Cold Over Head tank	*	
1	Valve	*	*
	Molasses Storage Tank & Pump	*	*
1	Valve	*	*
2	Pump & Gear Box	*	*
	Pan Condensate pump	*	*
1	Valve	*	*
	Injection House		
1	Pump	*	*
2	Valve	*	*
	Service Pump	*	*
1	Pump	*	*
2	Valve	*	*
	Tube wells		
	Spray Pond		
1	Pump	*	*
2	Valve	*	*
	Melter		
1	Drive System	*	*
2	Pumps	*	*
3	Valve	*	*
	Batch Type Centrifugal Machine		
1	Basket		*
2	Accessories	*	*
	Air Compressor	*	*
1	size 8 x5	*	*
2	size 14 x7	*	*
	Sugar Grader		

1	Drive System	*	*
2	Replacement of screen	*	
	Sugar Elevator	*	*
	Sugar Weighing & Stitching Machines	*	*
	Sugar Stackers and belts		
	Continuous Machine B & C	*	*
	Pug Mill	*	*
	Hopper & Blower	*	*
	Magma & massecuite pump	*	*
	Work Shop Work and its machinery	*	*
	Electrical		
1	Motor	*	*
2	M.C.C.	*	*
3	Cables		
4	Starter	*	*
5	E.T.P.	*	*
6	VFD at various	*	*
	Power House		
1	Outgoing Cables	*	*
2	Bus Bar	*	*
3	A.C.B	*	*
4	Capacitor Bank	*	*
5	Change Over	*	*
6	Alternator		*
7	Exit		*
8	AVR of both Alternator	*	*
	Power Turbines		
1	H.P. Valve	*	*
2	L P Valve	*	*
3	Oil Filter	*	*
4	Heat Exchange	*	*
5	Cooling System	*	*
6	PRDS	*	*
7	Alternator	*	*
8	AVR	*	*
	Instrumentations		
1	Mill House	*	*
2	Boiler House	*	*
3	Power House	*	*
4	Boiling House	*	*
5	Centrifugal House	*	*
6	Laboratory	*	*
7	ETP	*	*
8			
9			

Note: Any other work which is not defined above and necessary to do for smooth running of the mill will be done by the party.

## ANNEXURE – II

Position wise Experience details are listed below.

S. No.	POSITION NAME	EXPERIENCE
1	General	
1.1	Technical Head	12- 15 Years' Experience in sugar factory, in which at least 5 years he should worked as a department head and for Diploma holder he should have experience of 15-20 years in which he should have minimum 5 years experience as a Engineering HOD.
1.2	Admin Assistant	8-10 years experience in similar position.
2	Production	
2.1	Head Production (HOD)/Chief Chemist cum Production Engineer	12+ years experience in sugar factory in production department, in which at least two/three years he should worked as production manager.
2.2	Shift Chemist	2-5 years experience in sugar factory in production department.
2.3	Clarification section.	
2.3.1	Juice & syrup sulphitor Operator	3-5 years experience in Juice/Syrup sulphitation unit and Sulphur burner operation.
2.3.2	Clarifier/Vacuum Filter Operator / Clarifier/Filter attendant	3-5 years experience in Clarifier/ Rotary Vacuum filter operation.
2.3.3	Sulphur Burner Attendant	3-5 years experience in sulphur burner /sulphitor operation.
2.4	Evaporator section.	
2.4.1	Evaporator cum J.H Operator	6-10 Years experience in Juice heater and Evaporator operation.
2.4.2	Evaporator attendant	4-6 years experience in Juice heater and Evaporator operation.
2.5	Pan station	
2.5.1	Head Pan Man	12-15 years experience in various pan boiling (both batch and continuous) in which he should worked as pan Incharge for 5 years.

2.5.2	Pan Man	5-8 years experience in pan boiling.
2.5.3	Astt. Pan man	3-5 years experience in pan boiling.
2.5.4	Pan floor attendant	1-3 year experience in pan station.
2.6	Centrifugal and Accessories.	
2.6.1	A CF Operator/ Mate	6-10 years experience in batch centrifugal operation.
2.6.2	B & C CF Operator	3-6 years experience in continuous centrifugal machine operation.
2.6.3	Magma/Mingler Attendant	1-3 year experience in magma/Mingler operation.
2.6.4	Auxiliary equipments Attendant	3-5 years experience in crystallizer/hopper/grader unit operation.
2.6.5	Drier House Clerk/Clerk	6-10 Years experience in similar accounting of ware house/store.
2.7	Effluent Treatment Plant.	
2.7.1	Sugar ETP Attendant	3-6 years experience in ETP operation with both Aerobic and Anaerobic treatment.
2.8	Quality Control (Sugar)	
2.8.1	Lab Incharge	10+ years experience in Sugar Quality control lab.
2.8.2	Lab Chemist	3-6 years experience in Sugar Quality control lab.
3	ENGINEERING (SUGAR)	
3.1	Engineering HOD	12+ years experience in sugar factory in engineering department,
3.2	Mechanical Head/Sr.Engineer	6-10 years experience in sugar factory engineering department.
3.3	Shift Engineer	3-5 years experience in sugar factory shift management.
3.4	Welder	4-8 years experience as welder.
3.5	Cane Unloader Operator	3-6 years experience as a cane unloader operator.

3.6	Cane Carrier Operator/Feed Table Operator	3-6 years experience as a cane carrier operator.
3.7	Mill Fitter	6-10 years experience in mills in which he should at least worked a mill fitter for 3-4 years.
3.8	Fitter Helper/Oil Man	2-5 years experience in mills along with fitter.
3.9	Pump/Juice Tray Attendant	2-5 years experience in mills along with fitter.
3.10	Mill/Fibrizor/Power Turbine Operator	4-6 years experience in operation
3.11	Boiling House Fitter	6-10 Years experience as a fitter in Boiling house and should be specialist in Centrifugal maintenance.
3.12	Fitter Helper/Fitter	3-6 years experience in Boiling house.
3.13	Pump Man/Evaporator Pump Man	3-6 years experience in Boiling house and should have the knowledge of operating various types of pump.
3.14	Oil Man cum Utility attendant	3-6 years experience in Boiling house and cooling tower operation and maintenance.
4	Electrical	
4.1	Electrical Head	10 Year Experience
4.2	Electrician	3-6 years experience in sugar factory in Electrical department.
4.3	Electrical helper/Electrician	2-5 years experience in sugar factory in Electrical department.
5	Instrumentation	
5.1	Instrumentation Engineer	3-6 years for B.Tech and 10 years for Diploma holder. He should have worked in sugar plant with DCS operation.
5.2	Sr. Instrument Mechanic	3-6 years for Diploma holder and 7-8 years for I.T.I. He should have worked in sugar plant with DCS operation.