



## 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](mailto:hafed@hry.nic.in)

Web-site: [www.hafed.gov.in](http://www.hafed.gov.in)



**Hafed Pesticides Plant, Taraori Invites Short term E-Tender notice for annual rate contract to purchase "UREASE INHIBITOR (LIQUID ORGANIC FERMENTED MANURE)" with Generic name for Mustard and Paddy crops for trading on 100% consignment basis and annual rate contract for Hafed Pesticides Plant Taraori valid up to 31.03.2025**

The Hafed Pesticides Plant Taraori invites short term e-tenders for annual rate contract to purchase **UREASE INHIBITOR** under **LIQUID ORGANIC FERMENTED MANURE** for Mustard and Paddy crops for trading products on 100% consignment basis with Generic name for 2024 Rabi season from the manufacturers as well as their authorized dealers/authorized distributors for Hafed Pesticides Plant, Taraori as per details given below:

### **E- Tender for rate contract to purchase trading products on 100% consignment basis**

SN	Name of Product	Quantity Required	Packing	EMD (In Lakh)
1	UREASE INHIBITOR (Liquid organic Fermented Manure)	2000 Ltr.	1 Ltr. 500 ML	0.33

The quantities given above **Product with Generic name** are purely tentative and can increase or decrease at the sole discretion of Hafed. The tender document containing details of required material, quantity, specifications etc. and other terms & conditions are available on portal <https://etender.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. 500/- (non-refundable) as tender fee and e-service fee of Rs. 1000/- (non-refundable) through e-Tender portal. The tender documents must be accompanied with earnest money. The tender documents fees and the EMD must be remitted on or before 22.08.2024 upto 11:00 AM. The date of bid submission is from 08.08.2024 at 3:00 PM to 22.08.2024 upto 11:00 AM through e-tender portal as mentioned above. All bidders are required to get register on e- tendering portal. The technical bid will be opened at 11:30 AM and financial bid will be opened at 02:30 PM on dated 22.08.2024 at Hafed Corporate Office, Sector-5, Panchkula (Haryana). 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-tender for annual rate contract to purchase Liquid organic Fermented Manure for trading products on 100% consignment basis for Mustard and Paddy crop up to 31.03.2025 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. The Micro, Small and Medium Enterprises will be exempted from the EMD submission (Certificate of MSME issued by Govt. of India must be submitted).**
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 1000/- and document fee of Rs.500/- (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.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**

SN	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>	08.08.2024 to 22.08.2024 upto 11:00 AM
2		Submission of online Bid	22.08.2024 upto 11:00 AM
3		Opening of Technical Bid	22.08.2024 upto 11:30 AM
4		Manual submission of additional / supporting document only	22.08.2024 upto 01:30 PM
4		Opening of Financial Bid	22.08.2024 at 02:30 PM
5		Earnest Money required	As indicated against each item

### **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:**

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:**

- (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](tel:0120-4200462),[0120-4001002](tel:0120-4001002) Mobile:88262- 46593

Email:-support.etender@nic.in

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

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

**Timing:**

Technical support assistance will be available over telephone Monday to Friday (9:00am to 5:00pm) (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.

- (iii) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with “successful” or “failure” message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal
- (viii) The status of the payment is displayed as “successful” in e-Procurement portal.
- (ix) In case of successful payment, a success message along with unique transaction ID is passed on to e-Procurement system. The e-tendering portal shall store the unique transaction number in its database along with the date and timestamp
- (x) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

## **B) Net Banking**

**The procedure for paying through Net Banking will be as follows:**

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on “Continue” button
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- (vii) Bidder enters his account credentials and confirms payment
- (viii) The Bank verifies the credentials and confirms with “successful” or “failure” message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal
- (x) The status of the payment is displayed as “successful” in e-Procurement portal.
- (xi) In case of successful payment, a success message along with unique transaction ID is passed on to e-Procurement system. The e-Procurement portal shall store the unique transaction number in its database along with the date and timestamp.
- (xii) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

## **C) RTGS/ NEFT**

This solution shall also allow the bidder to make the EMD payment via RTGS/NEFT this shall add to the convenience of those bidders who are not conversant to use net banking option to make the transaction.

Using this module, bidder would be able to pay from their existing bank account through RTGS/NEFT. This would offer a wide reach for more than 1, 10,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

1. To choose the payment of EMD, the bidder clicks on RTGS/NEFT payment option.
2. Upon doing so, the e-Procurement portal will redirect the bidder to a page where it will generate a Challan.



3. This Challan shall include the beneficiary (virtual) account number and other details like beneficiary IFSC code each.

### **RTGS / NEFT Payment Procedure**

The bidder shall be required to take a print of the challan and make the RTGS / NEFT on the basis of the virtual account number period on the challan. This provision will ensure that number confidential details regarding the bidder or tender are disclosed to the bank while remitting the RTGS/NEFT.

The bidder would remit the fund at least one day in advance to the last day and make the payment via RTGS/NEFT to the beneficiary account number as mention in the challan. SBI Bank shall receive this amount and credit the payment gateway service provider intermediary Department/PSUs Escrow Security Deposit account post validating the first part of the beneficiary account number, i.e., the client code only, In case of validation of client code is not successful, the bank shall return the fund and not credit the Tec 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 <=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](http://www.hafed.nic.in) and online from <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 for arrangement on 100% consignment**

The performa of technical bid is enclosed at **Annexure-I (A)**.

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

- i. Self attested copies of the valid registration certificates with Fertilizer control order Act 1985(FCO) for the product only for manufacturer who are applying in the tender for the fertilizer. The bidder will insure that the self life fertilizer ( **With Generic Name** ) is conforming to the period approved by the competent authority as per Fertilizer control order act 1985(FCO) If any traders or authorized distributor apply for the tender, then he/she is required to submit the attested copy of valid manufacturing license from Competent Authority and Registration Certification issued by the Fertilizer control order act 1985(FCO) of the principal supplier from whom the material will be arranged
- ii. Self attested copy of manufacturing licenses issued by the competent authority is required only for manufacturer applying for the tender. However, If any authorized distributors/dealers/Importer apply for the tender, then

- he/she is required to submit the manufacturing/and import license of the principal supplier from whom the material will be arranged.
- iii. Copy of the valid sale license from competent authority.
  - iv. Authority letter in favour of the participating representative indicating his designation and contact number authorizing him to submit the bid, documents and for negotiations, if any.
  - v. Self attested copy of PAN No. of the tendering company.
  - vi. Self attested photocopy of the GST Registration Number.
  - vii. The bidders should have experience of manufacturing/trading of relevant products for at least one year. The bidder should have an annual turnover of minimum Rs. 2 cores during last year of functioning for the product of Fertilizer (**with generic name**). Accordingly, the bidder will submit CA Certified copy of document showing the minimum turnover of Rs. 2 crore during the last year of functioning of the products of Fertilizer (**with generic name**).
  - viii. Certificate regarding acceptance of all terms and conditions as mentioned in the Tender document.
- 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. GENERAL TERMS & CONDITIONS:**
- i. The detailed technical specifications along with the tendered quantity of each product are enclosed at **Annexure-III**.
  - ii. The original manufacturer bidder shall stand guarantee about the stability of emulsion/ formulation. Fresh material not older than three months from the date of its manufacturing will be supplied. The tenderers/bidders shall also indicate the list of product that can be formulated with same emulsifier and the percentage to dose as per their recommendations.
  - iii. The quantities mentioned in the tender are purely tentative and can be increased upto 100% of the mentioned quantities or it may be decreased at the sole discretion of Hafed. Hafed does not guarantee for assured business on account of placement of products on 100% consignment basis
  - iv. **EMD:** 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 earnest money are liable to be rejected. The EMD of successful tenderers will be converted in security deposit.
  - v. **RATES:** The rates offered should be F.O.R. destination i.e. HAFED PESTICIDES PLANT, TARAORI (Karnal)/ destination anywhere in Haryana, and inclusive of all taxes, i.e. entry tax freight, excise duties, octroi, loading, packing charges and transit insurance etc. The rates are to be quoted in the enclosed tender form clearly indicating the extent of G.S.T etc., as applicable.
  - vi. The tenderers shall furnish a certificate in their offer that the rates quoted by them are not more than the rates they have quoted to any of their customers

during the currency of the contract period. However, if they ever feel constrained to quote lower rates to any of their customer during the said period, they undertake to intimate the same immediately to Hafed and allow the same reduction in rates automatically. If they violate this undertaking and the Hafed comes to know of such a reduction on their own/through their own resources, then the Hafed shall be entitled to recover the double the difference in such rates on the entire quantity purchased along with cost and damages from supplier.

- vii. **Delivery Period:** The parties while quoting the rates should ensure that stocks are readily available with them for which order is placed so that they are in a position to supply the material as per the supply schedule given to them in the supply order.
- viii. **Validity:** Rates shall be valid for acceptance for 90 days from the date of opening /negotiations of tenders.
- ix. **Penalty:** Penalty @ 2% of the value of undelivered material shall be imposed on account of delay on the supplies as per the confirmed order. If supplier fails to supply the ordered material to Hafed Pesticides Plant even during the grace period of two weeks (with penalty) then Hafed reserves its right to cancel the supply order/ contract and will be at liberty to arrange the material from any other sources at the risk and cost of the supplier.
- X If the tenders are cancelled or recalled on any grounds, the tender document fee and e-service fee will not be refunded to the bidder.
- Xi Regarding negotiations of rates, policy issued by the State Government vide G.O. No.2/2010-4-IB-II dated 18.06.2013 and 16.06.2014 will be applicable.
- Xii The rules regarding Haryana State Public Procurement Policy for MSME 2016 notified by the Dep't. of Industries and Commerce vide letter No. G.O. No. 2/2/2016-4IIBII(1) dated 20.10.2016 is applicable for Haryana bases MSMEs for claiming the concession of tender fee and EMD deposit, the bidder are required to submit the documentary proof from Govt. authority showing that they come under Haryana bases MSME units.
- xiii. The manufacturer/ authorize distributor bidder will supply the material in original packing and packing should also be in accordance with guidelines of CIB and FCO 1985 Act.

## **6 Sale Conditions:-**

After the rates are finalized through e-tender conducted/finalized by Hafed, the same will be conveyed to RCS Haryana for further directing the concerned department for placement of Product "UREASE INHIBITOR" at PACS level and to be sold for use in Paddy and Mustard crops only, through PACS in the State of Haryana. Further, as mentioned in the proceedings of the meeting circulated by the Registrar Cooperative Societies, Haryana vide Memo No. 23/03/11/MA-III/9654-60 dated 02.07.2024, the Agriculture Department will be involved in the monitoring of its usage for the purpose of result and increase in productivity. Subsequently, based on the results and feedback, other crops may be included.

## **7 Payment term for trading purchases on 100% Consignment basis:-**

The payment shall be released on fortnightly on the basis of actual sale after receipt of credit advice or payment from concerned Distt. Offices Hafed, CMS as per accounting procedure. It will also be ensured through receipt of

General Manager that materials confirm to quality required as per test report of approved lab and 100% payment will be released to supplier on the basis of above documents.

8 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.

9 The manufacturers/authorized distributor 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 affect supplies. The tendering firms should also send notifications, if revised during the finalization of the purchase.

10 The shelf life of material will conform to the period approved by Registration Committee/ FCO 1985 Act.

11 The registration number, batch number, date of manufacturing, date of expiry should be printed on the container/packing as approved by the Central Insecticides Board, Faridabad and FCO 1985 Act.

12 **Lifting of unsold stocks:**

Being the arrangements on 100% consignment basis, any unsold stock will be lifted back by the supplier from the Coop. Mkg. Society/Mini Banks at their own risk & cost at the end of Rabi 2024. Hafed does not guarantee for the assured business on account of this placement of product on 100% consignment basis.

13 **Guarantee:**

The firm will be responsible for complications arising, if any, after use of material by the farmers supplied by them. In the event of receipt of complaint from any farmer/PACS/ Society/Mini Banks/Distt. Office/ any other quarter concerned about the ineffectiveness of the product the company shall be informed. The company in turn shall take remedial measure to sort out the complaint. All the problems relating to efficacy of the product supplied will rest with the company even if the sample analysis of the product has been found satisfactory or conforming to the required specifications by any Govt. approved Lab. In case the complaint is made by any person in the Consumers Court or before any competent authority regarding ineffectiveness of the product, the responsibility to defend the case legally or otherwise shall be of the company. The supplier will be liable to indemnify Hafed/CMS/PACS for any loss caused to Hafed/CMS/PACS on a/c of defective pesticides/ insecticides and other products and in such case Hafed will be at liberty to withhold the payment of such stocks for that quantity against which such complaint is received till the finalization of the complaint. Supplier / Manufacturer will submit a Indemnity Bond on Stamp Paper as per prescribed format enclosed, duly attested by 1<sup>st</sup> class Magistrate in favour of "The Haryana State Cooperative Supply & Marketing Federation Limited, Corporate Office, Sector-5, Panchkula" before supply of the material to Hafed which is regarding assurance of quality/ efficacy of the material supplied by Supplier Company/ Manufacturer.

14     **Testing charges:**

Testing charges will be borne by Suppliers.

15     **Inspection and sampling:**

Immediately on the receipt of order, the supplier will offer the material for inspection and sampling as per the following procedure:-

**a)     For material to be purchased in bulk and for trading:**

- i)     Three samples of the material per lot/ batch will be drawn by Committee of GM, Hafed Pesticides Plant, Quality Incharge, Hafed Pesticides Plant, Taraori and T.O(S), Hafed Karnal by including representatives of supplier. In case of trading products, samples will be drawn at firm's godown before dispatch of material and in such case of bulk & raw materials, samples will be drawn after received the materials in Hafed. One sample will be tested in Independent lab/Govt. approved lab. Second sample will be retained by the Plant and the third will be given to the supplier after properly sealing the sample and putting the signature of the committee members. Since the material is required to be tested in any reputed Govt. approved lab or any reputed independent lab, therefore supplier firms will give us copy of registration certificate so as to enable Hafed to go for testing of various parameters at the time of receipt of material.
- ii)    Supplier firm should have valid sales permission for sale of their product in Haryana State. At the time of drawing samples, a report will be prepared by the committee members indicating the batch No., Name of the supplier, quantity of material supplied, place at where sample has been taken etc.
- iii)   The testing charges from Govt/Independent lab will be borne by supplier. After the receipt of satisfactory test report of samples, the supplier in consultation with concerned Distt. Manager will arrange to supply the material to Mkg. Society and Mkg. Society will ensure that material is sent to Mini Banks immediately within 3 days positively. Alternatively, the supplier after taking the consent of concerned Distt. Manager can place the material with Mini Banks directly at their level to avoid the delay in placement of material for which Hafed will not make payment of transportation charge if incurred extra by the supplier. In that case it will also be the responsibility of the supplier to provide necessary details of the material, Mini Bank – wise to concerned Distt. Manager, Hafed & Manager, Marketing Societies in writing.
- iv)    In case, the material offered for inspection by the successful bidder fails to meet the specifications stipulated in NIT/Order/ Contract and the samples are rejected, the Indenting Department will have the right to levy a penalty at 1% of the total order value. The supplier will have to re-offer another lot/ batch of the equivalent quantity within 15 days. In case, the material offered for inspection fails during the 2<sup>nd</sup> inspection also, the Indenting Department

will have the right to increase the penalty to 2% of the total order value and the supplier will have to re-offer another lot/ batch of the equivalent quantity within next 15 days. In case, the material offered fails during the 3<sup>rd</sup> and final inspection also, the firm will be liable for penal action including forfeiture of security, risk purchase, debarring/ blacklisting in future, and no further opportunity for inspection would be provided to the supplier firm.

- v) The supplier will give intimation in writing to concerned D.M. Hafed, Manager, and Marketing Society before shifting the material from one Mini Bank to another Mini Bank during the season in case of non-sale of material at a Particular place.
  - vi) In addition to this, random destination sampling from the stocks supplied at Hafed, CMS, and Mini Banks/PACS will also be done by the authorized representative(s) of Hafed H.O. as per sampling procedure. The cost of sample and charges testing of these random samples shall be borne by supplier.
- 16 Conditional Tenders will be summarily rejected.
  - 17 The supplier will submitted on weekly basis sale and stock statement of consignment sale to CMS/Mini Bank/PACs/Hafed RHA through Hafed Pesticides, Taraori to General Manager, HPT.
  - 18 The supplier or their authorized dealers/distributors will ensure that all sales bills may be issued through Hafed Pesticides, Taraori. In case it comes to the notice of Hafed Pesticides, Taraori that bill of pesticides are issued directly to any CMS/PACs by the supplier or their authorized dealers/distributors then Hafed will take necessary action in this regards.
  - 19. **Refund of Earnest Money:** EMD shall be refunded after obtaining no objection certificate from all the agencies where material has been supplied in case of consignment basis. In case of outright purchase, the security amount/bank guarantee will be refunded after the complete and satisfactory supply. If payment against supplies/ securities is made by Demand Draft, the Bank charges will be borne by the supplier.
  - 20. **Jurisdiction of courts in case of dispute:** The jurisdiction of Courts will be at District Karnal, Haryana.
  - 21. **Arbitration:** In case of arising any dispute between Hafed and the suppliers, it will be referred for arbitration to the Registrar, Cooperative Societies Haryana, whose decision shall be binding and final on both the parties.

## PERFORMA OF FINANCIAL BID

Short term E-Tender notice for annual rate contract to purchase “**UREASE INHIBITOR under Liquid Organic Fermented Manure**” for Mustard and Paddy crops for trading on 100% consignment basis and annual rate contract for Hafed Pesticides Plant, Taraori.

SN	Name of Product	Packing	Quantity Required	Offered rate FOR (Rs. Per unit)		
				Basic Rate	GST	Total Rate FOR including all taxes
1	UREASE INHIBITOR (Liquid organic Fermented Manure)	1 Ltr	1000 Ltr.			
		500 ML	1000 Ltr.			



### **TECHNICAL BID (II)**

**Technical bid of Short term E-Tender notice for annual rate contract to purchase “UREASE INHIBITOR under Liquid Organic Fermented Manure” for Mustard and Paddy crops for trading on 100% consignment basis and annual rate contract for Hafed Pesticides Plant, Taraori.**

**Name of the Party :** \_\_\_\_\_  
**Address :** \_\_\_\_\_  
\_\_\_\_\_

Following documents are to be submitted for technical qualification:

<b>SN</b>	<b>Particulars</b>	<b>Remarks</b>
<b>1</b>	Details of the items for which Bid is submitted	
	<b>Name of the Item</b>	<b>Quantity</b>
		<b>Amount of EMD</b>
<b>2</b>	Total amount of EMD deposited	Rs.....
<b>3</b>	Self attested copies of the valid registration certificates with FCO Act 1985 for the product only for manufacturer who are applying in the tender. If any traders or authorized distributor apply for the tender, then he/she is required to submit the attested copy of valid manufacturing license from Competent Authority and Registration Certification issued by the copy of FCO Act 1985 of the principal supplier from whom the material will be arranged.	
<b>4</b>	Self attested copy of manufacturing licenses issued by the competent authority is required only for manufacturer applying for the tender. However, If any authorized distributors/dealers/Importer apply for the tender, then he/she is required to submit the manufacturing/and import license of the principal supplier from whom the material will be arranged.	
<b>5</b>	Copy of the valid sale license from competent authority	
<b>6</b>	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	
<b>7</b>	Self attested copy of PAN No. of the tendering company along-with a performa invoice.	
<b>8</b>	Self attested photocopy of the GST Registration Number.	
<b>9</b>	The bidders should have experience of manufacturing/trading of relevant products for at least one year. The bidder should have an annual turnover of minimum Rs. 2 crores during last year of functioning for the product of Fertilizer (With Generic Name). Accordingly, the bidder will submit CA Certified copy of document showing the minimum turnover of Rs. 2 crore during the last year of functioning of the products of Fertilizers (With Generic Name).	
<b>10</b>	Certificate regarding acceptance of all terms and conditions as mentioned in the Tender document	

**Note:** Certified scanned copy of the above noted documents should be uploaded.

**Authorized Signatory**

Name: \_\_\_\_\_  
Mob. No. \_\_\_\_\_  
E-Mail \_\_\_\_\_

**ANNEXURE-III**

Short term E-Tender notice for annual rate contract to purchase “**UREASE INHIBITOR** under Liquid Organic Fermented Manure” for Mustard and Paddy crops for trading on 100% consignment basis and annual rate contract for Hafed Pesticides Plant, Taraori.

**I) Trading Items**

SN	Name of Product	Quantity Required	Packing	Specification
1	UREASE INHIBITOR under Liquid organic Fermented Manure	2000 Ltr.	1 LTR.	Liquid organic Fermented Manure as per product specification
			500 MI.	