



**E-Tender Notice for purchase of Packing Material i.e BOPP(Bi-axially Oriented Poly Propylene) Bags through annual rate contract.**

Hafed invites e-Tender from manufacturing units/suppliers for supply of following packing material i.e BOPP (Bi-axially Oriented Poly Propylene) bags required for packing of Cattle/ Animal Feed for Hafed Cattle/Animal Feed Plants at Rohtak & Saktakhera strictly as per Hafed's specifications/terms through the annual rate contract which shall remain valid for a period of one year from the award of the supply order.

**(Fig. in bags.)**

Sr.No.	Item	Cattle Feed Plant, Rohtak	Animal Feed Plant, Saktakhera
		<b>Annual required qty.</b>	
1.	One Side laminated BOPP Bags with back side manual block (drum) printing (Packing 50 kg., Weight : 142 gm.)	2,50,000	50,000
2.	One Side laminated BOPP Bags with back side manual block (drum) printing Vita (Packing 50 kg., Weight : 142 gm)	1,00,000	-
3.	One Side laminated BOPP Bags with back side manual block (drum) printing Superior Cattle Mash (Packing 40 kg., Weight : 142 gm.)	20,000	-

The tender document containing details of required packing material, quantity, specifications etc. and other terms & conditions are available on portal <https://etenders.hry.nic.in> and at HAFED's Website [www.hafed.gov.in](http://www.hafed.gov.in). The bidders can submit their bids through e-tender portal as per dates given in the tender document. All bidders are required to get registered on e-tendering portal & obtain Digital Signature from NIC office. Technical & Financial bid will be opened on **26.10.2023** Hafed Corporate Office, Sector-5, Panchkula (Haryana). The bidders are requested to quote the lowest possible rates for the items mentioned in the tender document and negotiations will be held with the L-1 (lowest bidder) as per negotiation clause. Hafed reserves the right to accept/reject any/all the bids or increase/decrease the tendered quantity without assigning any reason whatsoever.

**GM Cattle Feed Plant,  
Rohtak/Saktakhera**

## Detailed Notice Inviting E-Tender

Hafed invites e-tender for purchase of Packing Material i.e. BOPP(Bi-axially Oriented Poly Propylene) Bags required for packing of Cattle/ Animal Feed 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. EMD is mandatory for all the bidders. 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 (under document fee – Non refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

The Payment for document fee (Rs.500/-) and Processing Fee (Rs.1000/-) can be made by eligible bidders online directly through Debit Cards & Internet Banking.

The interested bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance before the expiry date & time of the respective events. And make payment via RTGS/NEFT to the beneficiary account number specified under the online generated challan. The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:

### **Key Dates**

<b>Sr.No.</b>	<b>HAFED's Stage</b>	<b>Party's Stage</b>	<b>Date &amp; Time</b>
1.		(i) Downloading of Tender Document / Online Bid preparation.  (ii) Online directly transfer of funds of <b>Rs.1500/-</b> through online directly through Debit Cards & Internet Banking Accounts (Tender document fee Rs.500/- Processing Fee Rs.1,000/-) and required <b>EMD</b> )	<b>16.10.2023 from 11:00 AM to 26.10.2023 till 11:00 AM</b>  <b>Upto 25.10.2023 till 4:00 PM</b>
2.	-	Submission of online Technical & Financial Bid	<b>From 16.10.2023 to 26.10.2023 till 11:00 AM</b>
3.	Opening of Technical Bid	-	<b>26.10.2023 at 11:15 AM</b>
4.	Opening of Financial Bid	-	<b>26.10.2023 at 2:15 PM</b>

#### **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:**

- 2.1** The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.
- 2.2** A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://etenders.hry.nic.in>
- 2.3** The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.
- 2.4** The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://etenders.hry.nic.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.
- 2.5** Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).
- 2.6** In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
- 2.7** In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of

the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

- 2.8 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3. **Pre-requisites for online bidding:**

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from NIC or downloaded from the home page of the website – **<https://etenders.hry.nic.in>** The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

4 **Online Viewing of Detailed Notice Inviting Tenders:**

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at **<https://etenders.hry.nic.in>**

5. **Download of Tender Documents:**

The tender documents can be downloaded free of cost from the e-Procurement portal **<https://etenders.hry.nic.in>**

6. **Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

7. **Online Payment of Tender Document Fee, Processing fee & EMD fees & Bid Preparation & Submission (Technical & Commercial/Price Bid). EMD is mandatory for all the bidders.**

7.1 **Online Payment of Tender Document Fee + Processing fee:**

The online payment for Tender document fee, Processing Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and Processing Fee shall be made by bidders/Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall be made online directly through RTGS / NEFT & OTC.

The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

7.2 **PREPARATION & SUBMISSION OF online APPLICATIONS/BIDS:**

- (i) Detailed Tender documents may be downloaded from e-Procurement website **<https://etenders.hry.nic.in>** and tender mandatorily be submitted online following the instruction appearing on the screen.
- (ii) Scan copy of Document to be submitted / uploaded for Technical bid under online Technical Envelope. The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF/JPEG/MS WORD format

such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of Technical Envelope.

- (iii) **FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)**

## **8. ASSISTANCE TO THE BIDDERS**

For queries on Tenders Haryana Portal, Kindly Contact  
Note: Bidders are requested to kindly mention the URL of the portal and Tender ID in the subject while emailing any issue along with the contact detail. For any issue/clarification relating to the Tender (s) published kindly contact the respective tender Inviting Authority.

Tel:-0120-4200462,0120-4001002

Mobile:88262-46593

Email:-support.etender@nic.in

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

For support related to Haryana Tenders in addition to help desk you may also contact on email ID eproc.nichry@yahoo.com, Tel:0172-2700275

### **Timing:**

Technical support assistance will be available over telephone Monday to Friday (9:00am 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 alongwith 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  $\leq$  ₹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.
- (xi) 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 document for purchase of Packing Material i.e BOPP bags required for packing of Cattle/ Animal Feed for Hafed Cattle/Animal Feed Rohtak & Saktakhera strictly as per Hafed's specifications/terms for the annual rate contract basis.**

Hafed Phone Nos. 0172-2590520-26      CFP Rohtak No. 01262-276709, 277101  
 E.Mail: hafed@hry.nic.in                      E-mail: cfphfdrtk@hry.nic.in  
 AFP, Saktakhera : 01668-260381              E-mail cfphfdskt@gmail.com

**1.0 Eligibility Criteria for Bidders :**

1. The bidders should be a legal entity i.e. a Company/ Society/ Partnership firm/ Proprietor.
2. The bidder should have the required tax registrations like Income tax/PAN no./ GST no. etc.
3. Bidder must not have been blacklisted by any Central/State Government Department /Organization.

**Requirement of packing material strictly as per Hafed's specifications/terms:**

Sr. No.	Item	Annual required quantity (in bags)		Required EMD (Rs. lakh)	
		Cattle Feed Plant, Rohtak	Animal Feed Plant, Saktakhera	Cattle Feed Plant, Rohtak	Animal Feed Plant, Saktakhera
1.	One Side laminated BOPP Bags with back side manual block (drum) printing (Packing 50 kg., Weight : 142 gm.)	2,50,000	50,000	1.28	0.25
2.	One Side laminated BOPP Bags with back side manual block (drum) printing Vita (Packing 50 kg., Weight : 142 gm)	1,00,000	Not Required	0.51	NA
3.	One Side laminated BOPP Bags with back side manual block (drum) printing Superior Cattle Mash (Packing 40 kg., Weight : 142 gm.)	20,000	Not Required	0.10	NA

**NOTE:**

**"In case any bidder wants to apply and submit EMD for ONE or MORE 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."**

## 2.0 **Invitation of Bids:**

- 2.1 Hafed is looking for reputed parties/bidders for supply of Packing material i.e. BOPP Bags F.O.R. Cattle Feed Plant, Rohtak and Animal Feed Plant, Saktakhera required for packing of Cattle Feed.
- 2.2 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.
- 2.3 No interest shall be payable by Hafed on the EMD amount deposited by the party.

## 3.0 **Procedure for submission of Bids**

The bids shall be submitted Online in two separate envelopes:

“Envelope 1: Technical Bid

The parties/bidders shall upload the required details online in the Technical Bid.

“Envelope 2: Commercial Bid”

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

- 3.1 **Bidders are mandatorily required to submit the technical and financial bid in the prescribed online format only. No manual bids shall be entertained.**
- 3.2 The tenderers are required to quote the price for each item F.O.R. HCFP Rohtak and HAFP Saktakhera inclusive of GST/taxes/levies and as per Hafed's specifications, terms & conditions.
- 3.3 The committee is empowered to increase/decrease the quantity keeping in view the market trend of prices of Packing material and availability of stocks against the tendered quantity.
- 3.4 Any conditions of the party sent along with the bids, if any, shall not be binding on Hafed.
- 3.5 On acceptance of tender, the date of supply of material should be strictly adhered to failing which Hafed reserves the right to cancel the tender and make purchases at the risk and cost of suppliers besides forfeit the earnest/security money of the tenderer.
- 3.6 Hafed reserves the right to reject any/all tenders without assigning any reason whatsoever.
- 3.7 **Negotiations will be held after opening the financial bids. Bidders are therefore requested to remain present at the time of opening of financial bid and negotiation.**
- 4.0 **Validity of offer:** The offered rates should be valid for a period of **Fifteen (15)** working days from the date of opening of e-tender.

## 5. **RATE:**

Rates will be quoted for one year rate contract for the entire quantity to be delivered Plant-wise as per Hafed delivery schedule i.e. Bidders must submit their offers for the entire tendered quantity of all the items required by the individual Plants of HAFED.

However, the plants will give the requirement and bidders should supply the same as per requirement of the plants on the monthly basis. The tenderer will have to quote the rate of full tendered quantity. Conditional offers will be summarily rejected.

The rates should be F.O.R. destination i.e. Hafed Cattle Feed Plant, Rohtak and Hafed Animal Feed Plant Saktakhera (Sirsa) inclusive of GST/all taxes, freight, excise duties, octroi, loading and packing charges, transit insurance etc. at Hafed Cattle Feed Plant, Rohtak & Hafed Animal Feed Plant, Saktakhera is within municipal limits. Market fees, if any, shall be borne by supplier.

## **6. NEGOTIATIONS:**

The bidders are requested to quote the lowest possible rates for the items mentioned above and negotiations will be held with the L-1 bidder only. The L-1 bidder in respect of the tendered quantity of individual Plants will be worked out on the basis of sum total of the rates of all the items of the tender quantity of that plant. However, in case for any of the items, the rates of the other bidder are lower than the L-1 bidder shall have to match those lower rates in respect of that plant.

## **7. CONTRACT:**

The annual contract rates shall remain valid for a period of one year from the date of award of the supply order for the quantity mentioned in the tender and the supply be made by the bidders as per requirement of the plants. However, contract can be terminated earlier in case of any breach of contractual obligations and/or malafied/undesirable activity on the part of supplier, with a 15 days' notice. Hafed reserves the right to extend / reduce the contract period by 90 days at approved rates, terms and conditions.

If the bidder withdraws his offer, the earnest money deposit will be forfeited in full.

(a) Earnest money of the successful bidder shall be retained as security of the contract and will be returned only after 45 days of successful / faithful execution / completion of the contract and receipt of No Objection Certificate from concerned Units/ Unions. No interest shall be paid on earnest money / security.

(b) In case pending order(s), if any, are not completed within 45 days even after expiry of rate contract, earnest money / security shall liable to be forfeited.

The approved supplier has to submit without fail, on MONTHLY basis, the details of price of packing material, in all cases whether changed or not viz reduced / increased / unchanged to the satisfaction of the Hafed for the issuance of price revision orders.

The said details shall have to be submitted along with a copy of letter indicating the price of packing material issued by the authorized representative of the approved supplier and duly counter signed & stamped by the approved supplier.

If during the currency of the delivery / contracted period stipulated in the supply order, there is a variation in the statutory levies e.g. GST or a fresh levy as imposed on finished products, this may be allowed on the production of documentary proof in its

support, by the supplier / Manufacturer even in the absence of such term in the order / rate contract being statutory levies. This can also be considered in case where rates are inclusive of such taxes and levies provided initial offer contains the breakup of levies / taxes.

The price revision of the approved item will be considered by Hafed on the basic price of packing material plus GST applicable only as per detail given below.

- $\pm$  5% variance in the raw material would not have any impact on the subsequent supplies during the contract period.
- However, in case variance is more than 5% (either side), the same would be accounted for on actual basis at the time of placement of repeat orders during the contract period.
- The cylinders for printing on BOPP bag designs will be provided by Hafed and it would be kept safe in all respects in the custody of the supplier which will remain the property of HAFED and shall be returned to HAFED in good usable condition as and when required.

## **8. QUANTITY AND SUPPLY SCHEDULE:**

The tenderer will have to quote the full quantity of the tendered quantity by individual Plant of HAFED. The yearly tendered quantity will be completed on monthly actual requirement basis. The monthly requirement quantity will be approx. after dividing into 12 months of the total yearly quantity which will be intimated to you by the plants as per monthly requirement which shall be increase/decrease by 25%. The intimated monthly required quantity, the supply order will be completed within 10 days positively. Since, the Packing materials required urgently for producing of cattle feed, pig feed and manufacturing of feed supplements, therefore material will be offered for the ready stock available with the firm. Therefore, before offering the quantity, the tenderer is to make sure that the stock is available with them for supply as per schedule. Since, time is the essence of contract and rates of packing material fluctuate from time to time, so that material shall have to be supplied strictly as per schedule otherwise the plant will be free to cancel the order or to impose the penalty and to make the purchases at the risk and cost of the party and total cost/penalty shall be recovered from the party.

In case suppliers does not supply the material as per delivery schedule given in purchase order and make delayed supply then late delivery penalty shall be imposed @ 2% per week for the maximum limit of 2 weeks. Thereafter G.Ms of the plant can extend the delivery period by another 15 days with 4% penalty for meeting the requirement subject to the condition that sufficient quantity of Packing material is available in the plant & there is no loss of production. Thereafter, the security will be forfeited and further action for recovery of price differential will be taken.

The annual quantity may also be increase/decrease by 25% of the tender quantity.

**9. DELIVERY:**

Supplies shall be accepted on working days only. However, supply can be accepted on Sunday/Holiday if material is required urgently by the plant. The truck should carry a proper bill along with other document in transit. The stock will be accepted and entered at gate with proper bill of the supplier to whom the order is placed by the plant. Stock without proper bill will not be accepted at any cost. G.Ms of plant can extend the delivery period for 7 working days without penalty with justification of party for meeting the requirements to save the interest cost, keeping in view the storage constraints. The other extra ordinary delayed matter will be referred to HAFED's Head Office for necessary approval.

**10. WEIGHMENT:**

The weighment of material shall be carried out at our weighbridge by an authorized committee and the weighment at the plant weighbridge will be treated as final and binding. In case weighbridge facility is not provided in the plant or weighbridge is out of order then weighment of the stock will be carried out from private weighbridge in the presence of committee. The weighment slip is mandatory for the vehicle carrying the material in the plant.

**11. INSPECTION, SAMPLING AND TESTING PROCEDURE:**

Immediately on receipt of material in Cattle Feed Plant, Rohtak/Saktakhera, joint inspection and sampling of each consignment/truck will be carried out by the committee comprising of Quality In-charge, P.E./Production Incharge, S.K. (F.M.), Incharge of Accounts Branch, Hafed CFP, Rohtak / Saktakhera. Then firm will depute its representative for joint inspection/sampling will be carried out by the said committee independently and its report will be final and binding. Physical condition of supply will also be taken into consideration besides chemical analysis while accepting the material.

- A). In addition to the in-house sampling, the samples may also be drawn by the committee consisting of:
- B) For CFP, Rohtak – Technical Officer (Storage) Rohtak, SO/AGM (Audit), Rohtak and Store Keeper, Hafed Cattle Feed Plant, Rohtak in case of CFP, Rohtak.
- C) For AFP, Saktakhera – TOS Sirsa, SO/AGM (Audit), Sirsa and Store Keeper, Animal Feed Plant, Saktakhera.

The above committee will draw minimum 2 samples of packing material of each supply every month/week and will send to reputed outside Govt. approved labs for testing.

Each sample drawn shall be homogeneously mixed. Divided in two portions (Three in case of participation of representative of supplier party) One/two portions put in polythene bag with a sample slip having following details:-

1. Order Number and date.
2. Name of the packing material.
3. Supplier's name.
4. Date of receipt of packing material.
5. Date of sampling.
6. Bill No. and date.
7. Quantity received.
8. Signatures of member committee alongwith its designation.

The sample should be packed in cloth bag duly stitched and sealed with Hafed seal and supplier party seal (in case a representative of party is present at the time of sampling).

These sealed samples shall bear on it the legible sample details and signature of the committee members with designation. Sealed sample shall be preserved in sound and safe conditions.

- a) In case of sample tested in Hafed Laboratory for at least three months after receipt of material in the plant. If there is some dispute with regarding to quality then the counter sample will be kept in stock till the dispute is settled and payment is finalized, provided the party makes a written representation within one month of the date supply of material.
- b) In case the sample being got tested from outside independent laboratory of repute the counter sample shall be retained in CFP lab up to two months after receipt of test report from outside the laboratory. In case of dispute regarding quality counter sample shall be retained in CFP till the matter is settled and the payment is finalized.
- c) In case of out station, testing charges will be borne by the plant and supplier in equal ratio.
- d) In case the suppliers are not satisfied with the test result of sample and make a request for retesting by enclosing the test result of the factory from where supply has been made. In that case one counter sample preserved will be divided into two parts and sealed in the presence of supplier and representative of plant. These two samples will be sent to two different Labs for testing by the G.M. CFP Rohtak/AFP Saktakhera. After receipt of analysis report payment will be finalized on the basis of average result of both labs and same will be final and binding to both the parties. Testing charges will be borne by supplier.
- e) Stock should be packed in serviceable bags.

## 12. **PAYMENTS:**

Payments to the extent of 90% of every bill of monthly supply shall be released within fifteen working days after receipt of material as per specification alongwith proper bill. Balance 10% payment will be released after testing of material in CFP lab/outside laboratory. In case the material is found substandard i.e. beyond acceptable limits then the suppliers will be informed accordingly to replace it at their own cost. In case suppliers do not lift the material within a week and replace it immediately then Hafed will be at liberty to claim storage charges at the prevalent market rates and make arrangement of the material at the risk and cost of the supply by forfeiting the security amount. Supplier should therefore particularly ensure that the material of correct specification is supplied.

In case risk purchase is affected for part quantity on behalf of the party, then total tendered quantity shall be reduced to that extent stocks provided by the party. The freight of truck and octroi can be paid by Hafed CFP Rohtak/Saktakhera against specific written request of the supplier for each deal. Entry of truck will be carried only with proper bills and other challan/delivery documents. The supplier shall ensure that each truck driver has proper delivery challan/regular bill of the party with whom deal has been finalized. The specifications of Packing material and acceptance of material with variation up to acceptable space range and rejectable limitation have been already specified as per the specification sheet enclosed. No relaxation in above shall be permitted while accepting the stock and releasing the payment. In case of variation in the prescribed specification, pro-rata cut will be imposed. Supplier shall be ensured the supply of bags may be made in sound position as per the prescribed specification. The payment shall be released by Hafed Cattle Feed Plant of Rohtak / Saktakhera. No advance payment shall be made in any case. All remittance/bank charges shall be borne by supplier, if payment is released through Bank draft/RTGS/On-Line transfer.

Balance 10% payment shall be released after receipt of analysis report and other receipt of requisite documents as per tender documents. 10% payment will be withheld in case of requisite documents are not furnished by the party. The supplier will ensure that the ST-14 (Sale Tax form), GST are also submitted immediately on completion of contract otherwise the balance payment will not be cleared as plant is making tax paid purchases.

## 13. **EMD(Earnest Money Deposit):**

The earnest money of the unsuccessful tenderers will be refunded after the finalization of the tender. However, HAFED shall pay no interest on the earnest money. Tenders not accompanied with the earnest money shall not be allowed to bid the e-tender.

The tenderer will deposit the earnest money for each new tender and no adjustment of money lying with Hafed on any other account whatsoever is permissible.



**14. SECURITY:**

The tenderer will deposit the security amount @ 5% of the total value of the Packing material to be delivered. The earnest money deposited will be treated as security if the tender is allotted. In case, the party does not deposit requisite security, then the same shall be recovered from the first consignment of the supplies.

The tenderer will deposit the earnest/security for fresh of each tender and no adjustment of money lying with Hafed on any other account whatsoever is permissible.

**15. REFUND OF SECURITY:**

Security amount shall be released within 30 days from the date of completion of supplies of the ordered quantity only after successful execution of supplies order in total. This security shall be forfeited, if the party has not arranged supply of entire ordered quantity of material due to any reason whatsoever after acceptance of the purchase order.

**16. Manual Submission of documents** relating to the technical bids can be considered, in case, the document uploaded are not legible or the bidder could not upload the document due to some technical problem/ error.

**17. 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 on breach of this agreement) parties shall promptly and in good faith negotiate with a view to arrive at amicable resolution and settlement. In the event, no amicable resolution and settlement is reached within a period of 15 days from the date on which the dispute or differences arose, such dispute or differences 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 as per the provision of the Arbitration and Conciliation Act and rules made there under. The fees and expenses shall be borne equally by both the parties.

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

# 11. PACKING MATERIAL SPECIFICATIONS:

Sr. No.	Name of Item	Standard Specifications	Acceptable Specification (Individual)
1	One side laminated BOPP (Bi-axially Oriented Poly Propylene) bags with back side manual block (drum) printing (Packing 50 kg., weight: 142 gms.)	1 Width in MM = 610 2 Weight =142 gms 3 Denier =800 4 Mesh in One Inch =10x10 5 Length in MM = 1130 6. Strength =77 kgf 7. Printing =as per design approved by Hafed.	+- 10MM + - 3% + - 3% - -
2	One side laminated BOPP(Bi-axially Oriented Poly Propylene) bags with back side manual block (drum) printing (Packing 50 kg., weight: 142 gms.) Vita	1 Width in MM = 610 2 Weight =142 gms 3 Denier =800 4 Mesh in One Inch =10x10 5 Length in MM = 1130 6. Strength =77 kgf 7. Printing =as per design approved by Hafed.	+- 10MM + - 3% + - 3% - -
3	One side laminated BOPP(Bi-axially Oriented Poly Propylene) bags with back side manual block (drum) printing (Packing 40 kg. of Superior Cattle Mash, weight: 142 gms)	1. Width in MM = 610 2 Weight =142 gms 3 Denier =800 4 Mesh in One Inch = 10x10 5. Length in MM = 1130 6. Strength =77 kgf 7. Printing =as per design approved by Hafed.	+- 10MM + - 3% + - 3% - -

<b>4</b>	<b>One side laminated BOPP (Bi-axially Oriented Poly Propylene) bags with back side manual block (drum) printing 50 kg. 142 gms (Pusa Mash)</b>	<b>1. Width in MM = 610</b> <b>2) Weight =142 gms</b> <b>3) Denier =800</b> <b>4) Mesh in One Inch =10x10</b> <b>5) Length in MM = 1130</b> <b>6. Strength =77 kgf</b> <b>7 Printing =as per design approved by Hafed.</b>	<b>+ - 10MM</b> <b>+ - 3%</b> <b>+ - 3%</b> <b>-</b> <b>-</b>
<b>5</b>	<b>Single side laminated BOPP(Bi-axially Oriented Poly Propylene) bags &amp; other side block printing with preferably blue color back for BIS type-I feed 50 kg. 142gms.</b>	<b>1. Width in MM = 610</b> <b>2. Weight =142 gms</b> <b>3. Denier =800</b> <b>4. Mesh in One Inch =10x10</b> <b>5. Length in MM = 1130</b> <b>6. Strength =77 kgf</b> <b>7. Printing =as per design approved by Hafed.</b>	<b>+ - 10MM</b> <b>+ - 3%</b> <b>+ - 3%</b> <b>-</b> <b>-</b>

**Note: Tolerance in average weight of the samples drawn would however be only + 3% (plus Three Percent) -0% (minus Zero percent) - No negative tolerance, whatsoever in the average weight of the samples drawn will be accepted.**

**The cylinders for printing on BOPP (Bi-axially Oriented Poly Propylene) bag design will be provided by Hafed and it would be kept safe in all respects in the custody of the supplier which will remain the property of HAFED and shall be returned to HAFED in good usable condition as and when required.**

## **TECHNICAL BID**

The following documents may be uploaded in envelope of Technical bid :

<b>S.N</b>	<b>Document to be uploaded</b>
1.	Self Attested copy of Certificate of Registration as a proof of Company / Partnership firm / Society / Proprietorship.
2.	Authorizing firm's representative to sign/participate in opening and negotiation of the tender (signature duly attested).
3.	Copy of GST Registration certificate.
4.	Copy of PAN card.
5.	Copy of Income Tax Return of last financial year.
6.	Certificate regarding acceptance of all the Terms & Conditions as mentioned in the DNIT/ Tender document.
7.	Self undertaking to the effect that the bidder have not been blacklisted by any Central / State Government Department / Organization

## **FINANCIAL BID**

**“Financial Bid for supply of following Packing material i.e BOPP (Bi-axially Oriented Poly Propylene) Bags for the annual rate contract which shall remain valid for a period of one year from the award of the supply order.**

<b>S. N.</b>	<b>Item</b>	<b>Plant/ Location</b>	<b>Required annual quantity (in bags)</b>	<b>Offered rate (Rs. per bag including GST etc. FOR basis)</b>
1.	One Side laminated BOPP (Bi-axially Oriented Poly Propylene) Bags with back side manual block (drum) printing (Packing 50 kg., Weight : 142 gm.)	Cattle Feed Plant, Rohtak	2,50,000	
2.	One Side laminated BOPP (Bi-axially Oriented Poly Propylene) Bags with back side manual block (drum) printing (Packing 50 kg., Weight : 142 gm.)	Animal Feed plant, Saktakhera	50,000	
3.	One Side laminated BOPP (Bi-axially Oriented Poly Propylene) Bags with back side manual block (drum) printing Vita (Packing 50 kg., Weight : 142 gm)	Cattle Feed Plant, Rohtak	1,00,000	
4.	One Side laminated BOPP (Bi-axially Oriented Poly Propylene) Bags with back side manual block (drum) printing Superior Cattle Mash (Packing 40 kg., Weight : 142 gm.)	Cattle Feed Plant, Rohtak	20,000	

**The quantity of Packing material i.e BOPP Bags may be quoted per bag in Rs. including GST etc. FOR basis.**

**The cylinders for printing on BOPP bag design will be provided by Hafed and it would be kept safe in all respects in the custody of the supplier which will remain the property of HAFED and shall be returned to HAFED in good usable condition as and when required.**