



**THE HARYANA STATE COOPERATIVE SUPPLY
AND MARKETING FEDERATION LIMITED**

O/O DGM(Rice), G.T. Road, Taraori (Karnal)
TEL: 01745-242055, E-mail: DMR_HAFEDTARAORI@REDIFFMAIL.COM
GSTIN – 06AAAJH0022R118



Short Term E-Tender Notice

Hafed invites E-Tender for the sale of Basmati Rice(wand) KMS-2014 ,Basmati Brown Rice KMS 2014 ,& Basmati Paddy KMS 2015 in bulk packing from Hafed Rice Mill Taraori on as is where is basis as per detail given below:-

Sr.No.	Name of items	Crop year	Qty. (MT)	EMD
1.	Basmati Rice (wand)	K-2014	100	425000
2.	Basmati Brown Rice	K-2014	300	885000
3.	Basmati Paddy	K-2015	500	987500

The tender document containing details of Rice, quantity etc. and other terms & conditions are available on portal **<https://haryanaeprocurement.gov.in>** and at Hafed Website **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).The tender document must be accompanied with the Earnest Money. The tender document and the EMD must be remitted on or before 15.12.18 upto 04.00 PM. The date of technical bid submission is from 04.12.18 at 4.00 PM to 17.12.18 upto 11.00 AM through e-Tender portal as mentioned above. The date of financial bid submission is from 04.12.18 at 4.00 PM to 17.12.18 up to 11.00 AM through e-Tender portal as mentioned above. All the bidders are required to get registered on the e-tendering portal and obtain a Digital Signature from M/s Next Tenders (India) Pvt. Ltd, Panchkula. The technical bid will be opened at 11.30 AM and the Financial bid at 12.00 Noon on 17.12.18 at Hafed, Sector-5, Panchkula. Hafed reserves the right to reject any/all tenders without assigning any reason whatsoever.

Addl.General Manager,
Hafed, Taraori.

TENDER FORM

The Parties/Bidders can submit their tender documents as per the dates mentioned in the key dates:-

SN	Particulars	Remarks
1	Super scribed No. of Tender	Hafed/FM/
2	On line submission of EMD, Tender Fee & e-service Fee	from 04.12.18 at 4.00 PM to 15.12.18 upto 04.00 PM
3	On line technical Bid submission	from 04.12.18 at 4.00 PM to 17.12.18 upto 11.00 AM
4.	On line financial Bid submission	from 04.12.18 at 4.00 PM to 17.12.18 upto 11.00 AM
4	Manual submission of additional/supporting documents only.	Upto 11.00 AM on 17.12.18
5	Date and Time of opening of Technical Bids	11.30 AM on 17.12.18
6	Date and Time of opening of Financial Bids of only valid Bidders	12.00 Noon on 17.12.18
7	Tender fee Rs.500/-	

Detailed Notice Inviting Tender

E-Tender is invited for Sale of Basmati Rice(Wand), Basmati Brown Rice & Basmati paddy in Bulk packing From Hafed Rice Mill Taraori as per detail given below:-

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 from <https://haryanaeprocurement.gov.in>. The technical as well as financial bid is to be submitted online on the web portal <https://haryanaeprocurement.gov.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 Rice Mill Office, G.T. Road, Taraori (Karnal), by the due date/time.

- 1. The payment for Tender Document Fee and e-Service Fee shall be made by the parties 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. Intended parties will be mandatorily required to online sign-up (create user account) on the website <https://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender. **He/ She will be required to make online payment of EMD fee 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 parties/bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance i.e. **on or before _____ and make payment via RTGS/NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended party 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://haryanaeprocurement.gov.in>.**
The interested parties/bidders shall have to pay mandatorily e-Service fee (under document fee – Non refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

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

The interested parties/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.

Important Note:

- 1) The parties/bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any party/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) Party/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Party/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 PARTY/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 parties/bidders intending to participate in the tenders process online are required to get registered on the centralized e - Procurement Portal i.e. <https://haryanaeprocurement.gov.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 party/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://haryanaeprocurement.gov.in>.
- 2.3 The parties/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 party/bidder must ensure that he/she comply by the online available important guidelines at the portal <https://haryanaeprocurement.gov.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

M/s Nextenders (India) Pvt. Ltd.
O/o. DS&D Haryana,
SCO-09, IInd Floor,
Sector-16,
Panchkula-134108

E-mail: Chandigarh@nextenders.com

Help Desk: 0172-2582008-09, 2618292 &
1800-180-2097 (**Toll Free Number**)

- 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. Opening of an Electronic Payment Account:

For purchasing the tender documents online, parties/bidders are required to pay the tender documents fees online using the electronic payments gateway service shall be integrated with the system very soon till then it will be submitted manually. For online payments guidelines, please refer to the Home page of the e-tendering Portal <https://haryanaeprocurement.gov.in>.

4. 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 Nextenders (India) Pvt. Ltd. or downloaded from the home page of the website - <http://haryanaeprocurement.gov.in>. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

5. 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://haryanaeprocurement.gov.in>.

6. Download of Tender Documents:

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

7. 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 parties/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.

8. Online Payment of Tender Document Fee, e-Service fee & EMD fees & Bid Preparation & Submission (Technical & Commercial/Price Bid):

8.1 Online Payment of Tender Document Fee + e-Service fee: The online payment for Tender document fee, e-Service Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee shall be made by parties/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.

8.2 PREPARATION & SUBMISSION OF online APPLICATIONS/BIDS:

- (i) Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) and tender mandatorily be submitted online following the instruction appearing on the screen.
- (ii) Scan copy of Document to be submitted/uploading for Technical bid under online Technical Envelope. The require 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.

- A. Only Electronic Form (Refer Tender document).
FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)**

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://haryanaeprocurement.gov.in>.

(B) For help manual please refer to the 'Home Page' of the e-Procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link 'How to...?' to download the file.

In the first instance, the online payment details of tender document fee + e-Service and EMD & Technical Envelope shall be opened. Henceforth, financial bid quoted against each of the item by the shortlisted bidder/party/Agency

wherever required shall be opened online in the presence of such parties/bidders/Agency who either themselves or through their representatives choose to be present.

The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above.

Guideline for Online Payments at e-Procurement Portal of Government of Haryana.

Post registration, Party/bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing) & Password. Bidder/Party 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 & EMD:

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT

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. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- (ix) 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.

The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same.
- (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

C) RTGS/ NEFT/OTC

The bidder shall have the option to make the EMD payment via RTGS/ NEFT/OTC. 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 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

- I. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.
- ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.
- iii. Each challan shall therefore include the following details that will be pre-populated:
 - Beneficiary account no: (unique alphanumeric code for e-tendering)
 - Beneficiary IFSC Code:
 - Amount:
 - Beneficiary bank branch:
 - Beneficiary name:
- iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.
- v. The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.
- vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

List of Net banking banks

1. Allahabad Bank
2. Axis Bank
3. Bank of Bahrain and Kuwait
- . Bank of Baroda
5. Bank of India
6. Bank of Maharashtra
7. Canara Bank
8. City Union Bank
9. Central Bank of India
10. Catholic Syrian Bank
11. Corporation Bank
12. Deutsche Bank
13. Development Credit Bank
14. Dhanlaxmi Bank
15. Federal Bank
16. HDFC Bank
17. ICICI Bank
18. IDBI Bank
19. Indian Bank
20. Indian Overseas Bank
21. Indusind Bank
22. ING Vysya Bank
23. J and K Bank
24. Karnataka Bank
25. Kotak Mahindra Bank
26. Karur Vysys Bank
27. Punjab National Bank
28. Oriental Bank of Commerce
29. South Indian Bank
30. Standard Chartered Bank
31. State Bank of Bikaner & Jaipur
32. State Bank of Hyderabad
33. State Bank of India
34. State Bank of Mysore
35. State Bank of Travencore
36. State Bank Of Patiala
37. Tamilnad Mercantile Bank
38. Union Bank of India
39. United Bank of India
40. Vijaya Bank
41. Yes Bank

Scope of work	liquidation of Basmati Rice, Basmati Brown rice & Basmati Paddy from Hafed Rice Mill, Taraori.
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Cost of document	Rs.500/- (Rs.Five Hundred)
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Contact Details	Addl. G.M. Hafed Rice Mill, G.T. Road, Taraori, District Karnal (Haryana) Phone No.01745-242055 E-mail: - dmr_hafedtaraori@rediffmail.com
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DETAILED TERM & CONDITIONS

EARNEST MONEY AND SECURITY:-

- (I) Bidder has to electronically deposit EMD calculated @ 2% of the cost of stocks intended to be purchased.
- (II) If EMD is not credited in the designated bank one day prior to the start of E-tender or bids submitted without/with insufficient EMD is shall be summarily rejected and bidder shall not to0 be allowed to participate in the bidding process.
- (III) EMD furnished the by the bidder shall be forfeited, if the bidder withdraws his offer or modifies the terms and conditions there of or does not keep his offer open for acceptance during the validity period or realise form the offer or fails the neglects to observe/Performa any of the obligations under the contract or violates any of the terms f contacts subjects.

QUANTITY

Hafed invites E-Tender for the sale of Basmati Rice(wand),Basmati Brown Rice,& Basmati Paddy in bulk packing from Hafed Rice Mill Taraori on as is where is basis as per detail given below:

Sr.No.	Name of material	Crop year	Qty. Of Material (MT)
1.	Basmati Rice (wand)	K-2014	100
2.	Basmati Brown Rice	K-2014	300
3.	Basmati Paddy	K-2015	500

The quantity mentioned in tender notice will have to be liquidate within a period of 15 days from the tender date.

liquidation :-

- (I) In case the material is not lifted within the prescribed time limit i.e. 15 days, then the storage charges @ 2 per week.
- (II) The food grains will be sold on "as is where is basis"
- (III) In case the failure to the lift the sold quantity in time, the party will be allowed to, lift the balance stock within one week, effective from the last day of the above said lifting period and storage charges @ 7 per Qtl. Per week will be charged from the party. But the party will have to deposit the full payment before or on the last day of the above said lifting period. Otherwise, the party stands liable for forfeiting the security amount.
- (IV) Lifting will started immediately from the next day for finalising the tender. Lifting within 15 working days

INSPECTION:-

Interested party may do inspection of the material at Hafed Rice mill Taraori in working hours before offering their rates.

TRANSPORTATION:-

The tenderer will have to make his own arrangements for transportation of material.

WEIGHMENT:-

The Weighment shall be done at the Hafed rice mill weighbridge, Taraori from 9.00A.M to 5.00 on all the working days.

PAYMENT/ REFUND OF SECURITY/EMD :-

- (I) Price of rice/Paddy shall be payable on the net weight basis all taxes, levies, fees, charges etc. of any nature whatsoever liveable by any authority in respect of the sale of rice through E-tender shall be payable by the buyer in addition to the sale price of rice/paddy.
- (II) In case the successful bidder fails to deposit the balance cost along with applicable taxes & levies within the stipulated time, his bid is liable to be cancelled and the EMD furnished will be forfeited. No extension of time will be granted for deposit of cost at any circumstances.
- (III) The buyer shall complete the lifting within free period of fifteen (15) working days from the next date of communication of acceptance by Hafed.
- (IV) Lifting shall be against advance payment.

OTHERS:-

1. The bidder has the option to submit any additional document offline/ manually if required.
2. No interest shall be payable on EMD/Security deposit.
3. Telegraphic and conditional tender or tenders without requisite amount of earnest money shall be rejected.
4. The rates quoted must be Ex-Mill including GST/VAT/Taxes/Excise duty etc. The Rice /Paddy is to be lifted from Hafed Rice/Flour Mill, Taraori, District Karnal (Haryana) by the bidder/party on his own cost and no transportation charges, loading charges etc shall be paid by Hafed.
5. The federation reserves the right to reject any or all of the tenders received without assigning any reason.
6. The sale of Basmati Rice (wand), Basmati Brown Rice, & Basmati Paddy in bulk packing from Hafed Rice Mill Taraori will be on as is where is basis.
7. Hafed reserves the right to hold negotiations with the bidders after opening of the financial bids. So, the bidders are requested to remain present at the time of opening of the bids. In case, any of the bidders do not remain present at time of opening of the bids, it shall be presumed that he has quoted non-negotiable rates and decision shall be taken accordingly.

8. Hafed reserves the right to accept or reject any or all tenders without assigning any reason.
9. In case of any dispute, relating to the contract due to interpretation of the terms and the conditions or due to delay in the liquidation, due to any other reason, the matter shall be referred to the Managing Director Hafed, Panchkula or his/her nominee for arbitration whose decision shall be final and binding upon both the parties.
10. No conditional tender will be accepted.
11. Security amount of material shall be refunded on lifting of full Quantity satisfactory and submission 'C' forms etc if applicable.

ACCEPTED

Seal & Signature of the authorized person on behalf of tenderer.

Name _____

Address: _____

PAN NO. _____

GSTIN _____

Mobile No. _____

Telephone & Fax No. _____

TECHNICAL BID

TECHNICAL BIDS FOR THE SALE OF BASMATI PADDY, BASMATI RICE(WAND)&BASMATI BROWN RICE

Name of the party:

Address :

Following documents are to be submitted for technical qualification:

SN	Particulars	Remarks
1	Details of the items for which bid is submitted	
	Name of the Item	Quantity
2	Total Amount of EMD deposited	Rs.....
3	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	
4.	Self attested copy of PAN number of the tendering company along with a Performa invoice.	
5.	Self attested photocopy of the GST registration No.	
6.	Certificate regarding acceptance off all terms and conditions as mentioned in the tender document.	

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

Authorized signature

Name: - _____

Mo. No. _____

E-Mail: _____

FINANCIAL BID

Rates per qtl. standard packing of 50kg.

Sr. No.	Name of items	Rate in rupees per quintal, Ex-Mill including GST/VAT/Taxes/Excise duty etc. The Rice /Paddy is to be lifted from Hafed Rice/Flour Mill, Taraori, District Karnal (Haryana) by the bidder/party on his own cost and no transportation charges, loading charges etc shall be paid by Hafed.
1.	Basmati Rice (wand)	
2.	Basmati Brown Rice	
3.	Basmati Paddy	