

HAFED OIL MILLS, NARNAUL

Nizampur Road, Narnaul-123001 (Haryana)

01282-256142

Short Term e-Tender Notice

Hafed invites online bids from registered labour contractors for the period 01.05.2018 to 31.03.2019 which may be extended up to three months for allotment of:

Labour tender (Technical and Non-Technical Operations)

The tender document containing details of basic rates for various labour/cartage operations/Mustard seed crushing and other terms & conditions are available on portal <https://haryanaeprocurement.gov.in> or at Hafed Website www.hafed.gov.in. The bidders can submit their bids through e-Tender portal as per dates given below:

Downloading of Tender Document / Online Bid preparation & Online directly transfer of funds	19.04.2018 (10:01 hrs) to 29.04.2018 (16:00 hrs)
Submission of online Bid	19.04.2018 (10:01 hrs) to 29.04.2018 (17:00 hrs)
Opening of Technical bid	30.04.2018 (11:30 hrs)
Opening of Financial bid	30.04.2018 (13:00 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 in the Office of **Addl. Deputy Commissioner, Mahendergarh at Narnaul**. Tender committee reserves the right to reject any/all the tenders without assigning any reason whatsoever.

General Manager

Hafed Oil Mills,
Narnaul.

Detailed Notice Inviting Short Terms e-Tender

1. Short term e-tender is invited from valid registered labour contractors for allotment of labour work (Technical and Non-technical operations) which may be extended up to three months. Under this process, the Technical Bid application as well as online Price Bid shall be invited at single stage under two cover systems 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 (commercial bid) shall be opened for only those bidders whose technical Applications are responsive to eligibility and qualifications requirements as per Tender document.
2. **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.
3. 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 whatsoever toward EMD fee (plz see below mentioned KEY Dates & Tender Form deeply).** The intended parties fee under the stipulated time frame shall not be allowed to submit his/here bids for respective events/tenders 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.
4. The interested parties/bidders must remit the **funds at least T+1 working day (Transaction+One day) in advance 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 make the payment for each tender fee (Rs.500/-) and e-Service fee (Rs.1000/-) which are non-refundable online directly through Debit Cards & Internet Banking/using the service of secure electronic gateway.

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 & Online directly transfer of funds through RTGS/NEFT or OTC i) Tender document fee Rs.500/-, ii) e-service fee Rs.1000/- iii) EMD Rs.20,000/- for Technical work and Rs. 20,000/- for Non-Technical operation.	19.04.2018 (10:00 hrs) to 29.04.2018 (16:00 hrs)
2	-	Submission of online Bid	19.04.2018 (10:00 hrs) to 29.04.2018 (17:00 hrs)
3	Opening of Technical Bid	-	30.04.2018 (11:30 hrs)
4	Opening of Financial Bid	-	30.04.2018 (13:00 hrs)

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

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. 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 tender 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 Notice Inviting Tender (D.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 fee and 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 and 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 of EMD shall be made online directly through RTGS/NEFT or 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 & EMD fee and 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 LABOUR WORK (TECHNICAL & NON-TECHNICAL OPERATIONS) IN
HAFED OIL MILL , NARNAUL FOR THE PERIOD FROM 01/05/2018 TO 31/03/2019.**

Invitation of bids:

Hafed invites online bid for allotment of labour work (Technical & Non-Technical Operations) from registered contractors for the period 01.05.2018 to 31.03.2019 which may be extended up to three months by GM of unit. **The bidder is at liberty to either quote rates :**

For Technical Operations i.e Part A

or

For Non-Technical Operations i.e Part –B

or

For both aforesaid parts and accordingly additional security amount, if any, will be deposited.

- 1.0** Bidders 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.
- 2.0** Tenderer/Bidder will be responsible for compliance of provisions of all type of taxes/Levies or any other taxes as applicable from time to time
- 3.0 The Payment:**
- i) For Tender Document Fee Rs.500/- (Rs.Five hundred only)
 - ii) For e-service Fee of Rs.1000/- (Rs. one thousand only) and both are Non-refundable can be made by online directly transfer of funds through debit cards or internet banking account or RTGS/NEFT or OTC.
- 4.0 The EMD of Rs. 20,000/- for Technical Operations and Rs. 20,000/- for Non-Technical Operations.**
- The bidder would remit the funds as per mentioned in key dates and make the all payment via Debit cards/internet banking account/ RTGS / NEFT or OTC to the beneficiary account number as mentioned in the challan.
- 5.0 Procedure for submission of Bids**
- 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.
- 6.0 Bidders are mandatorily required to submit the technical and financial bid in the prescribed online format only. No manual and conditional bids shall be entertained.**

7.0 NEGOTIATIONS:

Negotiations will be held as per CVC guidelines/Govt. instructions. All the bidders are requested to be present at the time of opening of tender for negotiation.

- 8.0 Hafed/tender committee reserves the right to reject any/all tenders without assigning any reason whatsoever.

GENERAL TERMS AND CONDITIONS OF LABOUR CONTRACT FOR BOTH OPERATIONS (TECHNICAL & NON-TECHNICAL):

1. **Additional Security amount i.e. Rs.75,000/-** (Rs. Seventy Five Thousand Only) each operation (i.e Rs.75000/- for Technical & Rs.75000/- for Non Technical operations) be deposited **within 24 hrs after allotment of the contract** failing which 1.5 times of additional security amount i.e. Rs. 1,12,500/- will be deducted from your due payments and same shall be refunded on expiry of contract and the fulfilment of terms & conditions of the contract to the entire satisfaction of the management and production of **no objection certificate from ESI/PF/Service tax authorities, that nothing is recoverable on A/c of ESI/PF/Service tax etc. from the contractor** and also after of internal and external audit of the mill for the period contract. No interest will be paid on security.
2. The labour contractor shall provide adequate labour as per requirement of factory from time to time on the wages approved by the DC/Minimum wages, Act 1948, as declared by government from time to time and shall maintain proper record under them which should be produced to the respective Inspecting authority on demand and inspection copy shall be submitted to Concerned Oil Mill monthly.
3. The labour contractor shall be responsible for observing all the provisions of ESI/PF of the workers and its correct and timely deposit to the concerned department. All the liabilities in this respect will be of labour contractor and in case of any noncompliance the same shall be borne by the labour contractor. The copy of monthly deposit of PF/ESI statements mentioning name of the workers with code No. shall be submitted to Concerned Oil Mill every month with the Copies of previous month of Chillan's/ statements .In case of non-submission, security shall be forfeited & contract can be cancelled & contractor can be declared as black listed.
4. In case ESI facility is not available in any district, then the labour contractor will obtain Group Insurance Policy of Security Guards/Labour/staff at his own level and expenses on this account shall be reimbursed by Hafed, so that the claims of accident/injury death etc. are settled accordingly on the pattern of Security Agencies.
5. The labour will be provided as per the factory act/ Compensation Act 1923 or Employees Provident Fund Act or any other similar enactments in respect of all such personal/labour will be of the labour contractor or security provider.

6. The contractor should not have been blacklisted/debarred from doing business by Govt. Dept. and agency /Board /Corporation/Federation /EPF /ESI/Incometax/Service tax or any other statutory authority concerned- Affidavit to be provided.
7. In case the labour contractor fails to provide adequate labour as per the requirement of the factory, the labour shall be engaged at the risk and cost of the contractor.
8. In case of any loss /damage caused by the labour to the Hafed, during the duty period suitable recovery shall be made from the bills payable to the contractor.
9. Non fulfilment of any terms and conditions of the contract to the entire satisfaction of the Management within the agreed terms and conditions shall attract forfeit of security deposit in addition to any other penalty/punishment imposed by any concerned department regarding failure to comply with rules, regulations and provisions of relevant Acts & can be declared as black listed.
10. The labour contractor shall release payment to the workers at his own level on monthly basis on **every seventh day of the succeeding month** in the presence of representative of Hafed. The contractor will submit the bills of labour charges complete in all respect fortnightly and payment will be made within four days. In case of failure of the labour contractor in the payment to labour, the payment shall be released to the workers as per the record available and penalty will be charged from the contractor @ 10% of the total amount payable every month.
11. The labour will be taken by the oil mill as per the actual requirement of the plant and if due to any reason beyond our control the production work is held up, Hafed will not be responsible for engaging labour or for loss caused to labour contractor due to such reason.
12. If document is required manually, then each and every paper/ attached document of the tender must be signed and stamped by the tenderers/bidders.
13. The successful tenderers/bidders shall execute an agreement on non judicial stamp paper of Rs. 100/- as within a week bearing the terms & conditions of tender documents.
14. Hafed also reserves the right to accept or reject any/all tender without assigning any reason whatsoever.
15. In case of any dispute, the matter shall be referred to the Sole Arbitration of the MD, Hafed or his/her nominee, whose decision shall be conclusive and binding on both the parties. All legal disputes if any will be under the legal jurisdiction at Naranul only

TERMS AND CONDITIONS ARE DIVIDED IN TWO PARTS (Part A & B) ACCORDING TO OPERATIONS:

Part A: TERMS AND CONDITIONS FOR TECHNICAL OPERATIONS:

1. The contractor should have minimum 2 years experience in respect to run of edible oil mill. The contractor will be fully responsible for providing trained and experienced labour for maintenance of plant & machinery which includes following works:
 - a To repair all type of worms from the expellers, replace them with new /repaired worms in the expellers, opening of chamber etc. so that the expellers may work as per requirement of the mills i.e. the final mustard cake should not have more oil than 7.75% and of merchantable quality and process loss should not be more than 1.50%.
 - b To put gear oils in the gear boxes of the expellers.
 - c To repair all type of machinery installed in the mill except electrical equipments.
 - d To clean the filter presses installed in the mill and to change filter cloth whenever required.
 - e To transfer oil from one tank to another tank etc.
 - f To repair the material handling machine & maintenance of all kohlus & conveyors in the mills.
 - g To remove mustard seed from dust coming out from the seed cleaner through manual sieving.
- 2 Break down in the Machines/Expellers and Kolhus should not be more than 5% of the total working hours.
- 3 Log book of Gen. Set, Kohlu, expellers & boiler should be maintained of each shift as per instructions of the mill.
- 4 In the event of loss to Hafed due to repeated break down in the machines on account of negligence of the labour provided by contractor then the loss to Hafed will be recovered from the contractor.
- 5 The contractor has to do the job right from feeding of mustard seed up to production & supply of oil in the mother tanks and supply of mustard cake in the godowns so produced.
- 6 Pungency should not be less than 0.27% failure of which may cause penalty @ Rs. 10/- per qtl. per day on day basis to the contractor.
- 7 You will provide minimum man power in each shift as per detail given below:-

Sr. No.	Description	Quantity
1	Line Man For Kohlu	02 Nos.
2	Helper for Line Man	01 No.
3	Mechanic for Kohlu	01 No.
4	Expeller Operator	03 Nos.
5	Filter/Oil Man	01 No.
6	Expeller Mechanic	01 No.
7	Jharna Operator	01 No.

8. It is the prime responsibility of Contractor to take care for the Cleaning of plant areas as well as for packing areas on routine daily basis.
9. Contractor will have to provide separate dress and shoes (as per FSSAI packing / labeling rules 2011) to the labour who is working in the packing area.
10. The contractor has to get ready the material for supply within 24 hours as per instructions given by the Store-keeper/ General Manager of the mill, other-wise the material will be got ready at the risk & cost of the contractor.
11. Labour huts will be given only to the manpower provided by contractor not to the family. If they have family than stay outside Hafed complex one electrical connection for illumination of bulb in each hut will be provided free of cost and its misuse like use for heater, cooler etc. will result in withdrawl of connection and penalty@ Rs.500/- on monthly basis will be imposed on the contractor.
12. The contractor labour will hand over the empty bardana generated from feeding of mustard seed in the mill in bundles of 25 bags each to the store keeper.
13. In the event of closer of the mill due to any reason like non availability of mustard seed / storage space for oil/ cake, 48 hours advance notice will be given to the contractor and no compensation will be given due to such eventuality.
14. In case of failure of production or less production due to less labour provided by the contractor or for any other reason related to contractor, the losses made to Hafed will be recovered from the contractor.
15. In case of any natural fault in machinery /plant and production is held up in that case no compensation / additional payment will be given to the contractor..
16. The contractor will give requirement of spare parts of the machines one month in advance.
17. The contractor has to process minimum 7500 qtl. mustard seed per month / 100 qtl per shift per day and in case of less quantity processed then the penalty will be imposed @Rs. 10/- per qtl and same will be deducted from labour bills.
18. Any operation which is not indicated above but is required for smooth running of the Mill is applicable.

Part B: TERMS AND CONDITIONS FOR Non-TECHNICAL OPERATIONS:

1. For the jobs mentioned in **Category I (Fixed rate) and II** in the Tender document or any other job may be assigned at any item of due course of contract. I/We undertake to provide sufficient Labour force, failing which I/We shall be liable to penalty. However, the penalty amount shall be worked out on the basis of loss of production and the margin which the plant would have obtained due to sale of that much production during the period the Contractor has not provided the Labourers. Amount of penalty will be debited in the account of Labour Contractor and will be recovered from next bill.
2. The Contractor will ensure proper safety of new bardana by his Labour. In case of any misuse full cost of bardana shall be recovered from the Contractor from his subsequent, bills.
3. In case Labour Contractor/his Labourers is found guilty of any malpractices than his contract can be cancelled immediately by the G.M. hereby forfeiting his security.
4. In case it is established that Labour Contractor is not making payment to Labourers than payment can be given to the Labourers out of outstanding amount lying with the plant and this can be considered as a breach in the contractual obligations which can lead to termination of his contract.
5. Consumption of alcoholic drink by the Labour Contractor or his Labour in the plant premises shall constitute mis-conduct on his part and this contract is liable for cancellation along with for future of security amount & availability of Labour Contractor in drunkard condition shall constitute a breach in contractual obligation for which G.M. is empowered to terminate the contract after forfeiting the security amount.
6. Labour Contractor cannot claim any compensation if Mill is closed for breakdown, power-cut, strike or any other unforeseen circumstances if there is no parity between Mustard Seed & Mustard Oil prices.
7. In case Labour Contractor fails to provide Labour for running of Kolhus, Expeller section a specific penalty @Rs.500/- (Rupees Five Hundred Only) per shift will be imposed for not providing Labour for running of plant further Labour will be arranged at risk & cost of the Labour Contractor for smoothly running of the Mill.
8. Labour Contractor will be responsible for all responsibilities relating to its Labour under various laws like Factory Act, works-man compensation Act, E.S.I., minimum wages Act, Industrial Dispute Act.
9. It will be the responsibility of Labour Contractor to keep the Packing Section and Mustard Cake filling points neat & clean. He will also provide proper Labour for this work at the Inspection from any side.
10. That Labour Contractor will provide sufficient Labour for packing around the clock of edible oils in three shifts as per supply demand. In case any delay in packing and penalty imposed on account of delaying in supply, the Labour Contractor will be personally responsible and the penalty amount will be deducted in the monthly bills/Security.

11. That Labour Contractor will provided petty Labour in plant as and when require such as helper, Mali, Cleaner of Truck/Canter, Fireman. Besides this skilled persons like Electrician, Welder/Turner on minimum wages rates for those service charges, as applicable, will be given to Contractor.
12. Mustard Cake is to be filled in standard packing. In case, it is found that there is abnormal weight difference i.e. shortage/Excess and in case it is found that the same is due to negligence of Labour, the cost of Excess/Shortage of such abnormal weight will be recovered from the Contractor in the bills/Security.
13. Contractor will pack the edible oils in difference packing & material as per requirement of Hafed/Market from time to time

Part-B: for Non-Technical Operation:**Category-I (Fixed Rate)**

<u>Items</u>	Fixed Rates
1. Loading/Unloading and stacking of crates	15 Paise
2. Folding and packing of polythene Cover/Tarpaulines	50 Paise per cover 25 P. per Tarpauline
3. Covering and Decovering of stacking with Polythene Cover Cover/Tarpauline	Rs. 2/- per stack with P. cover Rs. 1.25 per stack with Tarpauline
4. Loading/Unloading and staking of 50 bags bundles	9 Paise
5. Loading/Unloading and stacking of polythene Covers/Tarpauline	15 Paise
6. Loading of Gunny Bales	Rs. 1.25 Paise
7. Unloading and stacking of Gunny Bales	Rs 1.75 Paise
8. Destacking and weighment of Mustard/Cake Bags including removal from weighment scale	11 Paise
9. Gale Katai	14 Paise
10. Pulanda making of empty seed bags, shifting from Plant to Godowns and stacking (each pulanda 50 bags)	50 Paise per pulanda
11. Stitching of cake bags with Machine including thread repair & maintenance of machine. In case, labour contractor fails to stitch the bags with machine, on old & on new M. cake bags, the penalty of Rs. 5/- per qtl. on M. Cake bags sealed with sutli will be imposed and deduction in the bill.	50 Paise per bag
12. Stitching of M.Cake bags with sutli including cost of sutli (Only old Bardana) if required by the mill.	30 Paise per bag
13. Segregation of Bardana including opening of pulanda segregation in five categories i.e. I) Fit for M. seed II) Repairable for M. seed III) Fit for M. Cake IV) Repairable for M. Cake V) Rags and Pulanda making in five categories and stacking.	09 Paise per bag

PLANT OPERATIONS.**CATEGORY II**

1.	Loading of M. Cake bags into carts/Trucks	12 Paise
2.	Kutai, Filling, Weighment of oil cake bags (50/55/60 kg. packing)	45 Paise
3.	Stacking of M. cake bags upto height of 10 in Machine Room	10 Paise
4.	Stacking of Oil Cake bags upto height of 15 in Machine Room	15 Paise
5..	Stacking of oil cake bag in Hafed Godown I, II & III from Machine Room upto all height(including cartage)	35 Paise
6..	Destacking of Cake bags, weighment, standarisation, sealing with machine excluding thread & restacking upto all height	50 Paise
7.	Shifting of M. seed bags from Hafed Oil Mills/D.O. godown. I, II & III to machine room (Including cartage machine room) including weighment at weighbridge in Hafed Complex	(50 Paise godown-I,II & III 80 kg. packing) (35 Paise godown- I,II & III 50 kg packing)
8.	Unloading of empty tins/jars from truck and stacking Into godown/machine room (both 5 kg. & 15 kg.)	02 Paise
9.	Loading of Mustard Oil Tins into Truck/cart from Hafed Godwon I & II & III Machine Room, packing will be made by the provision of burada & bags to avoid leakage in transportation (Burada & Rags will supplied by Hafed)	15 kg/15 ltr-7 Paise 5 ltr-5 Paise
10.	Unloading of Cartoon of all kind (empty)	1 Paise per cartoon
11.	Shifting of empty bags from Godown to Plant for Filling cake	1 Paise
12.	Loading of loose M. oil in Tankers	Rs. 4/- per MT
13.	Loading of Cartoon of oil bottles into Truck/Tempo including cartoons of pouch & jars	7 Paise per cartoon
14.	Screen printing of Jute bags including colour, gum Etc. but excluding screen	8 Paise per bag for single Screen printing
15.	Shifting of cartoon of empty bottles from godown to plant (cartoon + bottles)	2 Paise
16.	Shifting of 15 ltr./15 kg. empty tins from godown To plant	2 Paise
17.	Shifting of 5 ltr. empty tins from godown to plant	1 Paise
18.	Shifting of packed oil (All kind & all packing) from packing room to any of godown I, II, III including loading & stacking upto requires height including cartage	80 Paise per qtl.

19.	Unloading of empty bottle	1 Paise per 12 bottle
20.	Filling weight sealing and stacking of M. oil tins in Machine room including Agmark labeling and packed With cartoons/Box including tap-top-bottom & straping	15kg/15 ltr 50 Paise 5 ltr. 40 Paise
21.	Removal of empty bottle/HDPE Pack from cartoon, Filling of bottle/HDPE pack weighing, putting of installation & cover, sealing, labeling including Agmark label & placing in carton & packing of carton with plastic strip & stacking	
	½ ltr. packing	6 Paise per bottle
	1 ltr. packing (bottle & pouch)	8 Paise per bottle & pouch
	5 Ltr. HDPE pack	20 Paise per pack

Including all kind of printing on TBL carton & preparation of carton for all packs for all edible oils

Technical bid:

Following documents are to be uploaded in Technical bid for **Technical & Non-Technical operations:**

S. No	Documents to be uploaded	Bidders Response (Yes/No)
1	Certificate having 2 years experience in respect to run of edible oil mill	
2	Valid license from Labour cum conciliation officers or any competent authority	
3	Copy of PAN Card	
4	Copy of GST certificate , ESI and PF etc.	
5	Copy of proprietor/partnership deed or L/C Societies registration certificate/valid license	
6	Certificate regarding acceptance of all terms & conditions as mentioned in tender document	
7	Non black listed/ debarred affidavit	
8	Banker of firm with full address	
9	Full address detail with mobile no. and email id or Aadhar Card	

Financial Bid:

Financial Bid will be opened of those bidders who will qualify in technical bid.

The bidder is at liberty to either quote rate for technical operation or non-technical operation or for both

S. No.	Name of Work	Offered Rate (GST will be extra as applicable)
1	Technical operation (_____% above/discount on Rs. 14/- per qtl. of basic rate of Mustard Seed crushing)	
2	Non-Technical operation (_____% above/discount/on basic rates for various operations mentioned in category-II Note: Basis rates of Category-I are fixed)	