



**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](http://www.hafed.gov.in)

**Short term e-Tender Notice for purchase of Raw material**

Hafed invites short term e-Tender from manufacturing units/reputed brokers/suppliers for supply of following raw material strictly as per Hafed' s specifications/terms:

Tender	SN	Item	CFP, Rohtak
	1	Rice Bran De-Oiled Continuous	1100 MT

The tender document containing details of required raw/packing material, quantity, specifications etc. and other terms & conditions are available on portal <https://haryanaeprocurement.gov.in> or at Hafed Website [www.hafed.gov.in](http://www.hafed.gov.in). The parties / bidders can submit their tender documents through e-Tender portal as per dates given below:

Particulars	Dates
Downloading of Tender Document / Online Bid preparation & Online transfer of funds	05.01.2017(10:00hrs) to 12.01.2017(16:00hrs)
Submission of online Bid	05.01.2017(10:01hrs) to 16.01.2017(10:00 hrs)
Opening of Technical bid	16.01.2017 at 11:30 hrs
Opening of Financial bid	16.01.2017 at 14:00 hrs

All bidders are required to get register on e-tendering portal & obtain Digital Signature from M/s Nextenders (India) Pvt. Ltd, Panchkula. Technical & Financial bid will be opened at Hafed Corporate Office, Sector-5, Panchkula (Haryana) and negotiations will be held on the same day. Hafed reserves the right to reject any/all the tenders without assigning any reason whatsoever.

Managing Director, Hafed

## **Detailed Notice Inviting Short Term e-Tender**

Short term e-tender is invited for supply of raw material required for manufacturing of Animal/cattle feed in single stage two cover system i.e. request for Technical Bid (online bid under Technical Envelope) and request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

<b>S. N.</b>	<b>Particular of tender</b>	<b>EMD</b>	<b>Tender Document Fee and E-services fees</b>
1.	Supply of Raw material required for manufacturing of Cattle, F.O.R. at Hafed Feed Plants, Rohtak as per detail enclosed herewith.	Rs. 1,85,000/-	500+1000 = 1500/-

Under this process, the Technical Bid Application as well as online Price Bid shall be invited at single stage under two cover i.e. Technical Bid & Commercial Envelope. Eligibility of the Bidders will be first examined based on the details submitted online under first cover (Technical) with the request to eligibility and qualification criteria prescribed in the Tender document. The Price Bid under the second cover shall be opened for only those bidders whose Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

- 1. The payment for Tender Document Fee and 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 required EMD in due course of time. The intended parties fails to pay EMD fee under the stipulated time frame shall not be allowed to submit his/her bids for the respective event/Tenders.**
- 3. The interested parties/bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance as given under Key Dates and make payment via RTGS/NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended 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.

The Parties/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		(i) Downloading of Tender Document / Online Bid Preparation. (ii) Online directly transfer of funds through RTGS/NEFT or OTC (Tender document fee Rs.500/-, e-Service fee Rs.1,000/-) and required EMD (as mentioned against each itmes)	<b>05.01.2017 (10:00 hrs) to 12.01.2017 (16:00hrs)</b>
2	-	Submission of online Bid	<b>05.01.2017 (10:01 hrs) to 16.01.2017 (10:00 hrs)</b>
3	Opening of Technical Bid	-	<b>16.01.2017 at 11:30 hrs</b>
4	Opening of Financial Bid	-	<b>16.01.2017 at 14:00 hrs</b>

#### **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](mailto: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 eProcurement 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      | 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 & 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                       |                               |

**For making payment through Demand Draft against the online Challan generated for OTC:**

The intended bidders are require to draw demand draft in favour of below furnished details.

Sr No.	Account title
1	GOH E- PROC EMD ESCROW A/C DSND HAFED



## **Tender document for purchase of Raw material required for manufacturing of Cattle/Animal Feed.**

Hafed Phone Nos. 0172-2590520-26  
E.Mail: [hafed@hry.nic.in](mailto:hafed@hry.nic.in)

CFP Rohtak No.01262-276709, 277101  
E-mail: [cfphfdrtk@hry.nic.in](mailto:cfphfdrtk@hry.nic.in)

AFP, Saktakhera : 01668-260381  
E-mail [cfphfdskt@gmail.com](mailto:cfphfdskt@gmail.com)

### **1.0 Back ground Information**

Hafed has set up a Cattle Feed Plant at Rohtak (Haryana) of 150 TPD capacity during 1976.

### **Requirement of raw material strictly as per Hafed's specifications/terms:**

SN	Item	Required quantity	Required EMD
		CFP Rohtak	CFP Rohtak
1	Rice Bran De-Oiled Continuous	1100 MT	Rs. 1,85,000/-

### **2.0 Invitation of Bids:**

2.1 Hafed is looking reputed parties/bidders for supply of raw/packing material F.O.R. CFP Rohtak required for manufacturing of Animal Feeds.

2.2 Tenderers are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully mentioned in the tender document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid.

2.3 The Payment for Tender Document Fee **Rs.500/- (Rs. Five hundred only) and E-service Fee of Rs.1000/- (Rs. one thousand only)** both are Non- refundable can be made by eligible parties/bidders online directly through Debit Cards or Internet Banking Accounts and the Payment for EMD of **Rs. 1,85,000/- (Rs. one lac eighty five lac only)** can be made online directly through RTGS / NEFT and the bidder would remit the funds on or before specified date and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.

2.4 No interest shall be payable by Hafed on the EMD amount deposited by the party.

### **3.0 Procedure for submission of Bids**

3.1 The bids shall be submitted Online in two separate envelopes:

“Envelope 1: Technical Bid

The parties/bidders shall uploaded the required details online in the Technical Bid

“Envelope 2: Commercial Bid”

The bidders shall **quote** the prices in price bid format under Commercial Bid.

- **Bidders are mandatorily required to submit the technical and financial bid in the prescribed online format only. No manual bids shall be entertained.**

3.2 The tenderers are required to quote the price for each item F.O.R. CFP Rohtak inclusive of all taxes/levies and as per Hafed's specifications, terms & conditions.

3.3 The committee is empowered to increase/decrease the quantity keeping in view the market trend of prices of raw/packing material and availability of stocks against the tendered quantity.

3.4 Any conditions of the party sent along with the bids, if any, shall not be binding on Hafed.

3.5 On acceptance of tender, the date of supply of material should be strictly adhered to failing which Hafed reserves the right to cancel the tender and make purchases at the risk and cost of suppliers besides forfeit the earnest/security money of the tenderer.

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



3.7 **Negotiations will be held on the same day after opening the financial bids. Bidders are therefore requested to remain present at the time of opening of financial bid and negotiation.**

4.0 **Validity of offer:** The offered rates should be valid for a period of **Ten (10)** days from the date of opening of e-tender.

**Technical Bid:**

The following information should be uploaded by the tenderers:

S.N.	Document to be uploaded
1	Certificate from the proprietor/partner/firm authorizing firm's representative to sign/participate in opening and negotiation of the tender (signature duly attested).
2	Copy of Sales Tax / VAT / Registration certificate.
3	Copy of PAN card.
4	Copy of Income Tax Return of last financial year.
5	Copy of Proprietor/partnership deed duly attested.
6	Certificate regarding acceptance of all the Terms & Conditions as mentioned in the DNIT/ Tender document.

**1. RATE:**

Only one rate should be quoted for the entire quantity to be delivered as per Hafed delivery schedule. The tenderer will have to quote the rate of minimum 50% quantity of the tendered quantity. The offers with different supply schedule than specified by Hafed shall not be considered and such offer will be treated as Conditional Offer. The rates should be F.O.R. destination i.e. Hafed Cattle Feed Plant, Rohtak and inclusive of all taxes, freight, excise duties, octroi, loading and packing charges, transit insurance etc. Hafed Cattle Feed Plant, Rohtak is within municipal limits. Market fee if any, shall be borne by supplier.

**2. NEGOTIATIONS:**

Hafed reserves the right to negotiate the rates. However, the negotiations could be held upto L-3 bidder, if the difference between L-1 quoted rate and those quoted by L-2 and L-3 is within 5% of the L-1 quoted rate. In case where the L-1 bidder refuses to further reduce his offered price and the L-2 or L-3 bidders come forward to offer a price which is better than the price offered by the L-1 bidder, the bidder whose price is accepted becomes the L-1 bidder. However, in such a situation, the original L-1 bidder may be given one more opportunity to improve upon the discovered price. In case, the original L-1 bidder further improves upon the price discovered during the negotiations, he would be treated as L-1 bidder. As regard the apportionment of the quantity of the supplies, the finally determined L-1 bidder would be accorded due preference and the allocation of the order may be decided by Hafed subject to information available in the DNIT for example his offered quantity, capacity to supply, sales turnover, orders in hand, past performance etc. or any other rational parameter. The balance order may be apportioned between the L-2 and L-3 bidders, if they accept the final L-1 rates on the basis of identical information, for example their offered quantity, capacity to supply, sales turnover, orders in hand, past performance etc. which may be decided by Hafed on case to case basis.

**3. QUANTITY AND SUPPLY SCHEDULE:**

The tenderer will have to quote the rate of minimum 50% quantity of the tendered qty. The total supply is to be completed within 30 days @ 25% per week positively. Part quantity of material quoted shall not be entertained. Since, the raw material/packing material is required urgently for producing of cattle feed, poultry feed and manufacturing of feed supplements, therefore material will be offered for the ready stock available with the firm. Therefore, before offering the quantity, the tenderer is to make sure that the stock is available with them for supply as per schedule. Since, time is the essence of contract and rates of raw material fluctuate from time to time, so that material shall have to be supplied strictly as per schedule otherwise the plant will be free to cancel the order or to impose the penalty and to make the purchases at the risk and cost of the party and total cost/penalty shall be recovered from the party.

**Quantity Variation:**

The permissible variation in quantity to be received will be as under:-

One truck load (upto 15 MT)	<u>+1</u> MT
Two truck load (upto 25-30 MT)	<u>+2</u> MT
50 MT	<u>+2.5</u> MT

100 MT	+3.5 MT
200 MT	+5 MT
300 MT	+6 MT
400 MT	+6.5 MT
500 MT	+7 MT
600 MT	+8 MT
700 MT and above	+9 MT

In case the firm supplies excess/short quantity upto 1.50 MT during a particular bargain and the same item if purchased during next tender then the maximum excess/short quantity shall be accepted by deducting price different/penalty whichever is higher. In case the particular/raw material is not purchased during subsequent month then **penalty** may be imposed as per the details given below:

<u>Price Range</u>	<u>Penalty per MT</u>
Rs. 5000/-	Rs. 500/-
Rs. 4000/-	Rs. 400/-
Rs. 3000/-	Rs. 300/-
Rs. 2000/-	Rs. 200/-
Rs. 1000/-	Rs. 100/- (Minimum penalty)

In case suppliers does not supply the material as per delivery schedule given in purchase order and make delayed supply then late delivery **penalty** shall be imposed @ 2% per week for the maximum limit of 2 weeks. In case the supplier fails to supply the material even after extended period 2 week with penalty then purchase order will be cancelled and Hafed can make risk purchase of the material at the risk and cost of the supplier. Thereafter the security will be forfeited and further action for recovery of price differential will be taken.

In case, bulk purchase is made by the committee, delivery can be extended for additional period.

#### **4. DELIVERY:**

Supplies shall be accepted on working days only. However, supply can be accepted on Sunday/Holiday if material is required urgently by the plant. The truck should carry a proper bill alongwith other document in transit. The stock will be accepted and entered at gate with proper bill of the supplier to whom the order is placed by the plant. Stock without proper bill will not be accepted at any cost. Both the G.Ms of plant are competent to extend the delivery period for meeting the requirements to save the interest cost, keeping in view the storage constraints and other problems experienced by them.

#### **5. WEIGHMENT:**

The weighment of material shall be carried out at our weighbridge by an authorized committee and the weighment at the plant weighbridge will be treated as final and binding. In case weighbridge facility is not provided in the plant or weighbridge is out of order then weighment of the stock will be carried out from private weighbridge in the presence of committee. The weighment slip is mandatory for the vehicle carrying the material in the plant.

#### **6. INSPECTION, SAMPLING AND TESTING PROCEDURE:**

Immediately on receipt of material in Cattle Feed Plant, Rohtak, joint inspection and sampling of each consignment/truck will be carried out by the committee comprising of P.E./Production Incharge, S.K. (R.M.), Incharge of Accounts Branch, Hafed CFP, Rohtak. Then firm will depute its representative for joint inspection/sampling will be carried out by the said committee independently and its report will be final and binding. Physical condition of supply will also be taken into consideration besides chemical analysis for while accepting the material.

Each sample drawn shall be homogeneously mixed. Divided in two portions (Three in case of participation of representative of supplier party) One/two portions put in polythene bag with a sample slip having following details:-

1. Order Number and date.
2. Name of the material.
3. Supplier's name.
4. Date of receipt of material.
5. Date of sampling.
6. Bill No. and date.
7. Quantity received.
8. Signatures of member committee alongwith its designation.

The sample should be packed in cloth bag duly stitched and sealed with Hafed seal and supplier party seal (in case a representative of party is present at the time of sampling).

These sealed samples shall bear on it the legible sample details and signature of the committee members with designation. Sealed sample shall be preserved in sound and safe conditions.

- a) In case of sample tested in Hafed Laboratory for at least three months after receipt of material in the plant. If there is some dispute with regarding to quality then the counter sample will be kept in stock till the dispute is settled and payment is finalized, provided the party makes a written representation within one month of the date supply of material.
- b) In case the sample being got tested from outside independent laboratory of repute the counter sample shall be retained in CFP lab up to two months after receipt of test report from outside the laboratory. In case of dispute regarding quality counter sample shall be retained in CFP till the matter is settled and the payment is finalized.
- c) In case of out station, testing charges will be borne by the plant and supplier in equal ratio.
- d) In case the suppliers is not satisfied with the test result of sample and make a request for retesting by enclosing the test result of the factory from where supply has been made. In that case one counter sample preserved will be divided into two parts and sealed in the presence of supplier and representative of plant. These two samples will be sent to two different Labs for testing by the G.M. CFP Rohtak. After receipt of analysis report payment will be finalized on the basis of average result of both labs and same will be final and binding to both the parties. Testing charges will be borne by supplier.
- e) Stock should be packed in serviceable bags.

## **7. PAYMENTS:**

Payments to the extent of 90% shall be released within seven days after receipt of material as per specification alongwith proper bill. No payments shall be released on the day of receipt of material in the premises of Hafed Cattle Feed Plant, Rohtak. Balance 10% payment will be released after testing of material in CFP lab/outside laboratory. In case the material is found substandard i.e. beyond acceptable limits then the suppliers will be informed accordingly to replace it at their own cost. In case suppliers do not lift the material within a week and replace it immediately then Hafed will be at liberty to claim storage charges at the prevalent market rates and make arrangement of the material at the risk and cost of the supply by forfeiting the security amount. Supplier should therefore particularly ensure that the material of correct specification is supplied.

In case risk purchase is affected for part quantity on behalf of the party, then total tendered quantity shall be reduced to that extent stocks provided by the party. The freight of truck and octroi can be paid by Hafed CFP Rohtak against specific written request of the supplier for each deal. Entry of truck will be carried only with proper bills and other challan/delivery documents. The supplier shall ensure that each truck driver has proper delivery challan/regular bill of the party with whom deal has been finalized. The specifications of raw material and acceptance of material with variation up to acceptable space range and rejectable limitation have been already specified as per the specification sheet enclosed. No relaxation in above shall be permitted while accepting the stock and releasing the payment. In case of variation in the prescribed specification, pro-rata cut will be imposed. Supplier shall be ensured the supply of material in sound, serviceable and standard packing. Rice Bran is to be supplied in the standard packing of 50 Kg. in the jute/HDPE bags. The supply, if received, in two packing will be rejected straightway. In case the material is not supplied in sound and serviceable bags then deduction @ Rs. 7/- per bag shall be made in all type of material since the rates of raw material had considerably increased. Therefore supplier should be ensured that material supplied is in sound, leak proof bags. The payment shall be released by Hafed Cattle Feed Plant of Rohtak. No advance payment shall be made in any case. All remittance/bank charges shall be borne by supplier, if payment is released through Bank draft/RTGS/On-Line transfer.

Balance 10% payment shall be released after receipt of analysis report and other receipt of requisite documents as per tender documents. 10% payment will be withheld in case of requisite documents are not furnished by the party. The supplier will ensure that the ST-14 (Sale Tax form), VAT are also submitted immediately on completion of contract otherwise the balance payment will not be cleared as plant is making tax paid purchases. No form C will be given to the supplier.

## **8. SECURITY:**

The tenderer will deposit the security amount @ 5% of the total value of the raw material to be delivered. The earnest money deposited will be treated as security if the tender is allotted. In case, the party does not deposit requisite security, then the same shall be recovered from the first consignment of the supplies.

The tenderer will deposit the earnest/security for fresh of each tender and no adjustment of money lying with Hafed on any other account whatsoever is permissible. The plant will retain 5% of the total value of the ordered placed from the first consignment received from the tenderer, which will be released after completion of the order in all respects.

**9. REFUND OF SECURITY:**

Security amount shall be released within 30 days from the date of completion of supplies of the ordered quantity only after successful execution of supplies order in toto. This security shall be forfeited, if the party has not arranged supply of entire ordered quantity of material due to any reason whatsoever after acceptance of the purchase order.

**10. ARBITRATION:**

In case any dispute arises in between the party in connection with the purchases, the matter will be referred for arbitration to the Managing Director, Hafed or his authorized nominee and his award will be final on both parties.

**SPECIFICATIONS OF RAW MATERIALS**

Sr. No.	Name of item	Acceptable specifications		Rejectable Specification
1	Mustard Deoiled Cake	1. Moisture	10% Max	Above 12%
		2. Crude Protein	38% Min	Below 35%
		3. C. Fat	1% Min	Below 0.5%
		4. C. Fibre	9% Max	Above 12%
		5. A.I.Ash	2% Max	Above 3%
2	Mustard Cake (Crude fat Min 7%)	1. Moisture	10% Max	Above 12%
		2. O+A	42% Min.	Below 39%
		3. C. Fibre	8% Max	Above 10%
		4. A.I. Ash	2% Max	Above 3%
3	<b>Rice Bran Deoiled (Continuous)</b>	<b>1. Moisture</b>	<b>10% Max</b>	<b>Above 14%</b>
		<b>2. Crude Protein</b>	<b>15% Min</b>	<b>Below 13%</b>
		<b>3. C. Fibre</b>	<b>12% Max</b>	<b>Above 16%</b>
		<b>4. A.I.Ash</b>	<b>5% Max</b>	<b>Above 7%</b>
4	Rice Bran **	1 Moisture	10% Max	Above 12%
		2 Crude Protein	12% Min	Below 10%
		3 C. Fat	15% Min.	Below 13%
		4 C. Fibre	11% Max	Above 14%
		5 A.I.Ash	4% Max	Above 6%
5	Cotton Seed Cake	1. Moisture	10% Max	Above 12%
		2. O+A	30% Min	Below 26%
		3. C. Fibre	24% Max	Above 27%
		4. A.I.Ash	2% Max	Above 3%
6	Cotton Seed Husk	1. Moisture	10% Max	Above 12%
		2. Crude Protein	13% Min.	Below 11%
		3. C. Fat	3 % Min	Below 2.%
		4. C. Fibre	27% Max.	Above 29.%
		5. A.I. Ash	0.5% Max	Above 1%
7	Guar Korma	1. Moisture	10% Max	Above 12%
		2. O+A	50% Min.	Below 45%
		3. C. Fibre	12% Max	Above 15%
		4. A.I. Ash	1% Max	Above 2.5%
8	Guar Churi	1 Moisture	10% Max	Above 12%
		2 O+A	45% Min	Below 41%
		3 C. Fibre	12% Max	Above 15%
		4 A.I.Ash	1% Max	Above 25%

\*\* Rice bran is based on fat basis. Rates be quoted on per MT basis with minimum Fat % of 15%. In case of variation in crude fat, the cut may be imposed on actual fat received. Quality cut will be made on per point of fat rate. No premium will be allowed on higher %age of fat.

**Note: Sr. No. 1 to 8 on dry basis except moisture.**

## **TECHNICAL BID**

<b>S.N.</b>	<b>Document to be uploaded</b>
1	Certificate from the proprietor/partner/firm authorizing firm's representative to sign/participate in opening and negotiation of the tender (signature duly attested).
2	Copy of Sales Tax / VAT / Registration certificate.
3	Copy of PAN card.
4	Copy of Income Tax Return of last financial year.
5	Copy of Proprietor/partnership deed duly attested.
6	Certificate regarding acceptance of all the Terms & Conditions as mentioned in the DNIT/ Tender document.

### **a) FINANCIAL BID**

**“Financial Bid for supply of following Raw Material as per Hafed's specifications”**

<b>S. N.</b>	<b>Item</b>	<b>Required qty. (MT)</b>	<b>Offered qty. (MT)</b>	<b>Offered rate (Rs. per MT)</b>
1	Rice Bran De-oiled Continuous (F.O.R. Rohtak)	1100		