

# **Haryana Forest Development Corporation**

(A government of Haryana undertaking)



## **E-Tender Document**

**TENDER NO. : GM/HFDC/KNL/03/2018-19**

**FOR**

**In-house manufacturing of Furniture, related items in work-shop under HFDC Karnal or premises provided by HFDC Karnal.**

## **Haryana Forest Development Corporation**

**Office: General Manager Haryana Forest Development Corporation**

**Forest Complex, Near Railway Station, Karnal(Haryana)**

**Telephone 0184-2241545**

**E-mail:[gm.karnal@hfdc.gov.in](mailto:gm.karnal@hfdc.gov.in) Website: [www.hfdc.gov.in](http://www.hfdc.gov.in)**

# HFDC

## Index

S. No.	Description	Page No.
1.	Notice Inviting Tender	3
2.	Detailed Notice Inviting Tender	4
3.	Key Dates	5
4.	Instructions to Bidder on Electronic Tendering System	6-7
5.	Scheduled for Training	8
6.	Guidelines for Online Payment in e-Tendering	9
7.	Do's/Don't	10
8.	Scope of Work	11
9.	Terms & Conditions	12-15
10.	Technical Bid	16
11.	Financial Bid	17
12.	Udertaking	18
13.	Affidavit	19
14.	Tender agreement form	20

# Haryana Forest Development Corporation, Karnal

General Manager, Karnal Tel. 0184-2241545

## E-Tender No. GM/HFDC/KNL/03/2018-19

General Manager, Haryana Forest Development Corporation, Karnal, On behalf of Governor of Haryana invites e-tender under the online Two Bid System from the eligible bidders/contractors/agencies/firms through website <http://haryanaeprocurement.gov> for **In-house manufacturing of Furniture related items in work-shop under HFDC Karnal or premises provided by HFDC Karnal.**

The tender document and e-service charges of Rs. 1,590/- (Rs. 500/- cost of tender document + 90/- G.S.T. & Rs. 1,000/- e-service charges) and E.M.D of Rs. 50,000/- are to be paid online through e-procurement portal <https://haryanaeprocurement.gov.in> & the tender documents are available on the website <https://haryanaeprocurement.gov.in> from 07/06/2018. Last date for submission of e-Tender is 24/06/2018 (till 05:00 P.M.) The technical and financial bids will be opened on 25/06/2018 (11:00 A.M. onwards). If the tenders are cancelled or recalled on any grounds, the tender document fee & e-service fee will not be refunded. The undersigned can reject any/all tender (s) without assigning any reason thereof.

On behalf of Governor of Haryana

Sd/-  
General Manager  
H.F.D.C. Karnal.

**H F D C**

## DETAIL NOTICE INVITING TENDER

**e-Tender** is invited for below mentioned works in single stage two cover system i.e. Request for Pre-Qualification/Technical Bid (online Bid under PQQ/ Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

Sr. No	Description of Works	EMD to be deposited by Bidder	Tender Document Fee + eService Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid of EMD Submission	Expiry Date & Time of Bid Preparation & Submission
1.	As per Scope of Works (Attached)	Rs. 50,000/-	1590/-	07.06.2018 09:00 A.M.	24.06.2018 05:00 P.M.	25.06.2018 05:00 P.M.

The Tender document+GST and e-service charges of Rs. 1,590/- (Rs. 500/- cost of tender document + 90/-GST & Rs. 1,000/- e-service charges) are to be paid online through e-procurement portal <https://haryanaeprocurement.gov.in> & the tender documents are available on the website <https://haryanaeprocurement.gov.in>. The detailed terms and conditions can be seen in the tender documents.

The Bidders shall have to pay for the Tender documents, EMD fees & eService fee online through e-procurement portal <https://haryanaeprocurement.gov.in> by using the service of secure electronic payment gateway. The secure electronic payments and eService fee can be made by eligible bidders online directly through Debit Cards & Internet banking Accounts and the Payment for EMD can be made online directly upto (at least transaction+1 working day in advance to the last date of respective tender) through RTGS/NEFT/Netbanking.

**NOTE: If the tenders are cancelled or recalled on any grounds, the tender document fee & e-service fee will not be refunded.**

For any clarification regarding bid preparation and bid submission, please contact M/s Nextenders (India) Private Limited O/o. DS&D Haryana, SCO-09, IInd Floor, Sector-16, Panchkula-134108 E- mail: [chandigarh@nextenders.com](mailto:chandigarh@nextenders.com) Help Desk:1800-180-2097(Toll Free Number) +91-172-2582008-09 Details may be seen from the website <https://haryanaeprocurement.gov.in> & [www.hfdc.gov.in](http://www.hfdc.gov.in).

Under this process, the Pre-qualification/Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/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 eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT/Netbanking available at the Single e-Procurement portal of GoH (Government of Haryana) and also mentioned under the TenderDocument.**
2. Intending bidders 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 (Rs. 50000/-) towards EMD fee in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allow to submit his / her bids for the respective event / Tenders.
3. The interested bidders must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. on or before 24.06.2018 and make payment via RTGS /NEFT to the beneficiary account number specified under the online generated challan. The intended bidder / Agency 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 bidders shall have to pay mandatorily e-Service fee (under document fee-Non refundable) of Rs.1,000/- 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/e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

**The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:**

## Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start Date and Time	Expiry Date and Time
1		<b>Tender Document Download and Bid Preparation/Submission</b>	07.06.2018 09:00 A.M.	24.06.2018 05:00 P.M.
<b>2</b>	<b>Technical Bid Opening</b>		25.06.2018 (11:00 AM)	
<b>3</b>	<b>Financial Bid Opening</b>		After opening of Technical Bid)	

### **Important Note:**

- 1) The Applicants/bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant/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) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/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.
- 4) In the first instance, the online payment details of tender document fee + e-Service and EMD & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/Agency wherever required shall be opened online in the presence of such 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.

The bids shall be submitted online in two separate envelopes:

#### **Envelope 1: Technical Bid**

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

#### **Envelope 2: Commercial Bid**

The bidders shall submit mandatorily online under prescribed template/format.

## **Instructions to 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 bidders intending to participate in the tenders process online are required to get registered on the Single 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 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 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 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.

**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 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 Single e-Procurement Help-Desk or downloaded from the home page of the website - <https://haryanaeprocurement.gov.in>. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

### **4 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 eProcurement system on the Home Page at <https://haryanaeprocurement.gov.in>.

### **5 Download of Tender Documents:**

The tender documents can be downloaded free of cost from the eProcurement portal <https://haryanaeprocurement.gov.in>



## 6 **Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

## 7 **Online Payment of Tender Document Fee, eService fee , EMD fees & Bid Preparation & Submission (PQQ/Technical & Commercial/Price Bid):**

### i) **Online Payment of Tender Document Fee + e-Service fee:**

The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee shall be made by bidders/ Vendors online directly through 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.

### ii) **Preparation & Submission Of Online Applications/Bids:**

Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) and tender mandatorily be submitted online.

**Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope:** The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF / JPEG / MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.

**FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under prescribed template/format.**

## 8. **ASSISTANCE TO THE BIDDERS:-**

In case of any query regarding process of e-tenders and for undertaking training purpose, the intended bidder can also avail the following and can contact service provider as per below:-

**Office Timings of Help- desk support** for Single e-Procurement Portal of Government of Haryana- Technical Support Assistance will be available over telephone Monday to Friday (09:00am to 5:30pm) & Training workshop will be conducted on every 1st, 2<sup>nd</sup> Friday (from 3:30pm to 6:00pm) of each month.

All queries would require to be registered at our official [e-mail-chandigarh@nextenders.com](mailto:e-mail-chandigarh@nextenders.com) for on-time support (Only those queries which are sent through email along with appropriate screen shots or error description will be considered as registered with the Help-desk)

### **Important Note:-**

- (a) Any intending bidder can contact the helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective e-Auction/Tender event.
- (b) For queries pertaining to e-Payment of EMD, please contact the help desk at least 2 business days prior to the closing date & time of e-Auction/Tender event.
- (c) Help-desk support will remain closed during lunch break i.e. from 1:30PM up to 2:15PM on each working day.

## Schedule for Training:

**Training workshop will be held on 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) of each month at following addresses:**

Nextenders (India) Pvt.Ltd Municipal Corporation Faridabad, Near B.K.Chowk, Opp.B.K. Hospital, NIT, <b>Faridabad</b> Contact no.9310335475	Nextenders (India) Pvt.Ltd. Public Health Division No.2 Hisar, Model Town Opp. N.D Gupta Hospital, <b>Hisar</b> Contact:9034357793	Nextenders (India) Pvt. Ltd., Nirman Sadan(PWD B&R), Plot No.-01, Basement, Dakshin Marg, Sec- 33A, <b>Chandigarh-</b> 160020 <b>For Support-1800-180-2097,</b> 0172-2582008-2009
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For Support Call-1800-180-2097, +91-172-2582008-09

**Haryana eProcurement Help Desk Office will remain closed on Saturday, Sunday and National Holidays.**

**NOTE:-**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>.

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.

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## Guideline for Online Payments in e-tendering

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

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. 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.

Sr No.	Scenario	Do's / Don'ts
1	In the event of making Payment through NEFT/RTGS	<p><b>Do's</b></p> <ul style="list-style-type: none"> <li>It is the bidder's responsibility to ensure that RTGS/NEFT payments are made to the exact details as mentioned in the challan which are:               <ol style="list-style-type: none"> <li>Beneficiary account no: &lt;client code&gt; + &lt;random number&gt;</li> <li>Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders)</li> <li>Amount: As mentioned on the challan. It is specific for every tender/transaction</li> <li>Beneficiary bank branch: ICICI Bank Ltd, CMS</li> <li>Beneficiary name: As per the challan</li> </ol> </li> <li>For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD</li> <li>It is advised that all the bidders make payment via RTGS/NEFT at least one day in advance to the last day of tender submission as certain amount of time is required for settlement and various parities are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender</li> <li>Bidder has to make only single payment against a challan as per the amount mentioned on the challan.</li> <li>Bidder must do the payment before tender validity gets expired</li> </ul> <p><b>Don't's</b></p> <ul style="list-style-type: none"> <li>Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise:               <ol style="list-style-type: none"> <li>Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account</li> <li>Incorrect Beneficiary account number mentioned(&lt;client code&gt; + &lt;random number&gt;):-                   <ol style="list-style-type: none"> <li>In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.</li> </ol> </li> <li>Incorrect Amount mentioned: The amount would be rejected if the amount mentioned in while making the payment is incorrect. Such cases will be captured as unreconciled transactions and will be auto-refunded directly to bidder's account.</li> </ol> </li> <li>In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.</li> <li>Bidder is not supposed to use challan generated in one tender for payment against another tender since details in the challan are unique to the tender and bidder combination.</li> <li>Bidder must not make multiple or split payments against a particular challan. Any split payment received against the same challan will be refunded back to the bidder.</li> <li>Bidder would not be entitled to claim that he is deprived of participating in the tender because his funds are blocked with the division on account of incorrect payment made by the bidder</li> </ul>
2	In the event of making Payment through OTC	<p><b>Do's</b></p> <ul style="list-style-type: none"> <li>It is the bidder's responsibility to ensure that OTC payments are made to the exact details as mentioned in the challan which are:               <p>Beneficiary account no: &lt;client code&gt; + &lt;random number&gt;</p> <p>Amount: As mentioned on the challan It is specific for every tender/transaction</p> <p>Beneficiary name: As per the challan</p> </li> <li>Bidder has to make only single payment against a challan as per the amount mentioned on the challan</li> <li>Bidder must do the payment before tender validity gets expired</li> <li>Bidder needs to mandatorily upload the scan copy of the payment receipt issued by ICICI Bank, in Nextender Portal before submitting the Tender</li> </ul> <p><b>Don't's</b></p> <ul style="list-style-type: none"> <li>If the bidding amount is greater than Rs49,999, then Bidder should not make payment in cash. In this case, Bidder should pay via Demand Draft/ICICI Bank Cheque</li> <li>It is bidders's responsibility to ensure that Demand draft should be valid and should not have discrepancies such as signature not found, stale DD, mutilated, material alteration, favouring third party etc., In the event of Demand Draft returned by bidder's Bank on account of such discrepancies, ICICI Bank shall ensure that such communication is sent to the Client within 3 days from the date of rejection by the Bidder's Bank</li> <li>For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD</li> </ul>

## Scope of works

The online bids under Two Bid System from the eligible bidders/Contractors/agencies/Societies are hereby invited through website <http://haryanaeprocurement.gov.in> The bidders should submit their offers only for the contractor's profit (Service Charge) in terms of the percentages of the amount payable for labour component only on the basis rates as per costing statements. The tentative details of description of work, amount and time schedule for completing the work is given as under:-

Description of Work	Approximate Labour Cost in Rs.	Contract period
In-house manufacturing of Furniture, Crates and furniture related items in workshop or premises provided by HFDC Karnal as per HFDC's Costing Statements (CS).	50,00,000/-	31.03.2019

**N.B.:-**

- 1. Works can be increased or decreased depending upon the availability of work-order.**
- 2. This tender is only for labour component.**

Bidding Documents can be downloaded online from the Portal <http://haryanaeprocurement.gov.in> by the contractor/agency registered on the Portal by paying document fee and e-service charge.

HFDC

## **Terms and Conditions**

1. **The contractor should have no relationship to any Government servant who is in charge of the work or who has any direct control over the work. Relationship in this case will mean father, mother, son, daughter, brother, sister, direct uncle, nephew, father-in-law, mother-in-law, brother-in-law, sister-in-law and first cousin of the officer concerned.**
2. Tender Application Forms, terms and conditions and e-tendering schedule can be downloaded from the Haryana Government website <http://haryanaeprocurement.gov.in> on payment of prescribed Tender Fee and e-services fee. The cost of tender forms once paid is not refundable on any account, nor will the amount be adjusted towards cost of any other tender forms
3. If bid receiving/opening day happens to be a holiday, bids will be received/opened on the next working day at the same time and venue.
4. The first requirement to participate in e-tender is to have digital signature and registration of tenderer with Haryana Government e-procurement.
5. The validity of bid is 31-03-2019 from the date of opening.
6. The General Manager reserves the right to accept or reject any or cancel any or all the tenders without assigning any reason thereof.
7. In case the tenderer/bidder has any doubt about the meaning of anything contained in the tender document, he shall seek clarification on any working day during office hours from the office of General manager HFDC ,Forest Complex , Near Railway Station (Karnal).
8. The tenderer/bidders are expected to examine all instructions, forms, departmental technical notes, terms & conditions, Special conditions mentioned in the tender document before participation in the tender.
9. The approved Costing statement, can be seen in person in the office of General Manager, HFDC Karnal of to facilitate the bidders.
10. The bid of the bidder, who does not satisfy the qualification criteria in the bid documents, are liable to be rejected summarily without giving any reason and no claim whatsoever on this account.
11. Information regarding the nature of work, technical specifications, Drawing, approximate quantity, amount etc. can be collected from the General Manager during office hours on all working days. It is requested to study the detailed tender conditions attached to the tender document. No plea of ignorance of the agreement conditions or no complaint regarding the said conditions received after putting in the tender will be entertained. At all times during the contract period, the Assistant Manager/Deputy Manager/Manager officer will be the technical and administrative supervisors of the work. The bill raised by the contractor on completion of the work order has to be certified and verified by the above said officials of the departments as per the provisions contained in departmental rules/Forest Manual.
12. The quantities of work shown in the tender document are approximate, actual quantity/Volume, nature of work and place/site will be informed by the concerned Manager from time to time which will be binding on the contractor.
13. It shall be open to the General Manager to cancel/reduce the quantity of work to be executed based on availability of work order and the General Manager's decision will be binding on the contractor. If any additional item/s of works which is not included in the schedule are required to be carried out in the contract area during the course of contract period, it will be binding on the contractor to execute that work for which payment will be made at rates obtained from discreet market survey.
14. Participation in the online bid shall amount to bidder's acceptance of the terms and conditions of the tender. The right to participate in the tender is restricted to registered contractors of Haryana Forest Development Corporation Limited/Haryana Forest Department. Tenderers are advised to ensure their eligibility before quoting. Tenders submitted by ineligible tenderers will not be considered and the same will be summarily rejected.
15. In their offers, the bidders are required to quote the percentage of Labour component as per Costing Statement at which they are willing to undertake the tendered works. Example: - If the bidder is



willing to work at 105% of the labour rates specified in the Costing statements then he has to write just 105% in the column. The comparative statement (CST) for deciding the successful bidder will be arrived at based on the above quoted percentage. Rates shall be quoted in the prescribed format of the Tender Schedules clearly in Indian Rupees both in words and in figures. In event of identical quotation, the bidder elder in age will be preferred and in case of firm/agency, the date of registration of the firm shall be taken into consideration for decision.

16. Therefore, the maximum and minimum percentage permissible is 110% and 102% respectively. The figures can have maximum one place of decimal and any thereafter will not be taken into consideration.
17. In the case of the tenderer quoting different total amount in words and figures also, lower of the same will be considered valid and shall be binding on him/her.
18. The offers of tenders not accompanied by documentary proof or do not meet the eligibility criteria as mentioned above shall not be considered. Canvassing or negotiation, direct or indirect, would render the tender liable for exclusion from consideration.
19. Normally, for decision on the offered tenders, at least three offers will be required. If the participation is less than three, then re-tender will be done. However, in situations of urgency of work or any emergent requirement to be recorded in writing with due justification, work may be awarded to the lowest bidder provided the profit margin sought in the bid is less than 10%.
20. The lowest tender will ordinarily be accepted, but the authority competent to accept the tender reserves to himself the power of accepting or rejecting any tender without assigning any reason thereof and can also any time by notice in writing to the bidder(s) terminate the tendering process.
21. If the lowest bidder fails to sign agreement within stipulated period of time, the offer will be given to second lowest bidder. The Earnest Money of L-1 will be forfeited.
22. Haryana Forest Development Corporation Limited reserves the right to invite tender and award the contract to any person other than the registered contractors, if the tender offered by him/them is not found to be responsive to the norms of Government of Haryana.
23. All the corrections in the tender form shall be initiated by the tenderer himself. The tenderer shall submit the filled up tender form together with all pages intact duly signed by the contractor himself or his/ her authorized representative.
24. The tenders submitted by tenderers shall remain valid for acceptance for a period of three months from the date of opening of the tender. However this period can be extended with the consent of both parties. During the said period of three months or the extended date as the case may be, the tenderer shall not be entitled to revoke or cancel his tender or to vary the tendered rates given or any terms thereof, without the written consent of the Haryana Forest Development Corporation Limited.
25. The authorized representatives of Tender Committee headed by G.M. HFDC Karnal will open the bid in the presence of the Tenderers/Bidders or their representatives who choose to attend at the appointed place and time. The qualification for the technical bid shall be based on the online receipt of all the documents required on or before the closing date and time of bidding. Financial Bids/Price Bids of only the technically qualified bidders will be opened for evaluation.
26. The tenderer whose tender is accepted will be informed regarding acceptance of his tender by a Confirmation Order/Award letter at earliest. The successful tenderer within ten days after issuing of confirmation/Award letter for his tender shall have to execute an agreement in the prescribed form on a proper non-judicial stamp paper (worth Rs.100/-) to be supplied by him at his cost failing which the acceptance of his tender shall be considered as withdrawn and the EMD submitted by the tenderer shall stand forfeited to the Haryana Forest Development Corporation Limited. A further period up to 10 days shall be allowed by the General Manager for signing agreement if the successful bidder is able to furnish sufficient justification for delay.
27. Bid securities (EMD) of the unsuccessful Tenderer/Bidder will be returned at the earliest.
28. The tender will involve Earnest Money Deposit to the extent of 1% of the estimated cost of work at the time of filling of tender. The EMD of successful bidder shall be treated as security and of unsuccessful bidders it will be refunded without any interest. **Further, additional 1% i.e. Equivalent to the EMD will be deducted from the first running bill of the contractor and retained as additional security till the period of contract. On completion of contract period, the security and additional**

**security deposited shall be refunded within one month without any interest** after the successful completion of the contract work and on producing the Non Liability Certificate from the concerned officer.

29. The successful tenderer herein after referred as the “contractor” shall start execution of work after signing the agreement in the prescribed form and on receiving the work order from time to time as may be required. He/She should complete all works as per the prescribed time schedule and the specifications and directions given by the officers of the Haryana Forest Development Corporation Limited from time to time.
30. The period of contract shall be as in the tender schedule. The Haryana Forest Development Corporation Limited may also short-close the contract in case of non-availability of work order. The HFDC is not bound to pay any compensation in such cases.
31. In case the contractor defaults or withdraws from discharge of the work order before its completion, no payment even for the partly executed work shall be made besides his contract security shall also be forfeited.
32. In case the work is abandoned mid-way, all the bills due to the contractor will be impounded and EMD as well as Security Deposit will be forfeited. The Haryana Forest Development Corporation Limited will make necessary arrangements to carry out balance work at the risk and cost of the contractor.
33. The Tender issuing authority may terminate the work order if it is found that the contractor is blacklisted on the previous occasions by any of the Government Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings etc. and all the amount paid for subject work with damages, if any, will be recovered from the Bidder.
34. The contractor, his agent and other employee working in the contract area shall carryout all orders issued by the General Manager and the Manager in connection with contract work. The work order will be issued by the General Manager in writing to contractor from time to time as and when work becomes available. The contractor will execute the work within specified period time as per specification provided in work order. The responsibility of satisfactory execution of tender work through proper supervision and timely corrective measures vests with concerned Manager and staff in-charge of work.
35. All statutory obligation under minimum wages Act, contract labour (R and A) Act, 1970, Service Tax, service charges etc. applicable shall be followed by contractor, Any report & deviation of violation may lead to termination of contract
36. Contractor should employ or engage his own workmen and should strictly abide by all requirements under the Labour Legislation in force from time to time including the payment of Wages Act, the minimum Wages Act, Industrial Disputes Act, Employees’ Provident Fund Act, Workmen’s Compensation Act, the Contract Labour (Regulation and Abolition) Act etc. Contractor should comply with the provisions of Employees State Insurance Act and Employees Provident Fund and Miscellaneous Provisions Act. The name and other details of employees engaged by the contractor should be intimated to the Haryana Forest Development Corporation Limited.
37. Payment as per the prevailing wage rate will be done by the contractor in accordance with government rules
38. The contractor shall maintain the books of accounts/documents should be produced as and when required by the HFDC. The contractor shall also maintain the attendance detail of labourer engaged by him for execution of work.
39. Contractor should apply and obtain the License prescribed under the Contract Labour (Regulation and Abolition) Act 1970 and rules there under within one month of the award of the contract, provided the contractor employs more than twenty workers on any day.
40. The HFDC shall not be responsible for payment of any compensation on account of any loss caused to the tenderer due to natural calamities or other supervening impossibilities.
41. The tenderer shall abide by the provisions made under the Labour Laws and other relevant Statutes as applicable in execution of the work and shall be responsible for making payment of compensation, if any, to any workman during execution of the contract.



42. The contractor shall be fully responsible for the omissions and commissions of the labourers engaged by him in connection with the execution of the work. The Haryana Forest Development Corporation Limited will not undertake any responsibility of the labourers engaged by the contractor
43. No extension of the period of the contract shall ordinarily be granted. However, if the delay in completing the work within the period specified is due to circumstances beyond the control of the contractor, extension of time may be granted by the General Manager for one/three/six months respectively.
44. In no circumstance, the successful bidder would be allowed to sublet the works in part or whole of the contract, assigned to him.
45. On the expiry of the period of the contract, all rights of the contractor shall cease absolutely.
46. The successful bidder shall not construct any permanent structure at the site of work and shall have no right on the land or asset of the Government. Any complaint of less wage payment/delay in payment of wages may also lead to imposition of penalty including forfeiture of security amount.
47. The General Manager will have full rights to issue any clarification regarding the interpretation at any of the terms or conditions in the interest of better execution at work and the same will be binding on the contractor.
48. In case of any dispute between the General Manager, and the contractor on any matter arising out of the contract, the decision of the General Manager will be final the contractor may, within two months of the date of the order of the General Manager appeal to the Chief General Manager whose decision thereon shall be legally binding on the both parties.
49. All disputes arising out of the execution of the agreement shall be subject to the jurisdiction of the Court at Karnal.
50. Round Timber Sawing and size wise stacking of sawn wood will be done by contractor.
51. Sawn dust will be placed at site marked by incharge/officer.
52. Sawn fire wood will be stacked at site marked by incharge/officer.
53. Contractor shall ensure all safety measures keeping in view the accident prone nature of work. First aid boxes should be kept at Saw Mill site for emergency.
54. Contractor shall ensure the completion of furniture order's in the stipulated time period mentioned in the work order.
55. Contractor will supply sawn timber at manufacturing points with the supervision of incharge/office.
56. Contractor shall arrange all labour, equipments, tools, machinery, in site transportation, loading, unloading, lot making stacking and related works.
57. Contractor shall arrange the fire equipment's as required in case of fire.
58. It will be the liability of contractor to ensure the proper storing of finished furniture till it is delivered.
59. Contractor will arrange worker's for touching work of delivered good's.
60. Contractor will ensure the quality of material and work in case of low quality work, order will be canceled and G.M. can offer the work to L2 contractor and EMD will be forfeited.
61. Contractor will ensure the accomodation of

Date:

Signature of the Contractor/Firm/Society  
or

Place:

Authorized Nominee of Contractor/Firm/Society  
Mobile No.  
Address:

**Haryana Forest Development Corporation Limited**

**General Manager, Karnal**

**TENDER APPLICATION FORM (TECHNICAL BID DOCUMENT)**

**(To be filled by the Tenderer)**

**TENDER APPLICATION FORM- PART-I**

Tender for (Name of Work) .....

From:

.....(Name in block letters)

.....

.....( Address in full).

To

The General Manager

HFDC, karnal

Sir,

In response to the Tender Notice No. \_\_\_\_\_ Dated \_\_\_\_\_.

I..... hereby declare that I have read all the conditions carefully and having agreed to them fully and unconditionally have submitted the financial bid attached with this document. The details mentioned above are true to my knowledge and the documents as listed below are attached herewith.

Documents to be submitted:-

Sr No.	Particulars	Yes	Remarks
1	Signed copy of terms and conditions pages.		
2	Proof of Online payment of Earnest Money Deposit.		
3	GST No.		
4	EPF No.		
5	ESI No.		
6	Copy of PAN Card.		
7	Bank Name		
8	IFSC Code		
9	A/c Number		
10	Work experience with Haryana Forest Department/Haryana Forest Development Corporation (attach attested proof) or any other Government Department/Organization.		
11	Affidavit duly attested by Notary Public (Annexue-I)		
12	Financial Bid in separate cover.		

Signature of contractor or  
Authorized representative of Agency/Firm/Society

Date \_\_\_\_\_

Place \_\_\_\_\_

**Haryana Forest Development Corporation Limited**  
**General Manager, Karnal**  
**TENDER APPLICATION FORM (FINANCIAL BID DOCUMENT)**  
**(To be filled by the Tenderer)**  
**TENDER APPLICATION FORM- PART-II**

Tender for (Name of Work) .....

From:

.....(Name in block letters)

.....

.....( Address in full).

To

The General Manager,  
 HFDC, Karnal

Sir

In reference to your Tender No \_\_\_\_\_ Dated \_\_\_\_\_ I do hereby tender my rates as below

<b>Financial Bid</b>			
Name of Office	Amount (%) payable to Labour Component by HFDC as per Costing Statement	The Percentage of labour component(as per Costing Statement) at which I am/ we are willing to work (Contractor's Profit)	
		(In Figures)	(In Words)
<b>General Manager, HFDC, Karnal</b>	<b>100</b>		

- Note:**
- 1 Profit rate for contractor quoted less than 2 %will be summarily rejected.
  - 2 All statutory obligations under Minimum Wages Act, Contract labour (R&A) Act 1970, Service Tax, Service Charges, etc. as applicable shall be followed by the contractor. Any report of deviation may lead to termination of contract.
  - 3 The quoted rates shall be only for Labour component as per HFDC's Costing statements.
  - 4 The figures can have maximum one place of decimal.
  - 5 The contractor/Agency/Society has to do the works only at the workshop/place provided by HFDC.

Signature of contractor or  
 Authorized representative of Agency/Firm/Society

Date \_\_\_\_\_

Place \_\_\_\_\_

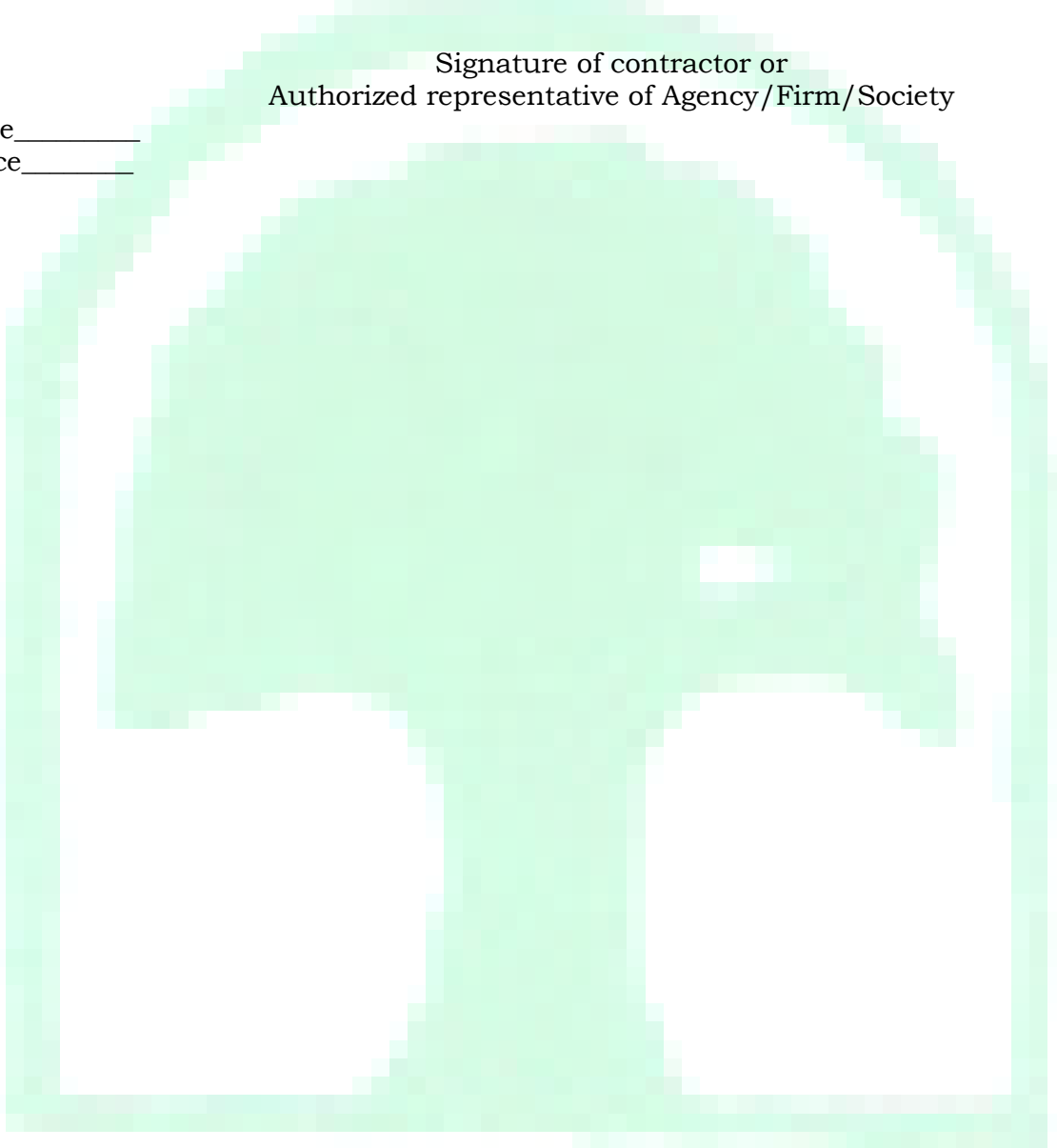
**Undertaking**

Having read all the mentioned terms and conditions including Schedule of Rates of Works prevalent in Haryana Forest Development Corporation Limited carefully and having agreed to them fully and unconditionally my financial bid is submitted as above.

Signature of contractor or  
Authorized representative of Agency/Firm/Society

Date\_\_\_\_\_

Place\_\_\_\_\_



HFDC

**Annexure-I (AFFIDAVIT)**

**TO BE ATTESTED BY NOTARY PUBLIC**

1. I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certifies that neither our firm M/s..... have abandoned any work in Government Organizations nor any contract awarded to us for such works have been rescinded, during last five years prior to the date of this bid.
3. I/We accept all the terms and conditions without any condition.

Date:  
Place:

**(Signed by an Authorized Officer of the Contractor/Firm/Agency/Society)**

**H F D C**

## Annexure-II (Standard Agreement Form)

**(TO BE EXECUTED ON A NON JUDICIAL STAMP PAPER OF RS.100/-)**

AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ Between Shri/ M/s. \_\_\_\_\_ of \_\_\_\_\_ (hereinafter referred to as the “Contractor”, which term shall unless the context indicates otherwise, include, besides the said contractor his heirs, executors, administrators, legal representatives and assigns) of the one part and the General Manager, Haryana Forest Development Corporation Limited, Karnal (hereinafter called the “HFDC”) of the other part.

WHEREAS tenders were invited by the HFDC as per tender No.**GM/HFDC/KNL/03/2018-19** dated 07-06-2018 issued by the General Manager for the works mentioned in E-Tender Document under heading SCOPE OF WORK.

WHEREAS the contractor has in his tender dated \_\_\_\_\_ addressed to the General Manager, HFDC, Karnal, submitted his tender for the works mentioned E-Tender Document under heading SCOPE OF WORK for a period ending on 31.03.2019 and has undertaken to carry out all works according to the specifications/guidelines contained in the conditions/special conditions hereinafter appearing, at his own cost.

WHEREAS the said tender of the contractor has been accepted by the General Manager subject to the terms, covenants, conditions, special conditions and provisions hereinafter appearing.

WHEREAS the contractor has deposited Rs 50000 as security for the due fulfillment by him of the terms, covenants, conditions, special conditions and provisions hereinafter contained.

WHERE AS it is understood by and between the parties that the terms and conditions set out in the tender document and the conditions of contract together with all schedules, drawings, sketches, rules appended here to form part of this agreement.

NOW THESE WITNESS that for carrying out the said agreement into execution the contractor for himself, his heirs, executors, administrators, legal representatives and assigns and the General Manager acting for and on behalf of the Haryana Forest Development Corporation Limited, Karnal and his successors and assigns do here by mutually contract with the other and others of them as follows:-

Signature of contractor or  
Authorized representative of Agency/Firm/Society

General Manager( HFDC Karnal)

Witness