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

E-TENDER NOTICE

ENGAGEMENT OF PROJECT MANAGEMENT CONSULTANT

Hafed invites E-Tenders for engagement of Project Management Consultant (PMC)/Consultancy Firm for monitoring, supervision & day to day checking of workmanship, engineering and management services of Hafed Flour Mill Jatusana, District Rewari with the production capacity of 100 MT per day.

The tender document containing detailed terms & conditions etc. are available on portal **https:// etenders.hry.nic.in** and at Hafed's website **www.hafed.gov.in** and can be downloaded. The tender document fee is Rs.1000/- (non-refundable) and e-service fee of Rs.1000/- (non-refundable). The online tender document must be accompanied with the EMD of Rs. 1 Lakh (Rs. One Lakh Only). The tender document fee, processing fee and the EMD must be remitted on or before up to **10:00 AM.** The date of technical and financial bids submission is up to **17.01.2023** till **10:30 AM** through e-Tender portal.

All the bidders are required to get registered on the e-tendering portal and obtain a Digital Signature from NIC office. The technical bid will be opened on **17.01.2023** at **11:30 AM** at Hafed Corporate Office, Sector-5, Panchkula. The financial bid of only those bidders will be opened/considered who are found technically eligible. The financial bids will be opened on 17.01.2023 at 2:30 PM. All the bidders are requested to be present at the time of opening of the bids.

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

Managing Director
Hafed, Panchkula.

Tender Key Dates

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

SN	Particulars	Remarks
1	**On line submission of Tender Fee & e-service Fee of Rs. 2000/- (non refundable) and EMD of Rs. 1 Lakh /- (Rs. One Lakh Only).**	**02.01.2023 at 2:00 PM to 17.01.2023 at 10:00 AM**
2	**On line Bid submission**	**02.01.2023 at 2:30 PM to 17.01.2023 at 10:30 AM**
3	**Manual submission of additional/ supporting document only**	**17.01.2023 at 12:00 PM**
4	**Date and Time of opening of Technical Bids**	**17.01.2023 at 11:30 AM**
5	**Date and Time of opening of Financial Bids only valid Bidders**	**17.01.2023 at 2:30 PM**

INSTRUCTIONS TO BIDDER ON ELECTRONIC TENDERING SYSTEM

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.

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 eToken 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.

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.

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

Download of Tender Documents:

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

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.

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.
2. Scan copy of Document to be submitted / uploaded for Technical bid under online 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.
3. FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)

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 shield emailing any issue along with the contact detail. For any issue/clarification relating to the Tender (s) published kindly contact the respective tender Inviting Authority. Tel:-0120-4200462, 0120-4001002
Mobile:
Email:-support.etender@nic.in
For any technical related queries please call at 24x7 Help Desk number 0120-4001002, 0120-4200462,0120-4001005,120-6277787
For support related to Haryana Tenders in addition to help desk you may also contact on email ID eproc.nichry@yahoo.com, Tel:0172-2700275

Timing:

Technical support assistance will be available over telephone Monday to Friday (9:00am to 5:30pm) (Helpdesk Support in team shall not be contracted for online bidding on behalf of the contractors)

Note: Contact e-Procurement helpdesk on or before prior to 4 hours of the scheduled closing date and time of respective e-tendering event. Also, for queries related to e-payment of EMD kindly contact the helpdesk at least two days prior to closing date and time of the respective event.

Intended bidders mandatorily required to register their queries if there is any pertaining to the online bidding and the single e-Procurement portal at email address:-https://etenders.hry.nic.in

NOTE:-

(A) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal https://etenders.hry.nic.in

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

(Online Payment Guidelines)

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

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing) & Password. Bidder shall proceed to select the event/Tenders he is interested in. On the respective Department's page in the e-Procurement portal, the Bidder would have following options to make payment for tender document fee + Processing fee & EMD:

A. Debit Card

B. Net Banking

C. RTGS/NEFT or Over the Counter (OTC)

Operative Procedures for Bidder Payments

A. Debit Card

The procedure for paying through Debit Card will be as follows:

i. Bidder selects Debit Card option in e-Procurement portal.
ii. The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
iii. Bidder clicks on "Continue" button.
iv. The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
v. Bidder enters card credentials and confirms payment
vi. The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
vii. The page is automatically routed back to e-Procurement portal
viii. The status of the payment is displayed as "successful" in e-Procurement portal.
ix. In case of successful payment, a success message along with unique transaction ID is passed on to e-Procurement system. The e-tendering portal shall store the unique transaction number in its database along with the date and timestamp
x. The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

B. Net Banking

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

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

C. RTGS/ NEFT

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

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

a To choose the payment of EMD, the bidder clicks on RTGS/NEFT payment option.

b Upon doing so, the e-Procurement portal will redirect the bidder to a page where itwill generate a Challan.

c 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 <=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 eProcurement 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 eProcurement Portal, when the bidder clicks on the verification option in the portal. 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.

TERMS & CONDITIONS

1. BACKGROUND:

The Haryana State Cooperative Supply and Marketing Federation Limited (hereinafter referred as ‘HAFED’) is the Haryana's largest cooperative federation serving farmers and consumers since 1966. Procurement of food grains from farmers at MSP for delivery to the Central Government, Warehousing, arrangement and distribution of Agri-inputs, agro-processing and marketing are its core activities. Over the years HAFED has become one of the leading organizations of the Haryana State being its largest food grain procurement agency and a premier warehousing agency for scientific storage of food grains, having largest chain of Agro-processing units, major supplier of quality, hygienic and safe consumer products, cattle/animal feeds and having a largest supply-chain network upto village level for distribution of agri- inputs like fertilizers, pesticides, seeds, etc.

2. SCOPE OF WORK:

Hafed invites E-Tenders for engagement of Project Management Consultant (PMC)/Consultancy Firm for monitoring, supervision & day to day checking of workmanship, engineering and management services of Hafed Flour Mill Jatusana, District Rewari with the production capacity of 100 MT per day:

A) PROJECT DETAILS

I) Chakki Atta plant- 100 MT/Day.

ii) Wheat Storage Silo-5000 MT

B) ENGINEERING

i) Design project schematics to identify equipment locations, utility distribution routing, system zoning etc.

ii) Design the layout and sections for the processing plant, silo storage and utilities.

iii) Design the building layouts for different sections of the project.

iv) Preparation of disposition of building drawings (Cut-outs) with flooring loads and sections (excluding architectural and structural drawing).

v) Machinery selection, detail, supplier recommendations, cost comparison etc.

vi) Aspirations system design and calculations.

vii) Pneumatic system design and calculations.

VIII) Roller Mill and Plan sifter details like (grooving/feed roll design/sieving details).

ix) Scheme for Multigrain Flour (Atta).

x) Design of intake Hopper and raw material routing from intake to silos/flour mill.

xi) Electrical, PLC & Cable for operations.

xii) Utilities details.

3. PROJECT MANAGEMENT AT SITE.

i. To conduct project activities as per selected and approved technology and within quality and time frames.

ii. To develop and enforce project plans and schedules.

iii. Follow-up with respective suppliers for timely delivery of equipments.

iv. To establish procedures, scope of different teams.

v. To manage and supervise all project teams.

vi. To prepare project status reports and ensure that all activities are performed as per approved design and agreed time-frame.

4. PAYMENT TERMS:

a) 30% at the time of signing the contract.

b) 60% will be paid in 4 equal installments after every quarter of total project completion period i.e. if the project completion period is 9 months the installment will be released after every 2 months and 1 week.

c) 10% after successful trail run.

D. EXCLUSION

The above scope and charges are for only engineering work involving the services in house only. Any work not specified is excluded from the work scope. Standard exclusion are:

1. Static and architecture of the building.
2. Civil and structural design and construction for machinery and godown
3. All types of civil works and earth pits, making trenches etc.
4. Soil testing and checking earth grid.
5. Statutory approvals from electricity boards, pollution control; boards etc.

6. Integration of the plant control to any other system like ERP/SAP etc.
7. Plant lighting and earthing.
8. Inspection & Inspection charges if any required by the client will be charges extra as visit charges.
9. Execution of mechanical and electrical erection.

3. ELIGIBILITY CRITERIA:

The agencies/firm intending to bid shall fulfill the minimum following qualification criteria:

a. The bidders must have at least experience of consultancy of Ten similar Flour Mill Projects of minimum 100 MT per day capacity the bidder shall submit certificate of experience in India or abroad.
b. The bidder must have the consultancy experience of Flour Mills of minimum Ten years.
c. The participating agency/firm should not be black listed /debarred by any Govt. or semi Govt. The agency shall specifically mention about any litigation presently going on with any department. The party will submit the self attested certificate in this regard.
d. The bidder have to submit the copy of GST license No. & PAN.
e. The bidder must have to submit the Balance Sheet for the last 3 years.
f. The bidder will have to submit the list of employees.

3. <u>GENERAL TERMS AND CONDITIONS:</u>

The bidder has the option to submit any additional document offline/manually if required. Conditional tender or tenders without requisite amount of earnest money will not be accepted.

The federation reserves the right to reject any or all of the tenders received without assigning any reason.

4. <u>Contact Details</u>

General Manager (Processing): Phone No.0172-2590531
(E-mail ID- addlgmp@gmail.com)

5) Rates

The rates shall be valid for 30 days from the date of opening/negotiations of tender.

6) Delivery period:

The Project Management Consultant must be available for the site supervision for all the times or as and when required during the Project work till commissioning and successful trial.

7) Default and risk purchase:

In case the consultant firm fails to complete the work as mentioned in the tender notice as per the time schedule a penalty of 1% per week shall be levied on the value. But no extension shall be given beyond 3weeks. After expiry the extended three weeks period.

8. Arbitration

In case of any disputes arising out of the contract the same shall be referred to M.D. Hafed or his/her nominee as arbitrator and his decision shall be final and binding on both the parties.

TECHNICAL BID

SN	Particulars	Remarks
1.	Name and complete address of the firm / Company. Contact No's………………………………… E-Mail ……………………………………………………………. Address………………………………………………… ………… Contact persons (Name & designation)	
2.	Copy of GST Registration	
3.	Copy of PAN No.	
4.	Name and address of Bankers of the firm/party	
5.	The bidders must have at least experience of consultancy of Ten similar Flour Mill Projects of minimum 100 MT per day capacity, the bidder shall submit certificate of experience in India or abroad	
6.	The bidder must have the consultancy experience ofFlour Mills of minimum Ten years.	
7.	The participating agency/firm should not be blacklisted /debarred by any Govt. or semi Govt. The agency shall specifically mention about any litigation presently going on with any department. The party will submit the self attested certificate in this regard.	
8.	The bidder must have to submit the Balance Sheet for the last 3 years	
9.	The bidder will have to submit the list of management personnel to be engaged in this project along-with theirs qualification.	

I/We have gone through the detailed terms and conditions which are acceptable to us.

Place
Date

Signature of the Party
Name
Designation
Address
Phone/Mobile No.
E-Mail ID

FINANCIAL BID

DESCRIPTION OF WORK	Amount % of the total project cost	
	Price in Percentage	GST
Project Management Consultant Charges for Engineering and Management services as per the scope of work mentioned in the tender document.		

I / we hereby agree to abide by all the terms and conditions laid down in the tender documents.

Place
Date

Signature of the Party
Name
Designation
Address
Phone/Mobile
No.
E-Mail ID

Company / Firm seal