



**E-TENDER NOTICE FOR PURCHASE OF PACKING MATERIAL i.e. 5 LakhS PP BAGS FOR PACKING OF 50 KG RICE AT HAFED RICE & FLOUR MILL, TARAORI**

Hafed invites e-tender from the manufacturers/ authorized distributor for purchase of PP bags for packing of 50 Kg Rice at Hafed Rice & Flour Mill, Taraori 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. As per details given below:-

S.N	Name of Product	Quantity Required	EMD (In Rs.)
1	PP bags for packing of 50 Kg Rice (Size = 24"x44", Weight = 115-120 gms, Transparent)	5 Lakh bags	2,00,000/-

The quantities are purely tentative and can increase or decrease at the sole discretion of Hafed depending upon the on Export Orders of Rice. The above quantities of packing material shall be supplied to the Hafed Rice Mill, Taraori as per their requirement. The tender document containing details of required material, quantity, specifications etc. and other terms & conditions are available on portal <https://etenders.hry.nic.in> and at Hafed Website [www.hafed.gov.in](http://www.hafed.gov.in). The tender document can be downloaded on deposit of Rs. 1000/- (non-refundable) as tender fee and e-service fee of Rs.1000/- (non-refundable). The tender document and the EMD must be remitted on or before 13.08.2024 upto 10:30 A.M. All the bidders are required to get registered on the e-tendering portal and obtain a Digital Signature from NIC Office. All the bidders are requested to be present at the time of opening of the bids. The technical bid will be opened at 13.08.2024 at 11:00 AM. Hafed reserves the right to reject any/all tenders without assigning any reason whatsoever.

**MANAGING DIRECTOR  
HAFED : PANCHKULA.**

## Detailed Notice Inviting E-Tender

Hafed invites e-tender from the manufacturers/ authorized distributor for purchase of PP bags for packing of 50 Kg Rice at Hafed Rice & Flour Mill, Taraori as per Hafed's specifications/ terms through the annual rate contract.

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.

- 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.**
- 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.**
- 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**
- 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.1000/-) and Processing Fee (Rs.1000/-) can be made by eligible bidders online directly through Debit Cards & Internet Banking.

The interested bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance before the expiry date & time of the respective events. And make payment via RTGS/NEFT to the beneficiary account number specified under

the online generated challan. The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:

<b>Key Dates</b>			
<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.2000/-</b> through online directly through Debit Cards & Internet Banking Accounts (Tender document fee Rs.1000 /-Processing Fee Rs.1,000/-) and required	<b>26.07.2024 from 5:00 PM to 13.08.2024 till 10:00 AM</b>
2.	-	Submission of online Technical & Financial Bid	<b>From 26.07.2024 from 5:00 PM to 13.08.2024 till 10:30 AM</b>
3.	Opening of Technical Bid	-	<b>13.08.2024 at 11:00 AM</b>
4	Manual submission of additional/supporting document only		<b>14.08.2024 at 11:00 AM</b>
5.	Opening of Financial Bid	-	<b>Will be intimated.</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 enabled Branch of SBI Bank in India. Bidders can make the payment via cash (if amount is ≤ ₹49,999), Demand Draft or SBI Bank Cheque.

The procedure for paying through OTC mode is as follows:

- (i) Bidder selects over the counter remittance option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid. The bidder chooses the bank account number for refund of the amount.
- (iii) Bidder clicks on “Continue” Button.
- (iv) The e-Procurement portal displays the details of payment. The Bidders click on “Print\_Challan” and print the OTC Challan.
- (v) Bidder submits the OTC Challan at the counter of any designated bank of SBI Bank with Cash/Demand Draft/SBI Bank Cheque (Payment in Cash is allowed upto Rs. 49,999/-).
- (vi) SBI bank verifies the URL (format to be discussed and decided) and amount with e-Procurement portal prior to accepting the payment.
- (vii) On successful verification from e-Procurement portal, SBI bank accepts the payment. In case of failure, SBI bank shall return back the OTC challan and payment to the bidder.
- (viii) SBI bank commits the payment transaction (in case of successful verification from e-Procurement portal) and sends the Bank Transaction number (I-Sure Reference Number) online against the URN and Amount.
- (ix) SBI bank will generate receipt for the payment transaction and issues the same to the bidder.
- (x) The e-Procurement system update the bank transaction number against the URN and Amount based on the details sent by SBI bank online prior to generation of the receipt.
- (xi) The status of the payment will be displayed as “verification successful” in e-Procurement Portal, when the bidder clicks on the verification option in the portal.
- (xii) Bidder would be required to upload the scan copy of receipt as received from SBI Bank as part of proof in next tender portal before submitting the tender.

**Tender document for purchase of Packing Material i.e PP bags required for packing of 50 Kg Rice at Hafed Rice & Flour Mill, Taraori (Karnal) strictly as per Hafed's specifications/terms for the annual rate contract basis.**

### **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.

### **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. PP Bags F.O.R. Hafed Rice & Flour Mill, Taraori, Karnal required for packing of 50 KG Rice.
- 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. Hafed Rice & Flour Mill, Taraori, Karnal 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 **Thirty (30)** 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 as per Hafed delivery schedule i.e. Bidders must submit their offers for the entire tendered quantity of all the items required by HAFED. However, Hafed will give the requirement and bidders should supply the same as per requirement of Hafed. 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 Rice & Flour Mill, Taraori, Karnal inclusive of GST/all taxes, freight, excise duties, octroi, loading and packing charges, transit insurance etc. at Hafed Rice & Flour Mill, Taraori, Karnal 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 as per Haryana Govt. instructions/guidelines.

## **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.

## **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 intimated monthly required quantity, the supply order will be completed within 10 days positively. Since, the Packing materials required urgently for producing in mill, 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.M of the HRM,Taraori 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 Hafed. 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 Hafed. Stock without proper bill will not be accepted at any cost. Hafed 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. INSPECTION, SAMPLING AND TESTING PROCEDURE:**

Immediately on receipt of material in Hafed Rice & Flour Mill, Taraori, Karnal joint inspection and sampling of each consignment/truck will be carried out by the committee comprising of Store Keeper, Hafed Rice & Flour Mill, Taraori, Karnal Manager, Rice Mill, Taraori, Accounts (Incharge), Taraori, GM, Hafed Rice & Flour Mill, Taraori, Karnal. 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.

#### **11. PAYMENTS:**

Payment to the extent of 90% shall be released after receipt satisfactory materials. In case the material is found sub standard then the supplier will be informed E-mail/telegraphically/ by Fax to replace it at their cost. In case the supplier does 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 supplier by forfeiting the security/earnest money amount. 10% payment will be released after 20 days from release of 90% payment and ascertaining that suitability for the quality of the product formulated by this material conforms to the relevant standards. In case of evidence of cartel formation by the bidders, the EMD is liable to be forfeited along with other actions as are permissible to Govt. like filing complaints with the Competent Commission of India and/ or other appropriate forums. The bidders/ manufacturers must enclose with the offer latest notifications regarding application of taxes/duties for the items which they are quoting rates in respect of various States from where the tendering firms will effect supplies. The tendering firms should also send notifications, if revised during the finalization of the purchase.

Conditional Tenders will be summarily rejected.\

**12. 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.

**13. 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.

**14. 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.

**15. 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.

**16. ARBITRATION:**

- a. This Tender document shall constitute the legal relation between the parties hereto shall be determined and governed according to the laws of Republic of India and only courts at High Court of Chandigarh shall have the jurisdiction in all matters arising out of/touching and/or concerning this Tender Document and parties to this Tender Document agree to irrevocably submit to the exclusive jurisdiction of those courts for purpose of any such proceeding. The aforementioned exclusive and irrevocable jurisdictions of aforesaid courts are irrespective of place of occurrence of any cause of action pertaining to any dispute between the parties.
- b. All or any disputes arising out or touching upon or in relation to the terms of this tender document including the interpretation and validity of the terms thereof and the respective rights and obligations of the parties shall be settle amicably by mutual discussion failing which the same shall be settled through arbitration. The arbitration proceedings shall be governed by the Arbitration and Conciliation Act 1996 (as amended up to date) or any statutory amendments/modifications thereof for the time being in force r/w relevant provision of Multi State Cooperative Societies Act of 2002, The venue of the arbitration shall be at Chandigarh, India and language of arbitration shall be English.

## **TECHNICAL BID**

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

<b>SN</b>	<b>Particulars</b>	<b>Remarks</b>
1	Details of the items for which Bid is submitted	
	<b>Name of the Item</b>	<b>Quantity</b>
		<b>Amount of EMD</b>
2	Total amount of EMD deposited	Rs.....
3	Self Attested copy of Certificate of Registration as a proof of Company / Partnership firm / Society / Proprietorship.	
4	Authority letter in favour of the participating representative indicating his designation in the company, and his contact number authorizing him to bid on behalf of the company/ firm, for submission of documents and negotiations, if any	
5	Self attested copy of PAN No. of the tendering company.	
6	Self attested photocopy of the GST Registration Number.	
7	Certificate regarding acceptance of all terms and conditions as mentioned in the Tender document	
8	Self attested certificate that the bidder is not blacklisted from any State/Central Govt. Department agencies.	

**FINANCIAL BID**

“Financial Bid for supply of following Packing material i.e PP Bags for the annual rate contract which shall remain valid for a period of one year from the award of the supply order.

**Specification for PP Bags.**

S.N	Name of Product	Quantity Required	Specification	Basic Rate FOR (Rs.)	GST	Total Rates FOR including all taxes
1	PP bags for packing of 50 Kg Rice	5 Lakh bag	Size= 24"x44", Weight = 115-120 gms, Transparent			