

Haryana Forest Development Corporation

(A Government of Haryana undertaking)



TENDER NO. : GM/HFDC/RWR/01/2019-20

Tender Document

FOR

SUPPLY OF PLYWOOD, BOARD, MICA & VARIOUS OTHER ITEMS REQUIRED FOR FURNITURE MANUFACTURING AT FURNITURE WORKSHOP AT MASANI BARRAGE, REWARI DURING THE YEAR 2019-20

Haryana Forest Development Corporation

**Office: General Manager Haryana Forest Development Corporation
Masani Barrage, Village Khaliawas, NH-8, Near Dharuhera, Rewari (Haryana)**

Telephone : 0124-2305348; 8178231026

E-mail: gm.rewari@hfdc.gov.in Website: www.hfdc.gov.in

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Haryana Forest Development Corporation Limited

(A Government of Haryana Undertaking)

General Manager, Rewari

Off Address: Masani Barrage, NH-8
Near Village Khaliawas, P.O. Dharuhera
District Rewari-123106, Haryana



E-mail: gm.rewari@hfdc.gov.in

No. GM/HFDC/RWR/01/2019-20

Dated: 12.06.2019

TENDER NOTICE

Sealed tenders are invited under Two Bid System from the eligible bidders/agencies/firms through website www.hfdc.gov.in in **for SUPPLY OF PLYWOOD, BOARD, MICA & VARIOUS OTHER ITEMS REQUIRED FOR FURNITURE MANUFACTURING AT FURNITURE WORKSHOP AT MASANI BARRAGE, REWARI**

The tender document charges of **Rs. 590/-** (Rs. 500/- cost of tender document + 90/- G.S.T.) and **E.M.D of Rs. 100000/- (Rs. One Lakhs)** are to be paid in the form of Demand Draft in favour of Haryana Forest Development Corporation Ltd. The tender documents will be available on the HFDC website www.hfdc.gov.in from 13.06.2019. Last date for submission of Tender is 24.06.2019 (till 02:00 P.M.) The technical bids will be opened on 24.06.2019 (03:00 P.M. onwards) and financial bids will be opened on 24.06.2019 (04:00 P.M. onwards). If the tenders are cancelled or recalled on any grounds, the tender document fee will not be refunded. EMD will be returned back in such circumstances.

**General Manager
H.F.D.C. Rewari**

H F D C

DETAIL NOTICE INVITING TENDER

Sealed Tenders are invited for below mentioned works in single stage two cover system i.e. Pre-Qualification/Technical Bid (Technical Envelope) and Request for Financial Bid (comprising of price bid proposal):-

Sr. No	Description of Works	EMD to be deposited by Bidder	Tender Document Fee (Rs.)	Date of tender document can be downloaded at HFDC website (www.hfdc.gov.in)	Expiry Date & Time of Bid of EMD Submission	Expiry Date & Time of Bid Preparation & Submission
1.	As per Scope of Works (Attached)	Rs. 100000/-	590/-	13.06.2019 09:00 A.M.	24.06.2019 02:00 P.M.	24.06.2019 02:00 P.M.

The Bidders can submit their tender documents 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		Tender Document Download and Bid Preparation/Submission	13.06.2019 09:00 A.M.	24.06.2019 02:00 P.M.
2	Technical Bid Opening		24.06.2019 (03:00 PM)	
3	Financial Bid Opening		24.06.2019 (04:00 PM)	

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 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 payment details of tender document fee 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 their bids as per the dates mentioned in the schedule/Key Dates above.

The bids shall be submitted in two separate envelopes:

Envelope 1: Technical Bid

The bidders shall prepare the required eligibility & technical documents in the Technical Bid along with cost of tender document and EMD.

Envelope 2: Commercial Bid

The bidders shall submit mandatorily financial bid under prescribed format.

Scope of works

The tentative details of description of work, amount and time schedule for completing the work is given as under:-

Description of Work	Approximate Cost in Rs.	Contract period
SCOPE OF WORK: SUPPLY OF PLYWOOD, BOARD, MICA & VARIOUS OTHER ITEMS REQUIRED FOR FURNITURE MANUFACTURING AT FURNITURE WORKSHOP AT MASANI BARRAGE, REWARI DURING THE YEAR 2019-20	50,00,000/-	Upto 31.03.2020

N.B.:-

1. Works can be increased or decreased depending upon the availability of work-order.

Bidding Documents can be downloaded from the HFDC website www.hfdc.gov.in by the contractor/agency registered on HFDC by paying document fee. The tender document may also be obtained from office of GM, HFDC, Rewari/Gurugram on payment of document fee on any working day.

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. 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 upto 31-03-2020 from the date of opening.
6. The General Manager, Rewari or the competent authority of HFDC 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, Masani Barrage, Rewari or on telephone No. 0124-2305348.
8. The tenderer/bidders are expected to examine all instructions, forms, departmental technical notes, terms & conditions mentioned in the tender document before participation in the tender.
9. 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
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. Participation in the online bid shall amount to bidder's acceptance of the terms and conditions of the tender.
12. 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.
13. 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.
14. 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.
15. The tender quoting the lowest rates 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.
16. 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.
17. 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.
18. The authorized representatives of Tender Committee authorized by G.M. HFDC 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 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.
19. 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 (**Attached as**

Annexue-II) 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.

20. Bid securities (EMD) of the unsuccessful Tenderer/Bidder will be returned at the earliest.
21. 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.
22. In case the contractor defaults or withdraws from supplies of materials before its completion, no payment even for the partly executed work shall be made besides his contract security shall also be forfeited.
23. In case the supply is abandoned mid-way, all the bills due to the contractor/firm will be impounded and EMD as well as Security Deposit will be forfeited
24. The Tender issuing authority may terminate the supply order if it is found that the contractor/firm is blacklisted on the previous occasions by any of the Government Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings etc.
25. 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.
26. On the expiry of the period of the contract, all rights of the contractor shall cease absolutely.
27. The General Manager will have full rights to issue any clarification regarding the interpretation at any of the terms or conditions.
28. All disputes arising out of the execution of the agreement shall be subject to the jurisdiction of the Court at Rewari.

Date:
Contractor/Firm/Agency

Signature of the

or
Authorized Nominee of
Contractor/Firm/Agency

Place:

Mobile No.
Address:

H F D C

Special Terms and Conditions

1. The rates given for the material supply should be inclusive of all taxes leads and lifts etc. and F.O.R. for H.F.D.C. Masani Barrage, Rewari
2. Quality materials of reputed company shall be supplied.
3. In case the material is not as per specifications, the same shall be replaced by the contractor/firm at their own cost.
4. No claim whatsoever on account of fluctuations in prices will be entertained.
5. The Earnest Money and Security deposit of contractor / firm will be forfeited, if he fails to comply with any of the conditions of the contract and work shall be carried out at risk and cost of the contractor / firm.
6. Normal commercial warranty/guarantee shall be applicable to the supplied materials.
7. Payment shall be made within 30 days after the delivery of goods with is received by Incharge Rewari Saw Mill and their acceptance.
8. The period of contract shall be up to 31-03-2020.
9. If HFDC need material related to furniture making other than mentioned in Annexure-I, HFDC will purchase the item and the payment for such material will be made on lowest rates/prices obtained from discreet market.
10. Payment shall only be done after certifying quality and quantity by the authorized HFDC officials.
11. No claim whatsoever of loss for non-supply of materials due to accident, theft or any other reason in prices will be entertained.
12. Notwithstanding the above, the GM HFDC Rewari reserves the right to accept or reject any tender and to cancel the bidding process and reject all tenders at any time prior to the award of the contract.
13. Items have to be supplied after receiving Item order from G.M. HFDC. Item Supplied without G.M. HFDC, office order's will be not entertained and HFDC will be not responsible for said item's (without work order)
14. Rates in tender should be F.O.R. for HFDC Rewari Furniture Workshop, Masani Barrage, district Rewari.
15. In case of identical quotation, the bidder with more than one over and in case a Firm/Agency/Society the date of registration shall be taken into consideration and finally decision will be taken after negotiation.
16. Applicable GST on items has to be included in rates given by bidders.
17. Normally, for decision on the offered tender's rate, 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 with due justification work may be awarded to the lowest bidder provided the profit margin sought in the bid is less than 10%
18. The lowest tender will ordinarily be accepted. But the authority is competent to accept the tender, reserves to himself the power of accepting or rejecting any tender without assigning any reason thereof.
19. 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.
20. The tenders submitted by tenderers shall be valid for acceptance for a period of three months. However this period can be extended with the consent of both parties but the successful bidder has to submit application in writing for this.
21. In case contractor is unable to supply any item, HFDC will purchase item from open market.
22. All other conditions contained in state Government decision vide Commissioner-cum-Secretary to Government of Haryana, and Forest Department letter no. 3554 FT-5-2000/11339 dated 06.04.2000 shall be complied with.
23. HFDC shall not be responsible for payment of any item which is not received by Incharge Furniture Workshop.
24. In no circumstance, the successful bidder would be allowed to sublet the works in part or whole of the assigned contract to other contractor.
25. General Manager will have full rights to issue any clarification regarding the interpretation at any of the terms and conditions in the interest of better execution at work.
26. All disputes arising out of the execution of the agreement shall be subject to the jurisdiction of the court at Rewari.

Date:

Contractor/Firm/Agency

Signature of the

or
Authorized Nominee of
Contractor/Firm/Agency

Place:

Mobile No.
Address:

Haryana Forest Development Corporation Limited
General Manager, Rewari

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, Rewari

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	Copy of PAN Card.		
5	Bank Name		
6	IFSC Code		
7	A/c Number		
8	Work experience with Haryana Forest Department/Haryana Forest Development Corporation (attach attested proof) or any other Government Department/Organization.		
9	Affidavit duly attested by Notary Public (Annexure-I)		
10	Financial Bid in separate cover.		

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

Date_____

Place_____

Haryana Forest Development Corporation Limited

General Manager, Rewari
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, Rewari

Sir

In reference to your Tender No _____ Dated _____ I do hereby
 willing to Supply materials (ISI Mark) at given rates:

Sr. No.	Particular	Per Sft Rate/Each
1	Plywood 12 mm W.P.	
2	Plywood 18mm W.P.	
3	Sunmica 1mm	
4	Ply 9mm W.P.	
5	Ply Board 18 mm	
6	Ply 6 mm W.P.	
7	Ply 3 mm W.P.	
8	Teak Ply 4 mm	
9	Foam Density 40	
10	Foam Density 45	

Signature of Contactor/Agency/Firm/Society

or

Authorized representative of Contactor/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 _____



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, Rewari (hereinafter called the “HFDC”) of the other part.

WHEREAS tenders were invited by the HFDC as per tender No. _____ dated _____ 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, Rewari, submitted his tender for the works mentioned E-Tender Document under heading SCOPE OF WORK for a period ending on 31.03.2020 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 100000/- (Rs. One Lakh only) 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, Rewari 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, Rewari

Witness