

Haryana Forest Development Corporation Ltd.

(A Government of Haryana Undertaking)

Forest Complex, Sohna Road, Near Courts, Gurugram-122001

Tel : 0124-2305348; E-mail: gm.gurgaon@hfdc.gov.in

No. GM/HFDC/GGN/17/2018-19

Dated: 15.01.2019

Short Term Tender Notice

E-tender : Providing and Fixing RCC Tree Guards in Southern Districts of Haryana

Online tenders are invited under Two-Bid system from reputed agencies & bonafide eligible contractors/Labour Co-operative & Construction Societies registered with Haryana Forest Development Corporation (HFDC)/Haryana Forest Department/HUDA/PWD or any other State and Government organisations for works as mentioned under:

Sr. No.	Tender No. & Name of Work	Qty.	Estimated Value (Rs.)	EMD (Rs.)	Period
1.	GM/HFDC/GGN/17/2018-19:Providing & Fixing RCC Tree Guards in Southern Districts of Haryana	3000	50.00 lacs	100000.00	3 months

The first requirement to participate in e-tender is to have digital signature and the registration of tenderers with HFDC/Haryana Forest Department and Haryana E-Procurement.

The tender document and e-service charges of Rs. 1590/- (Rs. 500/- cost of tender document + 90/- GST & Rs. 1000/- e-service charges) are to be paid online through e-procurement portal [https:// haryanaeprocurement.gov.in](https://haryanaeprocurement.gov.in) & the tender documents are available on the website <https://haryanaeprocurement.gov.in> and www.hfdc.gov.in from 16.01.2019.

The details terms and conditions and tender documents may be downloaded from the website of HFDC i.e. www.hfdc.gov.in or [https:// haryanaeprocurement.gov.in](https://haryanaeprocurement.gov.in) on or before 24.01.2019. The bids may be submitted online by 24.01. 2019 before 11.00 am and the bids shall be opened in the presence of tenderers or their authorized representatives who wish to be present on the same day i.e. **24.01.2019** at **12.00 PM** in the office of the General Manager, Haryana Forest Development Corporation, Gurugram. In case of any holiday on the day of opening, the e-tender will be opened on the next working day at the same time.

**General Manager
HFDC Ltd., Gurugram**

Haryana Forest Development Corporation Ltd.

(A Government of Haryana Undertaking)

Forest Complex, Sohna Road, Near Courts, Gurugram-122001

Tel : 0124-2305348; E-mail: gm.gurgaon@hfdc.gov.in

No. GM/HFDC/GGN/17/2018-19

Dated: 15.01.2019

TENDER APPLICATION FORM

In response to the Tender Notice No. GM/HFDC/GGN/17/2018-19 Dated 15.01.2019, I/We do hereby offer following rate for works mentioned below:

Sr. No	Description of Works	Unit	Item Rate (F.O.R. based and including all Taxes)
1	Providing & Fixing of RCC Tree Guard as per Technical Specification and Drawing Attached as Annexure-I and II.	1 no. RCC Tree Guard	

Note:

1. Rates should quoted on the basis of total cost of all the items taken together for approved technical bid.
2. The bidder should assess all the factors including the future increase in the rate of raw material, Minimum Wages etc. while quoting the rate, as the quoted rate shall remain the same for the entire contract period.
3. General Manager, HFDC, Gurugram is at liberty to increase or decrease the quantity mentioned. Actual number may increase or decrease by 25% in which case work order may be issued/modified at the same rate of quoted rate.
4. All statutory obligations under Minimum Wages Act, Contract Labour Act, GST (although GST on forestry works is nil rated) etc. shall be followed by the Contractor. Any report of deviation of violation may lead to termination of contract.
5. All material/service inputs for the above mentioned works shall be provided by the successful tenderer/contractor.
6. The quantity mentioned above may increase or decrease as per requirements of site.
7. The completion date of work will be 31.03.2019.

EMD amounting Rs. 100000/- has been deposited online.

Signature of the tenderer/Applicant

Name:

Address:

Tel/Mobile No.

Email:

SPECIFIC TERMS & CONDITIONS OF THE E- TENDER

1. E- Tenders are invited for Providing and Fixing RCC Tree Guards in Southern Districts of Haryana. Southern Districts means Gurugram, Faridabad, Palwal, Nuh (Mewat), Rewari, Mahendergarh.
2. The successful tenderer/bidder shall be required to execute the work as specified in the Tender Application Form within 15 days time from the date of communication of the approval of the Competent Authority.
3. Estimated cost of work : Rs. 50.00 lacs.
4. Participation in the online bid shall amount to bidder's acceptance of the terms and conditions of the tender.
5. **The bidder shall submit on or before the date given in the Notice Inviting e-Tender, the Technical Bid and the Financial Bid online in the prescribed format given in e-Tendering site.**
6. The **Technical Bid** should consist of the following documents:
 - a. Bid Security (Earnest Money Deposit) for an amount of **Rs. 100000/-** shall be deposited as part of the Technical bid.
 - b. Online tender document of Rs. 500/- + 90/- GST and e-service fee of Rs. 1000/-.
 - c. Scanned copy of similar works executed in past
 - d. Scanned copy of Registration with HFDC/Haryana Forest Department or any other Government Organisation.
 - e. Scanned copy of PAN Card
 - f. Scanned copy of Registration with EPF,ESI and Labour Department
 - g. Scanned Copy of GST Registration

Tenderer/Bidder must submit copies of all documents required through online.
7. **Financial Bid** : The Tenderer/Bidder shall quote the item rate in the prescribed form for Price Bid given in E-Tendering site against this tender on a 'single responsibility' basis such that the Tender price covers contractor's all obligations and liabilities. The rates and prices quoted by the Bidder shall be inclusive of all Taxes. The rate quoted shall be responsive and the same should be inclusive of all Statutory obligations such as Minimum Wages, ESI, PF contributions, wages for leave reserve, service charges, all kind of taxes etc. the offers of those prospective bidders which do not meet the statutory requirements are liable to be rejected. Conditional bids/offers will be summarily rejected
8. The tenderer/Bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document before participation in this e-tender.
9. In case the tenderer/Bidder has any doubt about the meaning of anything contained in the tender document, he shall seek clarification from the office of the General Manager, Haryana Forest

Development Corporation Ltd., Forest Complex, Sohna Road, Near Courts, Gurugram (Gurgaon)-122001 (Haryana), Tel. No. 0124-2305348, E-mail- gm.gurgaon@hfdc.gov.in.

10. Bid securities (EMD) of the unsuccessful tenderer/bidder will be returned to them at the earliest. Bid security of the successful bidder shall be returned on deposition of Performance Security/Security Deposit of 5% of the bid value of the tender. Bid Security shall be forfeited if the Tenderer/Bidder withdraws his bid during the period of tender validity. Bid Security shall also be liable to be forfeited if the successful bidder fails to furnish the required Performance Security within the time frame specified by HFDC.
11. The successful tenderer/bidder shall execute an agreement with General Manager, Haryana Forest Development Corporation Ltd., Forest Complex, Sohna Road, Near Courts, Gurugram (Gurgaon)-122001 (Haryana) soon after deposit of 5% of the tendered value as Performance Guarantee within 10 days w.e.f. the date of acceptance of the offer in the form of Demand Draft/Fixed Deposit Receipt/Bank Guarantee having a validity of 180 days w.e.f. the date of acceptance of the offer, drawn on any of the Commercial Banks payable at Gurgaon/Gurugram in favour of General Manager, Haryana Forest Development Corporation Ltd., Forest Complex, Sohna Road, Near Courts, Gurugram (Gurgaon)-122001 (Haryana).
12. The Technical Bids will be opened in the presence of the Tenderer/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 & listed above in clause No. 6 on or before the closing date and time of bidding i.e. **24.01.2019** up to **11.00 am**.
13. Financial Bids/Price Bids of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders who choose to be present at the time of opening of Financial Bids. Rates shall be compared on the basis of total cost for all the items taken together for approved Technical bid.
14. Preference for works upto Rs. 50.00 lacs shall be given to the registered Labour Co-operative & Construction Societies as per directions of the Haryana Government issued vide No. 8366-C-7-2016/13818 dated 08.12.2016. The EMD for such registered Societies shall be Rs. 25000/- or 1% of the value of work, whichever is less. If the work is awarded to such registered societies being found L-1, 1% on every bill shall be deposited as contribution to the Haryana State Labour Co-operative & Construction Federation Ltd., Panchkula.
15. 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.

16. The General Manager, HFDC, Gurugram or higher authority of HFDC reserves the right to accept or reject any or cancel the tender without assigning any reason thereof.
17. The HFDC is not bound to accept the lowest rate/cost or any bid and may at any time by notice in writing to the bidder(s) terminate the tendering process.
18. The payments may be released on submission of running bills of atleast 500 tree guards each on verification of the successful execution of work by field staff of HFDC and after deducting Income Tax or any other tax or duties as liable as per the prevailing Act/Rules and the instructions/guidelines issued by the Government from time to time.
19. HFDC may terminate the work order if it is found that the contractor is black listed 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 will be recovered from the Bidder.
20. The successful Tenderer/Bidder shall ensure full compliance with Tax laws of India with regard to the work order(s) and shall be solely responsible for the same. The successful bidder will comply all the rules & regulations of the land with latest circular/orders issued by various Government Departments applicable to the work and bidder will be solely responsible.
21. Failure of the successful tenderer/bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the work order and forfeiture of Bid Security/Performance Security.
22. The successful bidder has to complete the work within the assigned period. Extension may be provided considering the request of the bidders having sufficient genuine reasons for the same and on recommendation of the field staff.
23. The successful bidder has to produce duly completed books of accounts/documents or GST details as and when required by HFDC.
24. The rates quoted by the tenderer shall remain valid for the entire period of contract and HFDC shall not be responsible for payment of any extra payment on account of escalation of costs/increase in Minimum Wages or Taxes etc. during the said period.
25. In the event of non-execution of the work in the prescribed period, the Security Deposit shall be forfeited with the HFDC and the balance work, if any, shall be got executed at the risk and cost of the tenderer by rescinding the contract for the reasons to be recorded by GM, HFDC, Gurugram in writing.
26. 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.
27. Any complaint of less wage payment/delay in payment of wages may also lead to imposition of penalty including forfeiture of performance guarantee.

28. The work will be carried out in strict supervision of field staff of HFDC.
29. The sites for providing and fixation will be made available by field staff of HFDC.
30. 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 good/ payment of compensation, if any, to any workman or material during execution of the contract.
31. The Success bidder should ensure adequate protection for the plantation created at the site as well as the Govt. infrastructure existing at the site.
32. In no circumstances, the successful bidder would be allowed to sublet the works in part or whole of the contract, assigned to them.
33. The work may be awarded to two contractors considering the closing financial year if the L-2 bidders agrees to execute the work at L-1 rates. In such case, 60% work shall be awarded to L-1 and 40% will be awarded to L-2 agreed to work at L-1 rate.
34. The technical specifications are annexed as Annexure-I and the design drawing is annexed as Annexure-II.
35. The successful bidder has to follow the technical specifications and the size as per design drawing of tree guard annexed as Annexure-II. The items supplied should be of standard quality and nature and should be supplied and fixed at the site given by HFDC. All costs related to transportation, loading and unloading, fixation etc. will also be borne by the successful bidder.
36. Any dispute or difference arising out of this contract will be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by the joint discussions, then the matter will be referred for Chief General Manager, HFDC, New Delhi whose decision will be binding on both the parties.
37. All disputes arising out of the execution of the agreement shall be subject to the jurisdiction of the Court at Gurugram/Gurgaon only.

**Signature of the Contractor or His
Authorized Nominee**

Mobile No.

E-mail address:.....

Undertaking on Letter Head of the Firm/Agency

Having carefully read all the mentioned terms and conditions of the Tender No. dated, I/we, the undersigned, do hereby certify that all the statement made in the attachments are true and correct. I/we hereby undertake that I/we to fully agree the terms and conditions of the tender and unconditionally. I/we also undertake to abide by the bid validity of 180 days. I/we also hereby certify that our firm/agency has not been blacklisted by any government agency.

Dated...

Signature of the bidder

Place

Name

Technical Specifications of RCC Tree Guard

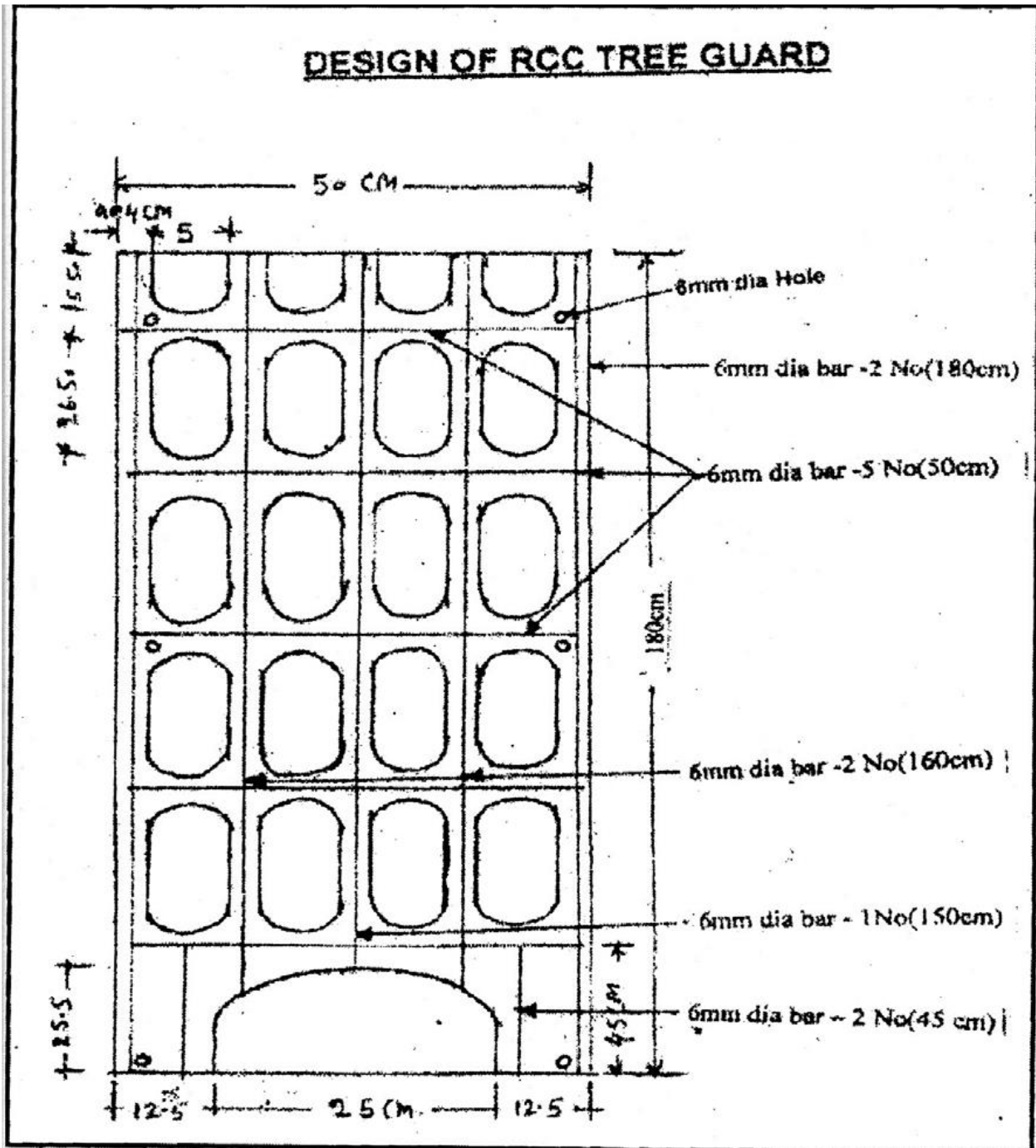
1. Size of Tree Guard: Each tree guard will consist of four panels made of RCC with following dimensions:
 - a) Height 180 cm.
 - b) Width 50 cm.
 - c) Thickness 04 cm.
2. They shall be of RCC precast with concrete mix M 30 or 1:1:2 (1 cement : 1 coarse sand: 2 graded stone aggregates 12mm nominal size); smooth finish with cement mortar 1:2; reinforced with 6 mm diameter MS bars as per drawing shown in Annexure-II. The panels will be manufactured using Fibre Reinforced Plastic (FRP) moulds with vibro-compaction process so as to achieve shuttering finish. Six holes of 6mm in each panel will be made as shown in Annexure-II for fixing/tying panels with GI wire of 3 mm hot dip. The panels shall be free from cracks, twists and such other defects. All panels will be painted with cement based snowcem.
3. For reinforcement, each panel shall consist of 6mm diameter MS bars of the following length as per shown in Annexure-II.

Length of MS Bar in cm	No. of MS Bar in each panel
180	02
160	02
150	01
50	05
45	02

4. The word FOREST DEPARTMENT will be engraved on the top of each panel.
5. The each foot of panels will be fixed on ground upto a depth of 20cm. Panels will be tied up with GI wire at three place (bottom, top and centre) through precast holes.

**General Manager
HFDC Ltd., Gurugram**

Drawing of RCC Tree Guard



General Manager
HFDC Ltd., Gurugram

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 e-Procurement 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 so 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, 2nd Friday (from 3:30 pm upto 6:00pm) of each month.

All queries would require to be registered at our official email-chandigarh@nextenders.com for on- times 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-Auction/Tender event.
- (b) For queries pertaining to e-Payment of EMD, please contact the help desk atleast 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 upto 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, Faridabad Contact no. 9310335475	Nextenders(India) Pvt.Ltd. Public Health Division No.2 Hisar, Model Town Opp. N.D Gupta Hospital, Hisar Contact: 9034357793	Nextenders(India) Pvt.Ltd., Nirman Sadan (PWD B&R), Plot No.-01, Basement, Dakshin Marg, Sec- 33A, Chandigarh- 160020 For Support-1800-180-2097, 0172-2582008-2009

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.

The Tender document and e-service charges of Rs. 1,500/- (Rs. 500/- cost of tender document + 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 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.

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/Net banking available at the Single e-Procurement portal of GoH (Government of Haryana) and also mentioned under the Tender Document.**

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 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 25.01.2019** 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.

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>Do's</p> <ul style="list-style-type: none"> • 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"> 1) Beneficiary account no: <client code> + <random number> 2) Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders) 3) Amount: As mentioned on the challan. It is specific for every tender/transaction 4) Beneficiary bank branch: ICICI Bank Ltd, CMS 5) Beneficiary name: As per the challan • 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 • 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 parites are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender • Bidder has to make only single payment against a challan as per the amount mentioned on the challan. • Bidder must do the payment before tender validity gets expired <p>Don't's</p> <ul style="list-style-type: none"> • 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"> 1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account 2) Incorrect Beneficiary account number mentioned(<client code> + <random number>):- <ol style="list-style-type: none"> a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted. 3) 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. <p>In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.</p> <ul style="list-style-type: none"> • 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. • 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. • 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

2	In the event of making Payment through OTC	<p>Do's</p> <ul style="list-style-type: none"> • It is the bidder's responsibility to ensure that OTC payments are made to the exact details as mentioned in the challan which are: Beneficiary account no: <client code> + <random number> Amount: As mentioned on the challan It is specific for every tender/transaction Beneficiary name: As per the challan Bidder has to make only single payment against a challan as per the amount mentioned on the challan • Bidder must do the payment before tender validity gets expired • Bidder needs to mandatorily upload the scan copy of the payment receipt issued by ICICI Bank, in Nextender Portal before submitting the Tender <hr/> <p>Don't's</p> <ul style="list-style-type: none"> • 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 • 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 • 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
---	---	--