



**THE HARYANA STATE COOPERATIVE SUPPLY
AND MARKETING FEDERATION LIMITED**
CORPORATE OFFICE, SECTOR 5, PANCHKULA HARYANA (India)
TEL: 2590520-24, FAX: 2590711 E-Mail: hafed@hry.nic.in
Web-site: www.hafed.gov.in



Short Term Re E-Tender Notice

The Hafed Invites e-tenders from reputed Custom House Agents (CHA) and Forwarders, who have sufficient experience of handling of export of Rice and can provide immediately food grade containers on demand as per requirement for execution of export order of rice to M/S Saleh & Babakar, Saudi Arabia as per details given below:-

Sr. No.	Particulars of Tender	Security Amount (In Rs.)	EMD (In Rs.)
1	Custom House Agents (CHA) and Forwarders of Rice from Taraori, Assandh (Karnal) to Mundra/Kandla Port	Rs. 50 lac	Rs. 10 lac

The tender document containing detailed terms & conditions are available on portal <https://etender.hry.nic.in>. The parties/bidders can submit their tender documents on deposit of Rs. 1180/- (non-refundable) as tender fee and e- service fee of Rs. 1180/- (non-refundable) through e-Tender portal. The date of bid submission is from 08.07.2024 to 22.07.2024 at 11:00 A.M. All bidders are required to get registered on e- tendering portal & obtain Digital Signature from NIC office. Technical Bids will be opened at 11:30 A.M on 22.07.2024 at Hafed Corporate Office, Sector-5, Panchkula. All the bidders are requested to be present at the time of opening of the tender and for negotiations. Hafed reserves the right to accept/reject any/all the tenders or increase/decrease the tendered quantity without assigning any reason whatsoever.

**MANAGING DIRECTOR
HAFED PANCHKULA**

Detailed Notice Inviting Tender

Hafed Invites e-tenders from reputed Custom House Agents (CHA) and Forwarders, who have sufficient experience of handling of export of Rice and can provide immediately food grade containers on demand as per requirement for execution of export order of Rice to M/S Saleh & Babakar, Saudi Arabia 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. 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 of Rs 1180/- and document fee of Rs.1180/- (Non refundable) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

The Payment for document fee (Rs.1180/-) and Processing Fee (Rs.1180/-) can be made by eligible bidders online directly through debit cards and 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

Sr. No	HAFED Stage	Party Stage	Date & Time
1		(i) Downloading of Tender Document/Online Bid Preparation. (ii) Online directly transfer of funds of Rs.2360/- through online directly through Debit Cards & Internet Banking Accounts. (Tender document fee Rs.1180/-, Processing Fee Rs.1180/-) and required EMD .	From 08.07.2024 to 22.07.2024 up to 11.00 AM
2		Submission of online Bid	08.07.2024 from 11.00 AM
3		Opening of Technical Bid	22.07.2024 at 11.30 AM
4		Earnest Money required	As indicated against each Items.

NOTE:-

"In case any bidder wants to apply and submit EMD for ONE or MORE TEMS (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:

The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website - <https://etenders.hry.nic.in>.

The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://etenders.hry.nic.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to **keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

In case of any change in the authorization, it shall be the responsibility of Management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

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

3. Pre-requisites for online bidding:

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

4. Online Viewing of Detailed Notice Inviting Tenders:

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

5. Download of Tender Documents:

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

6. Key Dates:

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

7. Online Payment of Tender Document Fee, Processing fee & EMD fees & Bid Preparation & Submission (Technical & Commercial/Price Bid); Online Payment of Tender Document Fee + Processing fee: The online payment for Tender document fee, Processing Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and Processing Fee shall be made by bidders/Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall be made online directly through RTGS / NEFT & OTC. The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

PREPARATION & SUBMISSION OF online APPLICATIONS/BIDS:

(1) Detailed Tender documents may be downloaded from e-Procurement website <https://etenders.hry.nic.in>. and tender mandatorily be submitted online following the instruction appearing on the screen.

(ii) Scan copy of Document to be submitted / uploaded for Technical bid under online Technical Envelope. The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF/JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of Technical Envelope.

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

8. ASSISTANCE TO THE BIDDERS

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

Contact the respective tender Inviting Authority. Mobile 9466345692.

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.
- The e-Procurement portal displays the amount to be paid by bidder.
- (m) 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 Banks.
- (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 Techprocess intermediary Department/PSUs Escrow Security Deposit A/c.

D) Over the Counter (OTC)

This solution shall allow the bidder having account with SBI bank, to make the payment from any CMS 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.

(xii) Bidder would be required to upload the scan copy of receipt as received from SBI Bank as part of proof in next tender portal before submitting the tender.

TERMS AND CONDITIONS

This is a two-bid tender to be submitted through e-tender, which can be downloaded from the website www.hafed.nic.in. and online <https://etender.hry.nic.in>.

1. The technical as well as financial bid is to be submitted online on the web portal <https://etender.hry.nic.in>. However, the firms have the option to submit the supporting documents as required to be supported along with the technical bid either through the online mode along with the technical bids or in the off line mode in physical form to the Hafed Corporate Office, Sector-5, Panchkula by the due date/time. In case the supporting documents are to be submitted off line in physical form, then it should be specified in their technical bids and the supporting documents must be deposited before the due date and time of opening of technical bids.

2. Bidders will have to procure/should have a legally valid digital signature certificate as per the Information Technology Act 2000, using which they can sign their online bids. Documents for the technical bid and the financial bid shall be submitted separately as per details given below.

3. Technical bid

The Performa of technical bid is enclosed at **Annexure-I**.

The following documents are required to be submitted by the bidders with this Technical Bid:

- a. Tender Form without required EMD will not be entertained and rejected immediately.
- b. The Contractor should have 5 years experience as Custom House Agents (CHA) and Forwarders in handling of export of Rice and can provide immediately food grade containers on demand as per requirement of importer/ M/S Lama Rice Pvt Ltd./Hafed for execution of export order of Rice to M/S Saleh & Babakar, Saudi Arabia.
- c. The tenderer should have Custom House Agent license on his name.
- d. The Contractor will submit an affidavit that he has not been black-listed by any authority duly Notarized.
- e. ITR certified copy by the Chartered Accountant (CA), audited balance sheet for 2020-21, 2021-22 and 2022-23. Further provisional balance sheet for the year 2023-24 duly signed be enclosed with the bid, Firm Registration copy and Partnership Deed in case of partnership, Copy of PAN Card and GST registration certificate.
- f. Authority letter (Under which capacity participating in Tender i.e. Proprietor, Partner or representative).
- g. Certificate regarding acceptance of all terms and conditions as mentioned in the Tender document.
- h. Minimum turnover should not be less Rs. 10 cr. per year in preceding three years.

4. **FINANCIAL BID:** The rates are to be quoted in financial bids. The performa for the financial bid is enclosed at **Annexure-II**. Financial bid of only technically qualified bidders will be opened.

5. Scope of work

1. The Contractor shall arrange to coordinate the work in respect of Hafed Rice Mills Taraori as per directions/instructions from Hafed/Importer/Lama Rice or the representative of Hafed.
2. As per the stuffing/shipment schedule received from M/s Lama Rice Pvt Ltd, we will meticulously organize shipment planning to optimize efficiency to meet Importer/Hafed/Lama Rice requirements.
3. Tenderer will maintain constant communication with Importer/Hafed/Lama Rice to inquire the readiness of cargo aligns seamlessly with the schedule.
4. The tenderer will arrange Booking of containers with the nominated shipping line promptly to secure Importer/Hafed/Lama Rice cargo space on vessel.
5. The tenderer will conduct physical inspection of food-grade containers at the Empty Yard/ICD to guarantee compliance with quality of standards as per requirement of Importer/Hafed/Lama Rice.
6. Tenderer will provide CHA and Forwarders services to ensure the safe and timely movement of empty containers at Shipper's premises / WH.
7. The tenderer will review the Documents provided by Importer/ Hafed/ Lama Rice and will prepare Checklist for Shipping Bill filling under custom's EDI system.
8. The tenderer will handle the PPQ formalities for Release of Phytosanitary certificate which includes application for PPQ filing under website of PQMS / Co-ordination with PQMS officer for cargo inspection & sampling Etc.
9. The tenderer will do fumigation (MBR 32 GMS).
10. The tenderer will make necessary/required arrangements of customs clearance for export shipments and Obtaining Let Export Order from Indian Custom and onward movement of food grain containers by rail movement to port.
11. The tenderer will issue the Forwarding Note & handover the food grade containers to the shipping line and this process will be conducted seamlessly according to cut off schedules of Importer/Hafed/Lama Rice.
12. The tenderer will follow-up with ICD for railing out according to the vessel cut-off date and time of shipping line.
13. The tenderer will ensure timely Submission of SI/VGM/shipping Bill on Odex (software of the shipping line) according to cut off schedule of Shipping Line.
14. The tenderer will continuously follow-up with the shipping line for the timely loading of containers on vessel for timely sailing.
15. The Tenderer will ensure timely release of the Bill of Lading SOB/RFS as per Importer/Hafed/Lama Rice requirement.
16. The tenderer will arrange to Send Original/Post-shipment documents to Impoter/Hafed/Lama Rice after sailing of shipment.
17. The tenderer will provide regular updates on shipment status (ETD & ETA) to the Importer/Hafed/Lama Rice.
18. The tenderer i.e. CHA and Forwarders will ensure loaded containers are transported back to ICD/Yard.

19. The tenderer will ensure in transit insurance of Hafed Rice/Self sealed Containers. The actual expenses/premium of transit insurance will be reimbursed to the tenderer on the submission of bills.
20. The tenderer will follow-up with ICD for railing out according to the vessel cut-off date and time of Shipping line.
21. The tenderer will ensure timely Submission of SI/VGM/shipping Bill on Odex (software of the shipping line) according to cut off schedule of Shipping Line.
22. The tenderer will continuously follow-up with the shipping line for the timely loading of containers on vessel for timely sailing.
23. The Tenderer will ensure timely release of the Bill of Lading SOB/RFS as per Importer/Hafed/Lama Rice requirement.
24. The tenderer will arrange to send Original/Post-shipment documents to Importer/Hafed/Lama Rice after sailing of shipment.
25. The tenderer will provide regular updates on shipment status (ETD & ETA) to the Importer/Hafed/Lama Rice.
26. The tenderer will ensure safe packing of container with Polythene cover or Jumbo cover as per the requirement of importer and the cost of the same will be reimbursed to the tenderer on submission of bills.

6. GENERAL TERMS & CONDITIONS:

1. The earnest money of unsuccessful tenderer will be returned immediately after finalization of tender process.
2. The successful party shall have to deposit security amount of Rs. 50,00,000/- (Rs. Fifty lac only) in the shape of Bank Guarantee/FD within one week after allotment of the work. The earnest money of the successful tenderer will be refunded after submission of Bank Guarantee. No interest shall be paid on earnest money.
3. The tender bid will be valid upto 60 days.
4. Successful tenderers will be required to enter into agreement with G.M. Hafed Rice Mill, Taraori as per agreement Performa on non-judicial stamp paper Rs.100/- within 7 days.
5. The agreement with the CHA and Forwarders would remain in force up to one year from the date of allotment letter which can be further extended for six month on same terms & condition of tender.
6. The successful tenderer shall undertake CHA and Forwarders operations pertaining to the Unit, which are not included & likely to come up at later stage.
7. Statutory deduction, if any will be made as per rules applicable during the contracted period from the Bills.
8. The rate may be quoted in your offer inclusive of all & nothing will be paid extra after finalization of rates.
9. No change in rates during the contract period will be allowed.
10. The container required for Basmati Rice will be provided by CHA and Forwarders immediately on demand failing which if any penalty imposed by importer/custom/Lama Rice will be recovered from the tenderer.

11. In case, it is found that the required CHA and Forwarders operation are not carried out properly by the contractor in that case, the security amount will be forfeited. So, he will ensure that the work of export of Rice does not suffer due to insufficient containers or any other reason at any stage. In case, work of export of Rice suffers then the arrangement for the CHA and Forwarders shall be made at the risk & cost of the Contractor and differential amount, if any, will be recovered from the Contractor.
12. In absence of the Contractor, his authorized representative will be available in the factory premises, when the work is in progress. Contractor and his authorized representative shall not leave premises jointly.
13. The Contractor shall arrange to coordinate the work in respect of Hafed Rice Mills Taraori as per directions/instructions from Hafed/Importer/Lama Rice or the representative of Hafed.
14. Any type of losses/damages caused to Hafed in any form by the CHA and Forwarders Contractor, the same will be made good by the tenderer.
15. Payment of various CHA and Forwarders operations will be made on monthly basis. The Contractor will submit the bills to the Unit for payment during 1st week of every month. Payment shall be released to him through NEFT/RTGS only as per rules.
16. All the payments of services and operations shall be made within 15 days of receipt of bill alongwith submission of documentary proof.
17. The Railway tariff charges will be applicable @ as and when notified by Ministry of Railway from time to time (tariff charges may increase or decrease).
18. In case, it is noticed through the audit or some other source that excess payment has been released to the CHA and Forwarders, then excess amount so paid, will be recover from the pending bills or security etc.
19. In case of any accident or natural calamities/fire happens, in that event Contractor himself be responsible for the same and Hafed will make good the loss caused from the tenderer.
20. As per the stuffing/shipment schedule received from M/s Lama Rice Pvt Ltd, we will meticulously organize shipment planning to optimize efficiency to meet Importer/Hafed/Lama Rice requirements.
21. Tenderer will maintain constant communication with Importer/Hafed/Lama Rice to inquire the readiness of cargo aligns seamlessly with the schedule.
22. The tenderer will arrange Booking of containers with the nominated shipping line promptly to secure Importer/Hafed/Lama Rice cargo space on vessel.
23. The tenderer will conduct physical inspection of food-grade containers at the Empty Yard/ICD to guarantee compliance with quality of standards as per requirement of Importer/Hafed/Lama Rice.
24. Tenderer will provide CHA and Forwarders services to ensure the safe and timely movement of empty containers at Shipper's premises / WH.

25. The tenderer will review the Documents provided by Importer/ Hafed/ Lama Rice and will prepare Checklist for Shipping Bill filling under custom's EDI system.
26. The tenderer will handle the PPQ formalities for Release of Phytosanitary certificate which includes application for PPQ filing under website of PQMS / Co-ordination with PQMS officer for cargo inspection & sampling Etc.
27. The tenderer i.e. CHA and Forwarders will ensure loaded containers are transported back to ICD/Yard.
28. The tenderer will make necessary/required arrangements of customs clearance for export shipments and Obtaining Let Export Order from Indian Custom and onward movement of food grain containers by rail movement to port.
29. The tenderer will issue the Forwarding Note & handover the food grade containers to the shipping line and this process will be conducted seamlessly according to cut off schedules of Importer/Hafed/Lama Rice.
30. The tenderer will follow-up with ICD for railing out according to the vessel cut-off date and time of Shipping line.
31. The tenderer will ensure timely Submission of SI/VGM/shipping Bill on Odex (software of the shipping line) according to cut off schedule of Shipping Line.
32. The tenderer will continuously follow-up with the shipping line for the timely loading of containers on vessel for timely sailing.
33. The Tenderer will ensure timely release of the Bill of Lading SOB/RFS as per Importer/Hafed/Lama Rice requirement.
34. The tenderer will arrange to Send Original/Post-shipment documents to Impoter/Hafed/Lama Rice after sailing of shipment.
35. The tenderer will provide regular updates on shipment status (ETD & ETA) to the Importer/Hafed/Lama Rice.
36. The tenderer will ensure in transit insurance of Hafed Rice/Self sealed Containers. The actual expenses/premium of transit insurance will be reimbursed to the tenderer on submission of bills.
37. The tenderer will ensure safe packing of container with Polythene cover or Jumbo cover as per the requirement of importer and the cost of the same will be reimbursed to the tenderer on submission of bills.
38. Any operation not included and are mandatory for export of Rice under the rules of Govt of India or as per the LC or as per the requirements of Importer will be carried out by the tenderer and the cost incurred on such operation shall be reimbursed to the tenderer after obtaining approval from the competent authority.
39. In case of any dispute arises between Contractor & Hafed, the matter will be referred for arbitration to Managing Director, Hafed, Panchkula, whose decision will be final and binding on both the parties.
40. The Tender Committee reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Annexure-I

TECHNICAL BID

Technical bid E-Tender notice e-tenders for reputed CHA and Forwarders Contractors, who have sufficient number of vehicles and can provide immediately the vehicles on demand as per requirement for the period 2024-25 i.e. up to 31.03.2025.

Name of the Party:.....

Address.....

Email ID..... Mob NO.....

Following documents are to be submitted for technical qualification:-

Sr.No.	Particulars	Remarks (yes / No)
1.	Amount of Earnest money	Rs. 10 lac
2	The Contractor should have 5 years experience as Custom House Agents (CHA) and Forwarders in handling of export of Rice and can provide immediately food grade containers on demand as per requirement of importer/ M/S Lama Rice Pvt Ltd./Hafed for execution of export order of Rice to M/S Saleh & Babakar, Saudi Arabia.	
3	The Contractor will submit an affidavit that he has not been black-listed by any authority duly Notarized	
4	ITR certified copy by the Chartered Accountant (CA), audited balance sheet for 2020-21, 2021-22, and 2022-23. Further provisional Balance Sheet for the year 2023-24 duly signed be enclosed with the bid, Firm Registration copy and Partnership Deed in case of partnership, Copy of PAN Card and GST registration certificate.	
5	Authority letter (Under which capacity participating in Tender i.e. Proprietor, Partner or representative).	
6	Certificate regarding acceptance of all terms and conditions as mentioned in the Tender document.	
7	Minimum turnover should not be less 10 cr. per year in preceding three years	
8	The tenderer should have Custom House Agent license in his name.	

Note;- certified scanned copy of the above noted documents should be uploaded.

Authorized Signatory

Annexure-II

PERFORMA FOR FINANCIAL BID

Rates offered for Custom House Agents (CHA) and Forwarders of Rice from Taraori, Assandh (Karnal) to Mundra/Kandla Port for contract period

Name of Custom House Agents (CHA) and Forwarders : _____

Sr. No.	Shipping Line	Rates offered (per 20 feet container upto 23.50 MT) in Rs. From Uplana (Karnal)	Rates offered (per 20 feet container more than 23.50 MT) in Rs. From Uplana (Karnal)	Rates offered (per 20 feet container upto 23.50 MT) in Rs. From Taraori (Karnal)	Rates offered (per 20 feet container more than 23.50 MT) in Rs. From Taraori (Karnal)
1	Trans Asian Lines				
2	MSC Shipping Lines				
3	Emirates Shipping Lines				
4	One line Shipping				

*Rates quoted above are exclusive of GST.

Note: Rates offered above are inclusive of following servies/operations below for Rice Export in Containers:-

- a) Agency & attendance charges inclusive of documentation, port, and custom formalities
- b) Infrastructure charges+ Equipment Imbalance charges
- c) Phyto Charges in fumigation (MBR 32 GMS) +Phyto
- d) Transportation Charges
- e) Railway charges + Handling cargo
- f) RFID seal
- g) Shipping line THC & equipment Surcharges EQS
- h) B/L Charges (Per B/L)
- i) Line seal
- j) Mandatory User charges
- k) Vessel certificate

Signature of Tenderer

Name;.....

Mb. No.....

E-Mail:.....