



**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

LEASING OUT OF HAFED RICE MILLS FOR THE YEAR 2017-18.

Hafed intends to lease out its Rice Mills at Kalayat (Kaithal), Ratia (Fatehabad), Kalanwali, Rania (Sirsa) & Taraori (Karnal) in the State of Haryana. The Tender Document containing eligibility criteria and other terms & conditions can be downloaded from the Haryana State e-procurement portal (<https://haryanaeprocurement.gov.in>) or the website of HAFED (www.hafed.gov.in). Tender document for Rice Mill, Taraori is at Annexure-'A' and for other Rice Mills is at Annexure-'B'. The period of downloading of Tender Document & bid submission starts from **04.09.2017 at 5:00 PM** and closed on **17.09.2017 at 5:00 PM** through e-procurement portal as mentioned above. The technical bids will be opened on **18.09.2017 at 11:00 AM** and financial bids at **3:00 PM** on the same day at Corporate office of Hafed, Sector-5, Panchkula. The interested bidders must remit the requisite Tender Document fee online on or before **17.09.2017** and deposit Demand Draft for EMD of Rs. Two Lakh on or before **18.09.2017 upto 11:00 AM** in the office of Hafed, Sector-5, Panchkula. The Managing Director, Hafed reserves the right to reject any/all tenders without assigning any reason.

MANAGING DIRECTOR

ANNEXURE-'A'**E-TENDER DOCUMENT**

FOR LEASING OUT OF HAFED RICE MILL,TARAORI FOR THE PERIOD 1.10.2017 TO 30.9.2018.

Scope of Work	EMD	Tender Document and E-Services fee	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submission
Lease out Hafed Rice Mill for milling of paddy/production of rice	Rs. 2 lakh	Rs.500+1000= Rs.1500	04.09.2017 at 5 PM	17.09.2017 at 5 PM

Key Dates

<u>S.N</u>	<u>Hafed Stage</u>	<u>Party Stage</u>	<u>Start Date and Time</u>	<u>Expiry Date and Time</u>
1.	-	Downloading of Tender Document/ Online Bid Preparation and submission	04.09.2017 at 5:00 PM	17.09.2017 at 5:00 PM
2.	-	Manual submission of demand draft for EMD	05.09.2017 from 9:00 AM	18.09.2017 up to 11:00 AM
3.	Opening Technical Bid	-		18.09.2017 at 11:00 AM
4.	Opening Financial Bid	-		18.09.2017 at 3:00 PM

Instructions to bidders 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 e-tendering process are required to get registered on the centralized e-Procurement Portal of the Haryana State 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 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.
- 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.
- 2.4** The bidder must ensure compliance of the online guidelines available 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 and 1800-180-2097 **(Toll Free Number)**

Note: Contact our helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective e-tendering event. Also, for queries related to E-Payment of tender fees kindly contact the helpdesk at least 2 days prior to closing date & time of event.

Intended bidders may submit their queries, if any, pertaining to the online bidding at the Single E-Procurement Portal at email address chandigarh@nextenders.com.

- 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, bidders are required to pay the tender documents fees online using the electronic payments gateway service. 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 - <https://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 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 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 & Bid Preparation & Submission (PQQ/Technical & Commercial/Price Bid):

8.1 Online Payment of Tender Document Fee + e-Service fee:

The online payment for Tender document fee and e-Service Fee can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee shall be made by bidders/Vendors online directly through Credit Card/Debit Cards/Internet Banking Accounts. The Payment for EMD shall however be made through Payees account Demand

Drafts in favour of "THE HARYANA STATE CO-OPERATIVE SUPPLY & MARKETING FEDERATION LTD" payable at any bank at Panchkula/Chandigarh as mentioned in Notice of Inviting Tender.

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>) from **04.09.2017 (5:00 PM)** to **17.09.2017 (5:00 PM)** and tender mandatorily be submitted online following the instruction appearing on the screen.
- (ii) **Scanned copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/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 PQQ or Technical Envelope.

- (iii) **Only Electronic Form (Refer Tender document).**

Financial or Price Bid Proposal shall be submitted mandatorily online under Commercial Envelope and 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 & PQQ/Technical Envelope shall be opened of those bidders who have manually deposited the requisite EMD and other required documents if any. The financial bid of the eligible/ shortlisted bidder(s), whosoever is

present, will be opened by the Committee. The bidder must submit their bids online as per the dates mentioned in the Schedule/Key dates above.

Guidelines for Online Payments at e-Procurement Portal of Government of Haryana

Post registration, bidders shall proceed for bidding by using both his digital certificates (one each for encryption and signing) & Password. Bidders 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:

- A. Debit Card
- B. Net Banking

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.

List of Net banking banks

1. Allahabad Bank
2. Axis Bank
3. Bank of Bahrain and Kuwait
4. 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 and 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

TERMS AND CONDITIONS FOR SELECTION OF THE PARTIES

1. Rice Mill to be Leased out:

Hafed intends to lease out its Rice Mill Taraori, District Karnal, in the State of Haryana for the period 01.10.2017 to 30.09.2018. The Rice Mill having milling capacity of 4 MT per hour is in excellent working condition. The Rice Mill is having all the latest/modern facilities like Sortex Machine with Silky-6 MT, Drier, Polishing Unit-6 MT. Most of the machines/equipments are of top brands.

2. Eligibility Criteria :

The eligible criteria for the bidders shall be as under :

- i) The party must not have defaulted for delivery of Custom Milled Rice of any Govt. Agency. The party shall submit an affidavit duly notarized to this effect and also to the effect that no Court case is pending between the party and Hafed in any Court of Law.
- ii) In case the party wants to take the mill on lease for Custom Milled Rice (CMR) work then he will have to submit the certificate that he has milled minimum 2,000 MTs paddy or production of commercial rice of same quantity per year satisfactorily at least in any two years during last ten years.
- iii) Must have Deposited Rs. Two Lac earnest money.

3. Technical and Financial Bids:

The online Tender shall be uploaded in two parts i.e.

- i) Technical Bid
- ii) Financial Bid

The Technical bids shall be opened first to ascertain the Technical eligibility of the bidders. Financial bids of only the technically eligible bidders shall be opened.

4. Technical Bid :

The **online** Technical bid shall contain the following documents :

- i) Proof/scanned copy of Earnest Money Deposit.
- ii) Scanned copy of duly notarized affidavit to the effect that the bidder has not defaulted for delivery of Custom Milled Rice of any Govt. Agency and that no Court case is pending between the party and Hafed in any Court of Law.
- iii) Scanned copy of certificate to the effect that the party has milled minimum 2,000 MTs paddy (if he wants to undertake the CMR work) or production of rice on commercial basis per year satisfactorily at least in any two years during last ten years.
- iv) Scanned copy of the proof of incorporation/registration and ownership of the bidder (self attested).

In addition to above, following documents will be submitted by the bidders **manually** in the sealed envelope as a part of technical bid :

- i) Earnest Money Deposit.
- ii) Duly notarized affidavit in original to the effect that the bidder has not defaulted for delivery of Custom Milled Rice of any Govt. Agency and also to the effect that no Court case is pending between the party and Hafed in any Court of Law.
- iii) Certificate in original to the effect that the party has milled minimum 2,000 MTs paddy or commercial production of rice per year satisfactorily at least in any two years during last ten years.
- iv) Self Attested copy of the proof of incorporation/registration and ownership of the bidder.
- v) Name and complete address of the firm / Company.

Contact No's.....
E-Mail Address.....
Contact persons (Name & designation).....
GST No.
Food Grain Licence No.....
PAN No.....

vi) Details of ownership :
 Whether :-
 Partnership, Pvt. Ltd. Company or Public Ltd. Company/others

a) The partnership firm should enclose
 Photocopy of the latest partnership deed duly attested by Notary.

b) In case Private Ltd Co. / Public Ltd. Co.
 a list of Directors along with their addresses should be attached.

vii) Financials of the firm/party of last three years (Rs. in Lakh)

Year	Turnover	Net Profit
2014-15		
2015-16		
2016-17		

(Supporting documents in terms of financial status of the Firm/Party i.e. Balance Sheet of last three years duly audited and attested by Chartered Accountant is enclosed)

viii) Name and address of Bankers of the firm/party.....

ix)

(Name and Designation of authorized signatory who will Make correspondence and sign the agreement. (Authority letter enclosed)

I/We have gone through the detailed terms and conditions of Hafed for Running of Hafed Rice Mill. I/We shall also enter into agreement for Running of Hafed Rice Mills in the specified area on terms and conditions mentioned in the document. All the terms and conditions in the document are acceptable to us.

Place
 Date

Signature of the Party
 Name
 Designation
 Address
 Phone/Mobile No.
 E-Mail
 Company / Firm seal

5. Financial Bid :

The Financial Bid shall be submitted online on the e-tendering portal and no manual Financial bid shall be accepted.

- i. The Financial Bids shall be submitted online in the prescribed proforma as given at **Annexure-I**.
- ii. The lease period shall be one year, w.e.f. 1.10.2017 to 30.9.2018.
- iii. While quoting the financial bid, the bidder will quote a minimum lumpsum amount. The reserve price for one year lease rentals is fixed Rs. 60 lakh p.a. (exclusive of all taxes as applicable from time to time).
- iv. Any taxes liability as applicable on this contractual assignment from time to time shall be borne by the Bidder/ Party.

6. Validity :

The bids will be valid for a period of 30 days from the date of opening.

7. Earnest Money Deposit :

Earnest Money of Rs. 2.00 Lakh will be deposited by the bidders in the shape of Demand Draft drawn in favour of **"The Haryana State Cooperative Supply and Marketing Federation Limited"** payable at Panchkula/Chandigarh. Demand Draft must be submitted in the Rice Division of Hafed, Panchkula office upto **11 :00 AM on or before the day of opening of technical bids** under proper receipt.

8. Security :

The successful bidder/miller will have to deposit Security of Rs. 18 Lakh (in addition to earnest money of Rs.2 lakh to be converted into total security amounting to Rs.20 lakh) with the DGM, Hafed Rice Mill Taraori within 10 days of allotment letter issued. In case the party fails to deposit the security amount in time, Hafed may forfeit the EMD deposited by the party. No interest on security/EMD will be paid by Hafed.

In case the party fails to comply with the conditions of the contract during the contractual assignment, Hafed will forfeit the security. The security deposit will be released to the party after successful completion of the contractual assignment.

9. Agreement and Payment of Lease Rentals:

- i) That the party will have to enter into an agreement with the DGM, Hafed Rice Mill Taraori before start of milling.
- ii) The party will make payment of lease money through advance cheques in four equal installments of the period of contract.
- iii) The party will have to vacate the premises of the Mill within 15 days of completion the period of contract otherwise Rs. 1,00,000/- (Rs. One lakh) per month will be charged as rentals on pro-rata basis.
- iv) In case any discrepancy is detected or performance of the party is not found satisfactory, then Hafed reserves the right to terminate the agreement after giving three months notice to the party.

10. Additional Installations/infrastructures

- i) Hafed Rice Mill, Taraori provides facility/infrastructures of Drier, Sortex and Silky.

11. Miscellaneous:

- i) The miller/firm to whom the mill is leased out will operate the mill itself. No subletting to third party is permitted.
- ii) Party will arrange their own technical staff, labour, watch & ward staff to operate the Rice Mill. Hafed will not provide any manpower. All variable expenses like electricity, repair & maintenance of machinery & labour etc. will be borne by the miller/party.

- iii) In case the miller/party wants to get the plant and machinery and stocks of paddy/rice insured then all expenses on this account will be borne by the party.
- iv) Hafed will have the right to depute/post its staff in the mill to supervise the activities.
- v) In case, Hafed wants to mill its own paddy, then lease rental on pro-rata basis will be reduced for that particular period.
- vi) Hafed does not give any guarantee to provide paddy to the party, as paddy on Price Support Operation may not be available with Hafed due to market conditions/Govt. Policy. In such case, the party will have to arrange the paddy at its own level.
- vii) The plant and machinery and complete infrastructure shall be handed over by the lessee in the proper running condition as per the standard/industry norms and as per the inventory list through a joint committee of lessor and lessee. The handing over will be strictly as per the list of inventory of plant and machinery and the process shall start two weeks before expiry of lease period.

13) Arbitration :

In case of any dispute arising between both the parties, the matter shall be referred to the Managing Director, Hafed or his/her nominee for arbitration, whose decision shall be final and binding on both the parties.

Annexure-I

PROFORMA FOR THE FINANCIAL BID FOR LEASING OUT OF HAFED RICE MILL TARAORI FOR THE YEAR 2017-18.

Taraori

Rice Mill	Lease period	Reserve lease rental (Rs. In lakh)	Amount of lease rental quoted by the bidder (Rs. in Lakh)
Taraori (Karnal)	1.10.2017 to 30.9.2018	60	

Note: 1. The amount of lease rental is quoted exclusive of all taxes as applicable from time to time.

Place
Date

Signature of the Party
Name
Designation
Address
Phone/Mobile No.
E-Mail
Company / Firm seal

E-TENDER DOCUMENT**LEASING OUT OF HAFED RICE MILL KALAYAT, RATIA, KALANWALI AND RANIA FOR THE YEAR 2017-18.**

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Lease out Hafed Rice Mills for milling of paddy.	Rs. 2 lakh for each Rice Mill	Rs.500+1000= Rs.1500 for each Rice Mill	04.09.2017 at 5 PM	17.09.2017 at 5 PM

Key Dates

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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>) from **04.09.2017 (5:00 PM)** to **17.09.2017 (5:00 PM)** and tender mandatorily be submitted online following the instruction appearing on the screen.
- (ii) **Scanned copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/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 PQQ or Technical Envelope.

- (iii) **Only Electronic Form (Refer Tender document).**

Financial or Price Bid Proposal shall be submitted mandatorily online under Commercial Envelope and not to be submitted manually)

NOTE:-

(C) *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>.*

(D) *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 & PQQ/Technical Envelope shall be opened of those bidders who have manually deposited the requisite EMD and other required documents if any. The financial bid of the eligible/ shortlisted bidder(s), whosoever is

present, will be opened by the Committee. The bidder must submit their bids online as per the dates mentioned in the Schedule/Key dates above.

Guidelines for Online Payments at e-Procurement Portal of Government of Haryana

Post registration, bidders shall proceed for bidding by using both his digital certificates (one each for encryption and signing) & Password. Bidders 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:

- A. Debit Card
- B. Net Banking

Operative Procedures for Bidder Payments

C) 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.

D) 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.

List of Net banking banks

1. Allahabad Bank
2. Axis Bank
3. Bank of Bahrain and Kuwait
4. 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 and 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

TERMS AND CONDITIONS FOR SELECTION OF THE PARTIES FOR LEASING OUT OF HAFED RICE MILL KALAYAT, RATIA, KALANWALI AND RANIA.

2. Rice Mills to be Leased out:

Hafed intends to lease out its Rice Mills located at Kalayat District Kaithal, Ratia District Fatehabad, Kalanwali and Rania District Sirsa in the State of Haryana.

2. Eligibility Criteria :

The eligible criteria for the bidders shall be as under :

- i) The party must not have defaulted for delivery of Custom Milled Rice of any Govt. Agency. The party shall submit an affidavit duly notarized to this effect and also to the effect that no Court case is pending between the party and Hafed in any Court of Law.
- ii) The party must have milled minimum 2,000 MTs paddy per year satisfactorily at least in any two years during last ten years. The party shall produce certificate in support of milling of paddy/successful delivery of CMR to FCI from the concerned State procuring agency.
- iii) Must have Deposited Rs. Two Lac earnest money for each rice mill.

3. Technical and Financial Bids:

The online Tender shall be uploaded in two parts i.e.

- v) Technical Bid
- vi) Financial Bid

The Technical bids shall be opened first to ascertain the Technical eligibility of the bidders. Financial bids of only the technically eligible bidders shall be opened. If any miller/bidder, intends to offer for running of more than one Hafed Rice Mills, they are required to submit separate earnest money of Rs. Two Lakh for each Hafed Rice Mill.

6. Technical Bid :

The **online** Technical bid shall contain the following documents :

- v) Proof/scanned copy of Earnest Money Deposit.
- vi) Scanned copy of duly notarized affidavit to the effect that the bidder has not defaulted for delivery of Custom Milled Rice of any Govt. Agency and that no Court case is pending between the party and Hafed in any Court of Law.
- vii) Scanned copy of certificate to the effect that the party has milled minimum 2,000 MTs paddy per year satisfactorily at least in any two years during last ten years. The party shall produce certificate issued by the concerned State Agency in support of milling of paddy/successful delivery of CMR to FCI.
- viii) Scanned copy of the proof of incorporation/registration and ownership of the bidder (self attested).

In addition to above, following documents will be submitted by the bidders **manually** in the sealed envelope as a part of technical bid :

- ix) Earnest Money Deposit.
- x) Duly notarized affidavit in original to the effect that the bidder has not defaulted for delivery of Custom Milled Rice of any Govt. Agency and also to the effect that no Court case is pending between the party and Hafed in any Court of Law.
- xi) Certificate in original to the effect that the party has milled minimum 2,000 MTs paddy per year satisfactorily at least in any two years during last ten years. The party shall produce certificate issued by the concerned State Agency in support of milling of paddy/successful delivery of CMR to FCI.
- xii) Self Attested copy of the proof of incorporation/registration and ownership of the bidder.
- xiii) Name and complete address of the firm / Company.

Contact No's.....
E-Mail Address.....
Contact persons (Name & designation).....
GST No.
Food Grain Licence No.....
PAN No.....

xiv) Details of ownership :
 Whether :-
 Partnership, Pvt. Ltd. Company or Public Ltd. Company/others

c) The partnership firm should enclose
 Photocopy of the latest partnership deed duly attested by Notary.

d) In case Private Ltd Co. / Public Ltd. Co.
 a list of Directors along with their addresses should be attached.

xv) Financials of the firm/party of last three years
 (Rs. in Lakh)

Year	Turnover	Net Profit
2014-15		
2015-16		
2016-17		

(Supporting documents in terms of financial status of the Firm/Party i.e. Balance Sheet of last three years duly audited and attested by Chartered Accountant is enclosed)

xvi) Name and address of Bankers of the firm/
 party.....

ix)

(Name and Designation of authorized signatory who will Make correspondence and sign the agreement. (Authority letter enclosed)

I/We have gone through the detailed terms and conditions of Hafed for Running of Hafed Rice Mill. I/We shall also enter into agreement for Running of Hafed Rice Mills in the specified area on terms and conditions mentioned in the document. All the terms and conditions in the document are acceptable to us.

Place
 Date

Signature of the Party
 Name
 Designation
 Address
 Phone/Mobile No.
 E-Mail
 Company / Firm seal

7. Financial Bid :

The Financial Bid shall be submitted online on the e-tendering portal and no manual Financial bid shall be accepted. The details of the Rice Mills to be leased out along with the milling capacity is as under :

S. No	Rice Mill	District	Capacity (per MT per hour)
1.	Kalayath	Kaithal	2
2.	Ratia	Fatehabad	4
3.	Kalanwali	-do-	2
4.	Rania	-do-	2

- v. The Financial Bids shall be submitted online in the prescribed proforma as given at Annexure-I.
- vi. The minimum lease period shall be one year, however, the bidder can submit its bid upto a maximum period of 5 years i.e. for 2, 3, 4 or 5 years.
- vii. In case the highest Financial bid of more than one bidders is found the same then preference will be given to the bidder who has quoted for longer period. In case the period of two bidders is also found the same then all such bidders will be given another chance to give their revised Financial Bids manually to the committee and bid will be decided in favour of highest bidder accordingly.
- viii. While quoting the financial bid, the bidder will quote a minimum lumpsum amount (exclusive of all taxes as applicable from time to time) as lease rentals for one year. The number of years for which the bidder is interested to take a particular Rice Mill on lease will be quoted in the next column.
- ix. In case the bidder offers to take a Rice Mill on lease for more than one year then lease rentals will be increased @7% every year.
- x. Any taxes liability as applicable on this contractual assignment from time to time shall be borne by the Bidder/ Party.

6. Validity :

The bids will be valid for a period of 30 days from the date of opening.

7. Earnest Money Deposit :

Earnest Money of Rs. 2.00 Lakh for each Hafed Rice Mill will be deposited by the bidders in the shape of Demand Draft drawn in favour of **“The Haryana State Cooperative Supply and Marketing Federation Limited”** payable at Panchkula/Chandigarh. Demand Draft must be submitted in the Rice Division of Hafed, Panchkula office upto **11 :00 AM on or before the day of opening of technical bids** under proper receipt.

8. Security :

The successful bidder/miller will have to deposit Security of Rs. 8 Lakhs (in addition to earnest money) with the concerned Rice Mill/District office Hafed within 10 days of allotment letter issued. In case the party fails to deposit the security amount in time, Hafed may forfeit the EMD deposited by the party. No interest on security/EMD will be paid by Hafed.

In case the party fails to comply with the conditions of the contract during the contractual assignment, Hafed will forfeit the security. The security deposit will be released to the party after successful completion of the contractual assignment.

9. Agreement and Payment of Lease Rentals :

- iii) That the party will have to enter into an agreement with the concerned District Manager Hafed before start of milling.
- iv) The party will make payment of lease moneys through advance cheques in four equal installments of each year of contract period.
- vii) That in case the lease period of the mill is for one year only then the validity of the agreement will be upto 31.07.2018 and if the lease period is of more than one year then the validity of the agreement will be upto 31st July of the year in which the contract period is ending. The party will have to vacate the premises of the Mill within 15 days of completion the period of agreement otherwise Rs.50,000/- per month will be charged as rentals. However, the

Rice Mill is given on lease for the next year to the same party, then the condition of vacating the premises will not be applicable.

- viii) In case any discrepancy is detected or performance of the party is not found satisfactory, then Hafed reserves the right to terminate the agreement after giving three months notice to the party.

10. Additional Installations

- ii) In case miller/party installs any additional machines like Sortex / packing machine etc. then all the investments will be borne by the party. In case the party intends to make any other additions/ improvements the same shall be made with the prior consent of Hafed.
- iii) After the period of contract, party will have to lift back their machinery/ stocks within 15 days of completion the period of agreement otherwise Rs.50000/- per month will be charged as rentals. However, the Rice Mill is given on lease for the next year to the same party, then the condition of vacating the premises will not be applicable.

11. Storage Space and Charges :

- i) Hafed does not give any guarantee to provide paddy to the party, as paddy on Price Support Operation may not be available with Hafed due to market conditions / Govt. Policy. In such case, the party will have to arrange the paddy at its own level.
- ii) In case paddy purchased by Hafed under Price Support Operations is allotted to the party, then Hafed will provide storage space for storage of paddy, gunny bags and rice (if available) and no rent will be charged on this account. All the terms & conditions of KMS 2017-18 will be applicable for the milling of Paddy purchased under Price Support Scheme.

- iii) In case paddy is purchased by the party in its own account, Hafed will charge storage charges @ Re 1/- per qtl. of paddy per month and @ Rs. 2.50 per qtl. per month for Rice. However, for the paddy and Rice stored in the open, rice room, machinery room etc. then no storage charges will be charged.

12. Miscellaneous:

- viii) The miller/firm to whom the mill is leased out will operate the mill itself. No subletting to third party is permitted.
- ix) Party will arrange their own technical staff, labour, watch & ward staff to operate the Rice Mill. Hafed will not provide any manpower. All variable expenses like electricity, repair & maintenance of machinery & labour etc. will be borne by the miller/party.
- x) In case the miller/party wants to get the plant and machinery and stocks of paddy/rice insured then all expenses on this account will be borne by the party.
- xi) Hafed will have the right to depute/post its staff in the mill to supervise the activities.

13) Arbitration :

In case of any dispute arising between both the parties, the matter shall be referred to the Managing Director, Hafed or his/her nominee for arbitration, whose decision shall be final and binding on both the parties.

Annexure-I

PROFORMA FOR THE FINANCIAL BID FOR LEASING OUT OF HAFED RICE MILLS FOR KHARIF MARKETING YEAR 2017-18.

Rice Mill	Amount of lease rentals quoted by the bidder (Rs. in Lakh for first year)	Lease period quoted by the bidder (minimum 1 year and maximum 5 years i.e. the bidder can quote 1, 2, 3, 4 or 5 in this column)
Kalayath (Kaithal)		
Ratia (Fatehabad)		
Kalanwali (Sirsa)		
Rania (Sirsa)		

- Note :**
- 1. The amount of lease rentals to be quoted by the bidder shall be exclusive of all taxes as applicable from time to time.**
 - 3. In case the bidder offers to take a Rice Mill on lease for more than one year then lease rentals will increase @7% every year.**

Place
Date

Signature of the Party
Name
Designation
Address
Phone/Mobile No.
E-Mail
Company / Firm seal