



## THE HARYANA STATE COOPERATIVE SUPPLY AND MARKETING FEDERATION LIMITED

CORPORATE OFFICE, SECTOR 5, PANCHKULA HARYANA (INDIA)  
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Web-site: www.hafed.gov.in

### **Short term e-Tender Notice for purchase of Mustard Oil Khchchi Ghani Agmark Grade-I**

Hafed invites e-tender for purchase of Mustard oil F.O.R. at Hafed Oil Mills, Rewari & Narnaul:

Name of Oil	HOM, Narnaul	HOM, Rewari
Mustard Oil Kachchi Ghani - Agmark Grade-1	350 MT	400 MT

The tenderer will have to quote the rate for minimum **50%** of the tendered quantity. The tender document containing details of required 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 bid through e-Tender portal as per dates given below:

Downloading of Tender Document / Online Bid preparation & Online transfer of tender document fee of Rs.1500/-	14.12.2017 (14.00 hrs) to 20.12.2017 (17.00 hrs)
Submission of online Bid	14.12.2017 (14:01 hrs) to 21.12.2017 (13 hrs)
Opening of Technical bid	21.12.2017 ( 13:05 hrs)
Opening of Financial bid	21.12.2017 ( 14:15 hrs)

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

Managing Director  
Hafed Panchkula

### **Detailed Notice Inviting Tender**

Hafed invites short term e-tenders of Kachchi Ghani Mustard Oil Agmark Grade-1 in single stage two cover systems. Under this process, the Technical Bid Application as well as online Price Bid shall be invited at single stage under two links i.e. Technical Bid & Commercial bid link. Eligibility of the Bidders will be first examined based on the details submitted online under first link (Technical) with the request to eligibility and qualification criteria prescribed in the Tender document. The Price Bid under the second link shall be opened for only that bidder 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. 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 tender document and e-service fee in due course of time. The intended parties who fail to pay requisite 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 **and make payment via online directly through Debit Cards & Internet Banking Accounts to the beneficiary account number.** **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 each tender 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 make payment online directly through Debit Cards & Internet Banking Accounts to the beneficiary account number.

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	Date & Time
1		(i) Downloading of Tender Document / Online Bid Preparation.  (ii) Online directly transfer of funds of <b>Rs.1500/-</b> through online directly through Debit Cards & Internet Banking Accounts (Tender document fee Rs.500/-, e-Service fee Rs.1,000/-)	<b>14.12.2017 (14:00 hrs)</b> to <b>20.12.2017 (17:00 hrs)</b>
2	-	Submission of online Bid	<b>14.12.2017 (14:01 hrs)</b> to <b>21.12.2017 (13:00 hrs)</b>
3	Opening of Technical Bid	-	<b>21.12.2017 (13:05 hrs)</b>
4	Opening of Financial Bid	-	<b>21.12.2017 (14:15 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 & 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 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

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 & 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:

- 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.



**Requirement of Kachchi Ghani Mustard Oil Agmark Grade-1 on F.O.R. basis at Hafed Oil Mills, Rewari and Narnaul:**

**(Quantity in MT)**

S.N.	Name of Items	HOM, Narnaul	HOM, Rewari
1	Kachchi Ghani Mustard Oil Agmark Grade-1	350	400

**Note: - The tenderer will have to quote the rate for minimum 50% of the tendered quantity.**

**TERMS AND CONDITIONS of e-tender:**

1. The offer will be received through e-tender from those manufacturers who have only valid Agmark license for manufacturing of Kachchi Ghani Mustard Oil –Agmark grade-1.
2. The offered rates of edible oil should be inclusive of GST & F.O.R. basis at HOM, Rewari and Narnaul
3. The offered rates should be valid up to 5:00 PM of the date of the opening of tender, which will be finalized after following proper procedure and will be informed immediately to the concerned party accordingly on phone. The tendered quantity may be increased /decreased keeping in view of requirement of Hafed.
4. The supplies will have to be made as per requirement of the Mills i.e. within 15 days from the acceptance of rate by the Tender Committee/supply order. For delaying in supply, penalty @ 1% per week or part thereof shall be imposed subject to maximum of 2% failing which Hafed have the liberty to make purchases from any other source at the risk and cost of the party. However, GM Narnaul/Rewari can extend the delivery period in case of any eventuality.
5. **Levies:** In case Govt. increases/decreases the GST during pendency of the rate contract, similar effect will be made on the rates quoted by the tenderer.

**Payment terms:**

6. Ninety percent (90%) payment will be released by Hafed Oil Mills, Narnaul/Rewari within 5 working days on the basis of OK test report of in-House Lab at HOM Rewari/Narnaul as per facility available after receiving the material. Balance 10% payment will be released within 10 days after receipt of OK test report from outside FSSAI/NABL/Fare Lab/Agmark approved labs which will be binding on both the parties. Cash discount of Re. 0.50 per 100/- rupees will be deducted on 100% payment, if 90% payment is made by the mills within 5 working days.
7. The weighment of the Tanker will be made on Hafed weighbridge and its weight will be final. However, if party disagrees than weighment will be made at second weighbridge and average weight only be taken, if the difference in both the weighbridge weight is not more than 40kg. If it will exceeds 40 Kg, then weight will be made at third weighbridge and average of two closer weighbridges weight will be taken as and that will be acceptable to both i.e. suppliers and Hafed.

- 8 On receipt of the oil in Hafed Oil Mill, Narnaul/Rewari, four samples will be drawn in the presence of committee constituted by HO time to time along with the representative of the party. Out of these four samples one sample will be sent to outside FSSAI/NABL/FareLab/Agmark approved labs for analysis according to Hafed specifications (**Annexure-1**), second sample will be kept by mill for in-house Lab. testing, third as referee sample and fourth sample will be given to the representative of the supplier. In case party is not satisfied with the result of out side lab then only after written request of party within 3 days of receipt of outside lab report, referee sample will be sent to another FSSAI/NABL/FareLab/Agmark approved labs and average of two closer labs results will be taken as and that will be acceptable to supplier and Hafed. The payment of referee sample will be deducted from supplier account.
- 9 The offered rates of edible oil should be included all taxes & on F.O.R. basis at HOM, Narnaul and Rewari.
- 10 **NEGOTIATIONS:**  
**Negotiation will be held on same day as validity of rates is upto 5 PM on the date of opening of tender.** 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.
- 11 **ARBITRATION:**  
 In case of any dispute the matter shall be referred to the Sole Arbitration of the MD, Hafed or his nominee, whose decision shall be conclusive and binding on both the parties.

**Jurisdiction:** The jurisdiction will be the concerned court at Narnaul / Rewari.

## Annexure-1

## Specifications for Kachchi Ghani Mustard Oil Agmark Grade-1

Sr. No.	Parameter	Value	Quality Cut
1	Moisture & Insoluble Impurities %age by wt.	0.25 Max.	---
2	Colour in 1/4" cell (Y+5R)	50 Units Max.	---
3	Specific gravity (30/30c)	0.907-0.910	---
4	Refractive index at 40 °c	1.4646-1.4662	---
5	Saponification value	168-177	---
6	Iodine value	98-112	---
7	USM %age by wt.	1.20 Max.	---
8	Acid value (%age by wt.)	1.50 Max.	>1.5% to 1.8% quality cut be Rs.100/-per MT & > 2.0% - quality cut be Rs.200/-per MT
9	Bellier test (Turbidity Temp)	23 – 27.5 °c	---
10	Poly Bromide test	Negative	---
11	Test for Hydrocyanic Acid	Negative	---
12	Test for Argemone Oil (TLC)	Negative	---
13	Test for Mineral Oil (TLC)	Negative	---
14	Test for Rancidity	Negative	---
15	Suspended and Foreign Matter	Negative	---
16	Taste and flavour	Characteristic	---
17	%age of Natural Oil (as ATC) wt. %age	0.27-0.60	Below 0.27% to 0.25% quality cut be Rs.100/-per MT, Below 0.25% to 0.20 quality cut be Rs.200/-per MT
18	Shelf life	12 months	---

**Remarks:** Shall pass all Agmark and FSSAI specifications

**A) TECHNICAL BID**

Following documents are to be uploaded in Technical Bid for supply of Mustard Oil Kachchi Ghani Agmark Grade-1

<b>Sr. No.</b>	<b>Particulars</b>
1	Authority letter for signing all documents on behalf of the company/firm
2	Copy of Manufacturing of Mustard Oil Kachchi Ghani Agmark Grade-1
3	Copy of Agmark Valid C.A No.
4	Copy of FSSAI valid license no.
5	Copy of the PAN Card
6	Copy of the GST Registration certificate.
7	Certificate regarding acceptance of all the Terms & Conditions as mentioned in the Tender document.

**B) FINANCIAL BID**

FINANCIAL BID WILL BE OPENED OF THOSE BIDDERS WHO WILL QUALIFY IN TECHNICAL BID.

1. The offered rates of edible should be included The GST, F.O.R. basis at HOM, Narnaul and Rewari.

**FINANCIAL BID:**

Name of edible oil	Required Qty. (in MT)	Qty. offered (in MT)	Offered Rate (Rs.per MT including GST/all taxes and F.O.R basis at Hafed Oil Mills)
Kachchi Ghani Mustard Oil Agmark Grade-1 <b>F.O.R. at Hafed Oil Mill, Narnaul</b>	350		
Kachchi Ghani Mustard Oil Agmark Grade-1 <b>F.O.R. at Hafed Oil Mill, Rewari</b>	400		