



**THE HARYANA STATE COOPERATIVE SUPPLY
AND MARKETING FEDERATION LIMITED**
CORPORATE OFFICE, SECTOR 5, PANCHKULA HARYANA (INDIA)
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SHORT TERM E-TENDER NOTICE

The Haryana State Cooperative Supply and Marketing Federation Limited (HAFED) invites short term e-Tender from a reputed General Insurance Company or its Authorised Agent for insurance cover against STFI (Storm Tempest Flood Inundation) for three months for food-grain stocks of Hafed stored at selected locations of Haryana as per details given in the tender document in single stage Financial Bid.

The parties interested to provide insurance cover may submit their financial bid. The tender document containing eligibility criteria and other terms and conditions is available at Haryana single e-procurement portal at <https://etenders.hry.nic.in> and at Hafed website www.hafed.gov.in. The parties/bidders can submit their bid through e-tender portal as per dates given in the tender document. All bidders are required to get register on e-tendering portal and obtain digital signature from NIC office. Financial bids will be opened at Hafed Corporate Office, Sector-5, Panchkula (Haryana) and rates quoted in Financial bid will be final. No negotiation will be held.

Hafed reserves the right to accept/reject any/all tenders without assigning any reason.

MANAGING DIRECTOR

DETAILED NOTICE INVITING SHORT TERM E-TENDER

Short term e-tender is invited for providing insurance cover against STFI (Storm Tempest Flood Inundation) for a period of three months for food grain stocks of Hafed stored at selected locations of Haryana as per details mentioned below in single stage Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

Sr no	District	Location where the stocks are lying	Stocks in open (in MT) Wheat	Stocks in godown (in MT) Wheat	Stocks in godown (in MT) Rice
1	Ambala	7 year guarantee godown, Village Manakpur	0	0	24990
		7 year guarantee godown, Village Mandour	0	0	12392
		Maa Mansa Devi CAP Raipur Rani, Village Ratour	15000	0	0
		Dr. Ram Nath Sharma , Village Ugara Bara	10000	0	0
		Total	25000	0	37382
2	Faridabad	Hafed PEG Khajurka (Palwal)	0	16992	0
		Hafed PEG Chandhut (Palwal)	0	19321	0
		Hafed PEG Dakora (Palwal)	0	3844	654
		Hafed Complex Hodal	2096	0	0
		Sondh Plinth Hodal	40299	0	0
		New Anaj Mandi Hodal	4600	0	0
		Tripuati Rice Mill Hodal	8077	0	0
		Hafed Complex Kuslipur	901	0	0
		Hafed Complex Hathin	5257	0	0
		Anaj Mandi Ballabhgarh	4000	0	0
		Total	65230	40157	654
3	Fatehabad	Hafed Complex, Balara Road (own stock), Jakhal	8597	2587	0
		Hafed Complex, Balara Road (7 Year guarantee godown), Jakhal	0	1324	1015
		Hafed Complex, Balara Road (9 Year guarantee PEG godown)	0	2279	9808
		Mittal Open Plinth, Jakhal	5469	0	0
		Garg Open Plinth, Jakhal	0	0	0
		Total	14066	6190	10823
4	Gurugram	Hafed Complex, Near Market Committee, Haily Mandi	0	3012	0
		NGM Open Mandi Plinth, Haily Mandi	2838	0	0
		HSIDC, Single Phar at Transport Parking, Sector, Kaasan, Manesar IMT, Gurugram	20922	0	0
		Hafed Complex, Delhi Alwar Road, F.P. Zhirka	0	1009	0
		Total	23760	4021	0
5	Kaithal	CMS Plinth Pundri	1727	0	0
		Hafed Complex, Pundri	152	0	0
		Jeevisha Foods Pvt. Ltd., kaithal	4750	0	0
		Govind Rice Mill, Cheeka	11808	0	0
		Total	18437	0	0
6	Karnal	Hafed Complex, G.T. Road, Nilokheri	5577	0	0
		Hafed Complex G.T. Road, Taraori	0	0	0
		Vardhman Rice Mill Plinth, Taraori	6000	0	0
		Sharwan Plinth, Bazida Road, Karnal	8630	0	0
		Hafed Newal-III	1000	0	0
		Jeet Ram Satpal Plinth, Indri	10619	0	0
		Bharat Rice Mill & Allied Plinth, Indri	6871	0	0
		Total	38697	0	0

7	Narnaul	HSAMB Open Plinth Ateli Mandi	5070	0	0
		Hafed Complex Vill-Khor (Ateli)	0	2142	0
		Hafed Complex Narnaul	7221	0	0
		Hafed Complex Mahender Garh	0	113	0
		Total	12291	2255	0
8	Panipat	Hafed Complex Chulkana Road Near Railway Crossing Samalkha	14544	4002	
		Total	14544	4002	0
9	Rewari	Kosli Sabji Mandi	4100		
		Total	4100	0	0
10	Y. Nagar	Open Plinth M.B., Partap Nagar (K/Bad)	11980	0	0
		Open Plinth M.B., Sadhaura	5951	0	0
		Total	17931	0	0
		Grand Total	234056	56625	48859

Under this process a Price Bid shall be invited at single stage.

Important Note:

1. The actual quantity stored at above locations may vary.
2. In case of Authorized Agent of a Insurance Company, the bidders are also required to submit/upload scanned/soft copy of the Annexure-'A' (Financial bid) duly signed and stamped by the Authorized Signatory along with a copy of the Appointment Letter or any document indicating their Licence Number.
3. Bids for all the three category of food grains stock i.e. (a) wheat in CAP, (b) wheat in godown and (c) rice in godown shall be treated as individual items and their bids shall be finalized separately based on L1 rates received for each category separately.

Security

- i) The payment for e-Service Fee shall be made by eligible bidders/contractors online directly through Debit Cards & Internet Banking.
- ii) 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.

The interested bidders shall have to pay mandatory 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 tender document fee/e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

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	Start/Expiry Date and Time
1	Release of Tender	-	16.07.2021 (05.01 PM)
2	-	Downloading of Tender Document/ Online Bid Preparation, Hash Submission and Submission of online Bid	16.07.2021 (05.01 PM) To 23.07.2021 (10.00 AM)
3	Opening of Financial Bid	-	23.07.2021 (11.30 AM)

Important Note:

- 1) The Applicants/bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant/bidder fails 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) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/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-tenders.hry.nic.in Portal:-

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e-Procurement Portal i.e. <https://etenders.hry.nic.in>. Please visit the website for more details.

2. Obtaining a Digital Certificate:

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

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

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

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

2.5 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are

advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).

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

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

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

3 Pre-requisites for online bidding:

In order to operate on the electronic tender management system, a user's machine is required to be set up having internet explorer 10 or above and JRE updated 151 in 132 bit.

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 Tender Document. 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 Preparation & Submission of Online Applications/Bids:

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

8. 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:-

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>

ANNEXURE-A

‘FORMAT OF FINANCIAL BID’

The Insurance premium rates should be quoted exclusive of GST / Service Tax in Rs. in figures as well in words in the following format. There should be no cutting/ overwriting in the financial bid.

Sr. No.	Details of stocks		Value of Stocks in Rs. (in crore)	Insurance Premium for three months (in Rs.)	Figures in words
	Particulars	Qty. (in MT)			
1.	Wheat Stocks stored in Open	234056	529.82		
2.	Wheat Stocks stored in godown	56625	128.18		
3.	Rice stocks stored in godown	48859	159.77		

Signatures:

Seal/ Stamp:

Full Name of the authorized signatory:

Designation of the signatory:.....

Contact No. of the signatory:.....

E-Mail ID of the signatory:.....

If the bidder is an Authorized Agent, then the Name of Insurance Company by which Insurance Cover will be provided should also be mentioned, otherwise the bid will be summarily rejected:

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