



**Short term E-Tender Notice for purchase of Raw Material**

Hafed invites short term e-Tender from manufacturing units/reputed brokers/suppliers for supply of following raw material required for manufacturing of Cattle/Animal Feed strictly as per Hafed's specifications/terms:

(Fig. in qtl.)

SN	Item	Cattle Feed Plant, Rohtak	Animal Feed Plant Saktakhera
1.	Rice Bran De-oiled	30,000	15,000
2.	Rice Bran Oiled	8,000	5,000
3.	Maize Bran	2,000	-
4.	Mustard De-oiled	3,000	3,000
5.	Maize	2,000	2,000
6.	Mustard Cake	5,000	600
7.	Common Salt	250	-
8.	Lime Stone Powder	250	300
9.	Technical Grade Urea	500	-
10.	Cotton Seed Cake	-	300

The tender document containing details of required raw material, quantity, specifications etc. and other terms & conditions are available on portal <https://etenders.hry.nic.in> and at HAFED's Website i.e. <http://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. The technical Bid will be opened on **16.02.2024 at 12:15 PM** & Financial bid will be opened on **16.02.2024 at 2:15 PM** at Hafed Corporate Office, Sector-5, Panchkula (Haryana). **The bidders are requested to quote the lowest possible rates for the terms mentioned in the tender document and negotiations under exceptional circumstances, then it may be held with L1 (lowest tenderer) only, as per CVC guidelines issued by Govt. of India vide letter dated 20.01.2020 (Circular No. 01/01/10).** Hafed reserves the right to accept/reject any/all the bids or increase/decrease the tendered quantity without assigning any reason whatsoever.

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

## Detailed Notice Inviting Short Terms e-Tender

Hafed invites short term e-tender for purchase of Raw Material required for manufacturing 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 and they will not eligible.**
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

S.N.	HAFED Stage	Party Stage	Date & Time
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>09.02.2024 to 16.02.2024</b> <b>Upto 15.02.2024 till 4:00 PM</b>
2.	-	Submission of online technical and Financial Bid	<b>From 09.02.2024 to 16.02.2024 till 12:00 Noon</b>
3.	Opening of Technical Bid	-	<b>16.02.2024 at 12:15 PM</b>
4.	Opening of Financial Bid	-	<b>16.02.2024 upto 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 – 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 otherwise they will not eligible.**

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 repective tender Inviting Authority.

Tel:-0120-4200462,0120-4001002

Mobile:88262-46593

Email:-support.etender@nic.in

For any techincal 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](mailto: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. Up on 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 Raw Material required for manufacturing of Cattle/Animal Feed.**

Hafed Phone Nos. 0172-2590520-26

E.Mail: [hafed@hry.nic.in](mailto:hafed@hry.nic.in)

CFP Rohtak No.01262-276709, 277101

E-mail: [cfphfdrtk@hry.nic.in](mailto:cfphfdrtk@hry.nic.in)

**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 raw material strictly as per Hafed's specifications/terms:**

SN	Item	Required quantity for Cattle Feed Plant, Rohtak (in qtl.)	Required quantity for Animal Feed Plant Saktakhera (in qtl.)	Total (in qtl.)	Required EMD (Rs. lakh) Rohtak & Saktakhera Plant
1.	Rice Bran De-oiled	30,000	15,000	45,000	10.95
2.	Rice Bran Oiled	8,000	5,000	13,000	4.84
3.	Maize Bran	2,000	-	2,000	0.78
4.	Mustard De-oiled	3,000	3,000	6,000	3.36
5.	Maize	2,000	2,000	4,000	2.06
6.	Mustard Cake	5,000	600	5,600	3.53
7.	Common Salt	250	-	250	0.02
8.	Lime Stone Powder	250	300	550	0.04
9.	Technical Grade Urea	500	-	500	0.32
10.	Cotton Seed Cake	-	300	300	0.20

**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."**

**2.0 Invitation of Bids:**

- 2.1 Hafed is looking reputed parties/bidders for supply of raw material F.O.R. CFP Rohtak & AFP Saktakhera required for manufacturing of Cattle Feeds.
- 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.

## **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.

- **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. CFP 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 raw 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 on the same day after opening the financial bids. Bidders are therefore requested to remain present at the time of opening of financial bid and negotiation if necessary will be held with L1 as per CVC guidelines of GOI letter dated 20.01.2020 (Circular No. 01/01/10).**

4. **Validity of offer:** The offered rates should be valid for a period of **Ten (10)** working days from the date of opening of e-tender.

### **5. RATE:**

Only one rate should be quoted for the entire quantity to be delivered as per Hafed delivery schedule. **The tenderer will have to quote the rate of minimum 25% quantity of the tendered quantity.** The offers with different supply schedule than specified by Hafed shall not be considered and such offer will be treated as Conditional Offer.

The rates should be F.O.R. destination i.e. Hafed Cattle Feed Plant, Rohtak/ Saktakhera inclusive of GST/all taxes, freight, excise duties, octroi, loading and packing charges, transit insurance etc. Hafed Cattle Feed Plant, Rohtak & 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 terms mentioned above and negotiations under exceptional circumstances, then it may be held with L1 (lowest tenderer) only as per CVC guidelines issued by Govt. of India vide letter dated 20.01.2020 (Circular No. 01/01/10).

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

The tenderer will have to quote the rate of minimum 25% quantity of the tendered quantity. The total supply is to be completed within 40 working days of the date of supply order with 25% in each slot of 10 days positively to complete the supplies within the stipulated time period. Since, the raw 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 tendered 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 raw 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. The quantity of the supply order can be varied to any extent (less or more).

## **8. Quantity Variation:**

The permissible variation in quantity to be received will be as under:-

One truck load (upto 15 MT)	±1 MT
Two truck load (upto 25-30 MT)	±2 MT
50 MT	±2.5 MT
100 MT	±3.5 MT
200 MT	±5 MT
300 MT	±6 MT
400 MT	±6.5 MT
500 MT	±7 MT
600 MT	±8 MT
700 MT and above	±9 MT

In case, the firm supplies excess/short quantity beyond the above limits during a particular bargain and the same item, if purchased during next e-tender then the maximum excess/short quantity shall be accepted by deducting price difference/penalty whichever is higher. In case the particular/raw material is not purchased during subsequent month then penalty may be imposed as per the details given below:

<b><u>Price Range</u></b>	<b><u>Penalty per MT</u></b>
Rs. 5000/-	Rs. 500/-
Rs. 4000/-	Rs. 400/-
Rs. 3000/-	Rs. 300/-
Rs. 2000/-	Rs. 200/-
Rs. 1000/-	Rs. 100/- (Minimum penalty)

In case supplier 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. Thereafter, G.Ms of the Plant can extend the delivery period by another 7 days with 4% penalty for meeting the requirement with the approval of H.O Panchkula subject to the condition that sufficient quantity of raw material is available in the plant & there is no loss of production. Thereafter the EMD (Earnest Money Deposit) will be forfeited and further action for recovery of price differential will be taken.

In case, bulk purchase is made by the committee, delivery can be extended for additional period.

## **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 successful bidder should supply all the tendered qty. raw material within 40 working days. 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.M. of the plant can extend the delivery period for next 15 working days without penalty for meeting the requirements to save the interest cost, keeping in view the storage constraints with the approval of H.O Panchkula. And other extra ordinary delayed matter will be refer to HO for necessary approval.

**“It will be the prerogative of HAFED to take the delivery/ supply of the raw material items from the L-1 bidders at any of the locations i.e. Cattle Feed Plant, Rohtak and Saktakhera as per the requirements of the Cattle Feed Plants and delivery schedule for the same will be intimated accordingly”.**

## **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. (R.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 for while accepting the material. For all type of supplements that bidders need to attach the certificate of analysis and Hafed will cross check the same from any of the government approved NABL labs.

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

The above committee will draw minimum 2 samples of Cattle Feed and one sample of Raw material of each supply every month and will send to reputed outside Govt. approved labs preferably NDDDB Lab/Shri Ram Lab 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 material.

3. Supplier's name.
4. Date of receipt of material.
5. Date of sampling.
6. Bill No. and date.
7. Quantity received.
8. Signatures of member committee along with 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, the sample shall be kept for at least three months after receipt of material in the plant. If there is some dispute with regard 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 is 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% shall be released within fifteen working days after receipt of material as per specification along with proper bill. No payments shall be released on the day of receipt of material in the premises of Hafed Cattle Feed Plant, Rohtak/Saktakhera. 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 raw 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 ensure that the supply of material in sound, serviceable and standard packing. Rice Bran is to be supplied in the standard packing of 50 Kg. in the jute/HDPE bags. The supply, if received, in two packing will be rejected straightway. In case the material is not supplied in sound and serviceable bags then deduction @ Rs. 7/- per bag shall be made in all type of material since the rates of raw material had considerably increased. Therefore, the supplier should ensure that material supplied is in sound, leak proof bags. 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), VAT are also submitted immediately on completion of contract otherwise the balance payment will not be cleared as plant is making tax paid purchases. No form C will be given to the supplier.

**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. The plant will retain 5% of the total value of the order placed from the first consignment received from the tenderer, which will be released after completion of the order in all respects.

**14. 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.

**15. 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 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.”

## **SPECIFICATIONS OF RAW MATERIALS**

<b>Sr. No.</b>	<b>Name of item</b>	<b>Acceptable specifications</b>		<b>Rejectable Specification</b>
1.	Mustard De oiled Cake	1. Moisture 2. Crude Protein 3. C. Fat 4. C. Fibre 5. A.I.Ash	10% Max 38% Min 1% Min 9% Max 2% Max	Above 12% Below 35% Below 0.5% Above 12% Above 3%
2.	Mustard Cake (Crude fat Min 7%)	1. Moisture 2. O+A 3. C. Fibre 4. A.I. Ash	10% Max 42% Min. 8% Max 2% Max	Above 12% Below 39% Above 10% Above 3%
3.	Rice Bran Deoiled (Continuous)	1. Moisture 2. Crude Protein 3. C. Fibre 4. A.I.Ash	10% Max 15% Min 12% Max 5% Max	Above 14% Below 13% Above 16% Above 7%
4.	Rice Bran **	1 Moisture 2 Crude Protein 3 C. Fat 4 C. Fibre 5 A.I.Ash	10% Max 12% Min 15% Min. 11% Max 4% Max	Above 12% Below 10% Below 13% Above 14% Above 6%
5.	Cotton Seed Cake (thin layer)	1. Moisture 2. O+A 3. C. Fibre 4. A.I.Ash	10% Max 30% Min 24% Max 2% Max	Above 12% Below 26% Above 27% Above 3%
6.	Cotton Seed Husk	1. Moisture 2. Crude Protein 3. C. Fat 4. C. Fibre 5. A.I. Ash	10% Max 13% Min. 10%% Min 27% Max. 0.5% Max	Above 12% Below 11% Below 2.% Above 29.% Above 1%
7.	Guar Korma	1. Moisture 2. O+A 3. C. Fibre 4. A.I. Ash	10% Max 50% Min. 12% Max 1% Max	Above 12% Below 45% Above 15% Above 2.5%
8.	Guar Churi	1 Moisture 7. O+A 3 C. Fibre 4 A.I.Ash	10% Max 45% Min 12% Max 1% Max	Above 12% Below 41% Above 15% Above 25%

**\*\* Rice bran is based on fat basis. Rates be quoted on per MT basis with minimum Fat % of 15%. In case of variation in crude fat, the cut may be imposed on actual fat received. Quality cut will be made on per point of fat rate. No premium will be allowed on higher %age of fat.**

<b>S. N.</b>	<b>Name of Item</b>	<b>Acceptable specifications</b>		<b>Rejectable Specification</b>
9.	Ground Nut Cake (Crude fat Min 7%)	1. Moisture 2. O+A 3. C. Fibre 4. A.I. Ash	10% Max 47% Min. 10% Max 2.5% Max	Above 12% Below 44% Above 12% Above 3.5%
10.	Ground Nut Extraction	1. Moisture 2 O+A 3 C. Fibre 4 A.I.Ash	9% Max 45% Min 11% Max 2.5% Max	Above 12% Below 41% Above 14% Above 3.5%
11.	Soya bean Ext.	1. Moisture 2. O+A 3. C. Fibre 4. A.I.Ash	10% Max 50% Min 6% Max 1% Max	Above 12% Below 45% Above 10% Above 2%
12.	Barley Sprout	1. Moisture 2. Crude Protein 3. C. Fibre 4. A.I.Ash	10% Max 24% Min 18% Max 2% Max	Above 12% Below 20% Above 20% Above 3%
13.	Gram Husk/Chhilka	1. Moisture	10% Max	Above 12%

		2. Crude Protein 3. C. Fibre 4. A.I. Ash	3% Min. 50% Max. 1% Max	Below 2% Above 55% Above 1.5%
14.	Wheat Bran	1. Moisture 2. O+A 3. C. Fibre 4. A.I.Ash	10% Max 15% Min 13% Max 05% Max	Above 12% Below 13% Above 15% Above 1%
15.	Maize Bran	1. Moisture 2. Crude Protein 3. Fat 4. C.Fibre 5. A.I.Ash	10% Max 18% Min 1.5% Min 9% Max 0.5% Max	Above 12% Below 15% Below 1% Above 12% Above 1%
16.	Maize	1. Moisture 2. Colour	10% Max Red/Yellow	Above 12%
17.	Common Salt	1. Moisture 2. Sodium 3. Chloride	6% Max 94% Min	Above 10% Below 90%
18.	Thin barley/damaged wheat	1. Moisture 2. Sound grain	10% Max 75% Min	Above 12% Below 70%
19.	Lime Stone Powder	1. Moisture 2. M.G.O. 3. A.I. Ash 4. CaCO3 5. Mesh	3% Max 0.5% Min 1% Max 98% Min 90% should pass through 200 mash is-sieve	Above 6% Above 2% Above 3% Below 90% Below 85%
20.	Cane molasses	1.Barixs 2. Ash, sulphated, % by mass calculated for 100 degree brixs) 12 Total reducing matter as invert sugar % by mass	80% Max. 17.5%  44%	Below 75% - -
21.	Gram Churi	1. Moisture 2. Crude Protein 3. Fat 4. Fibre 5. A.I. Ash	10% Max 18% Min. 3.5 % Min 12% Max. 0.8 Max	Above 12% Below 16% Below 1.5% Above 4.% Above 1.5
22.	Barley	1. Moisture 2) TCW	10% ax 40 Min	Above 14% Below 38
23.	Gram Whole	1. Moisture 2. Sound Grain	10% Min	Above 13%
24.	Vitamin AD3	Vitamin AD3	50000 IU` 10000 IU	As per BIS standard
25.	Line seed	1. Moisture 2. Crude Protein 3. Fat 4. Fibre 5. A.I. Ash	10% Max 32% Min. 9% Min 8% Max. 6% Max	Above 12% Below 18% Below 6% Above 11% Above 8
26.	Taramira	1. Moisture 2. Crude Protein 3. Fat 4. Fibre 5. A.I. Ash	As per BIS standard	As per BIS standard
27.	Bypass protein ( Source :- Mustard DOC)	1. Moisture 2. Crude Protein 3. Rumen Undegradable protein % of total crude protein (rup % of total C.P.) 4. Fibre 5. Ash	8% Max 37% Min. 70 % Min  9% Max. 2 Max	Above 10% Below 35% Below 68%  Above 12% Above 2.50%
28.	Natural Red Algae based Buffer	1.Calcium 2. Magnesium	33% max 3% max	Above 34% Above 3.5%



29.	Full Fat Soya (Roasted)	1. Protein 2. Fat 3. Moisture  (As per BIS standard )	36% max 18 % max 10 % Max (As per BIS standard )	Below 33% Below 15 % Above 14% (As per BIS standard )
30.	Toxin Binder	Proprietary blend of Hydrated sodium Calcium Aluminosilicate blended with potent antifungal and Oxinate Copper	As per BIS standard	As per BIS standard
31.	Yeast Supplement (feed grade)	(As per Annexure –A) Thermo stable yeast culture, having S.Cervicae with metabolites of as per gillus oryzae. Effective cell count:5X10 per gm	As per BIS standard	As per BIS standard
32.	Soybean Meal	1. Protein 2. Fat 3. Moisture (As per BIS standard )	48% max 1.5 % max 10 % Max (As per BIS standard)	Below 45% Below 0.5 % Above 14% (As per BIS standard )
33.	Industrial Grade Technical Urea	N-46%	As per FCO specification	As per CO specification
34.	Wheat (as per uniform specification for Indian Wheat issued by Govt. of India Ministry of Consumer Affairs, Food & Public Distribution Department of Food & Public Distribution vide No. 7-8/2019-S&I dated 27.03.2020)	Moisture	12% Max	Above 14%
35.	SRN (Slow Release Nitrogen)	Nitrogen Fat	40% Max 9 % Max	
36.	Dried Distiller Grain Solubles (DDGS)	1.Moisture 2.Crude Protein 3.C. Fiber 4.Silica 5. Ether Extract	10% Max 41% Min. 6% Max 2% Max 4% Min	Above 12% Below 38% Above 10% Above 3% Below 2%
37.	<b>DCP manufactured from rock phosphate (Animal feed grade) strictly as per IS: 5470:2000</b>			
38.	<b>Mineral Mixture Cattle (Type-II) strictly as per IS:1664: 2002.</b>			

**Note: Sr. No. 1 to 15 on dry basis except moisture.**

## **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 Raw Material as per Hafed’s specifications.**

<b>S.N.</b>	<b>Item</b>	<b>Required quantity for Cattle Feed Plant, Rohtak (in qtls.)</b>	<b>Required quantity for Animal Feed Plant, Saktakhera (in qtls.)</b>	<b>Total quantity (in qtls.)</b>	<b>Offered quantity (in qtl.)</b>	<b>Offered rate (Rs. Per Qtl. including GST FOR)</b>
1.	Rice Bran De-oiled	30,000	15,000	45,000		
2.	Rice Bran Oiled	8,000	5,000	13,000		
3.	Maize Bran	2,000	-	2,000		
4.	Mustard De-oiled	3,000	3,000	6,000		
5.	Maize	2,000	2,000	4,000		
6	Mustard Cake	5,000	600	5,600		
7.	Common Salt	250	-	250		
8.	Lime Stone Powder	250	300	550		
9.	Technical Grade Urea	500	-	500		
10.	Cotton Seed Cake	-	300	300		

**The quantity of Raw Material may be quoted in Qtl. and Rates in Rs. Per qtl. including GST etc. F.O.R basis.**

**“It will be the prerogative of HAFED to take the delivery/ supply of the raw material items from the L-1 bidders at any of the locations i.e. Cattle Feed Plant, Rohtak and Saktakhera as per the requirements of the Cattle Feed Plants and delivery schedule for the same will be intimated accordingly”.**