

**SUPPLIES & DISPOSALS DEPARTMENT, HARYANA**  
**S.C.O. No. 09, 1<sup>st</sup> & 11<sup>nd</sup> Floor, Sector-16, Panchkula-134109 (Haryana)**  
**Ph.:- 0172-2570121, 123, 124. Fax No.:- 0172-2570122.**  
**e-mail:- supplies@hry.nic.in , website:- dsndharyana.gov.in**

**Online tenders are invited in two stage bid system i.e. Technical bid and Financial Bid as per the details given below in Schedule-A**

**SCHEDULE-A**

SR. NO.	PARTICULARS	REMARKS
1	Tender Notice No.	
2	Sr. No. of Tender.	
3	Superscribed No. of Tender.	
4	Online submission of EMD, Tender fee & e-Service fee:	
5	On line Bid Preparation & submission.	
6	Date & time for submission of manual document.	
7	Date & time of opening of Technical Bids/s.	
8	Date & time of opening of Financial Bids/s	
9	Tender Fee:-	
	(I) For Haryana based manufacturing Micro and Small Enterprises (MSEs) & Khadi Village Industries Unit eligible as per the "Haryana State Public Procurement Policy for MSME - 2016" notified vide G.O. No. 2/2/2016-4I BII(1) dated 20-10-2016	NIL
	(II) For remaining bidders both from the Haryana and Non Haryana	Rs. 5000/-
10	Earnest Money Deposit (EMD) required:	
	(I) For Haryana based manufacturing Micro and Small Enterprises (MSEs) & Khadi Village Industries Unit eligible as per the "Haryana State Public Procurement Policy for MSME - 2016" notified vide G.O. No. 2/2/2016-4I BII(1) dated 20-10-2016	NIL
	(II) For remaining bidders both from the Haryana and Non Haryana	
11	E-Service Fee.	Rs. 1000/-
12	Rates to be kept valid for acceptance upto:	

**IMPORTANT NOTE:- DATE AND TIME OF MAKING PAYMENT OF TENDER FEE, EARNEST MONEY AND E-SERVICE FEE IS UPTO ----- AT ----- P.M**

**A. Information to Bidders:**

1. The Bidders can download the tender documents from the Portal: <https://haryanaeprocurement.gov.in>
2. Date and Time of making payment of tender fee, earnest money deposit (EMD) and e-service fee is upto \_\_\_\_\_ at 02:00 p.m

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3. As the Bids are to be submitted online and are required to be encrypted and digitally signed, the Bidders are advised to obtain Digital Signature Certificate (DSC) at the earliest. For obtaining Digital Certificate, the Bidders should follow Point No.- 2 under “Instructions to bidder on Electronic Tendering System” and available at the link: [https://haryanaeprocurement.gov.in/home\\_page\\_document/Tender%20Forms%20SnD\\_030415.rar](https://haryanaeprocurement.gov.in/home_page_document/Tender%20Forms%20SnD_030415.rar)
4. The Bidders shall have to pay for the Tender Documents Fee, EMD Fees & e-Service Fee online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between bidders and online payment authorization networks.
5. The bidders must have Net Banking account in order to pay Tender Document Fee and e-Service Fee.
6. **Payment of Tender Fee:-** The payment for the Tender Document Fee shall be made by the interested bidder online directly through Net Banking with the available Banks at e-GRAS e-Payment Gateway.
7. **Payment of e-Service Fee:-** E-Service Fee payment shall be made separately by the interested bidders/ contractors online directly through Net Banking Account.
8. **Payment of EMD:-** The payment of EMD can be made directly through RTGS/ NEFT or OTC. In this regard please refer to ‘Online Payment Guideline’ available at the Single e-Procurement portal of Govt. of Haryana at the link: [https://haryanaeprocurement.gov.in/home\\_page\\_document/Payment\\_Guidelines\\_NPL.pdf](https://haryanaeprocurement.gov.in/home_page_document/Payment_Guidelines_NPL.pdf)
9. Intending bidders will be mandatorily required to sign-up online (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 before \_\_\_\_\_ upto 2.00 P.M. In case the intended bidder fails to pay EMD fee under the stipulated time frame, he/she shall not be allowed to submit his/ her bids for the respective event/ Tenders.
10. The interested bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance i.e. on or before \_\_\_\_\_ upto 2.00 P.M; and make payment via RTGS/NEFT or OTC 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>
11. However, the details of the EMD, Tender document Fee & E - Service Fee are required to be filled/ provided at the time of online Bid Preparation.
12. Online Technical Envelope—Reference details of the Earnest Money Deposit, Tender Document Fee & e - Service Fee instrument and scanned copies of supporting documents and QR/technical criteria with proper index and page numbering on all the documents have to be provided.
13. If the tenders are cancelled or recalled on any grounds, the Tender Document Fee and e-Service Fee will not be refunded to the bidder.

**B. Brief Description of Procuring/ Rate Contract item:**

Sr. No.	Description of Stores	Quantity/ Value of Rate Contract	Place of Delivery
1			
2			
3			

The detailed technical specifications/ description of the above stores are available at Annexure-I of this document.

**C. Specific Terms & Condition/ Eligibility Criteria related to above Store:-**

- 1.
- 2.
- 3.
- 4.
- 5.

**D. Standard Terms and Conditions** (wherever applicable these terms & conditions will overrule the specific terms and conditions as at Para 'C' above):-

**1. Price preference in the financial Evaluation for Haryana Billing Firm:-**

For the purpose of Financial evaluation of bids, 50% of the VAT revenue accruing to the State of Haryana would be discounted from the composite price bid of the bidder, while comparing the bids received and the L1, L2, L3 bidder status would be determined accordingly. This is explained with the help of illustrations enclosed as Annexure 'II'. In case a bidder does not expressly confirm to raise the billing from Haryana State in its bid offer, it would be considered as a non-Haryana billing offer.

If a successful bidder is awarded the bid offer after discounting/ rebating 50% of the VAT revenues accruing to the State of Haryana and the sale does not lead to the full accrual of the VAT revenues to the State of Haryana on the accepted price bid, a penalty equivalent to short accrual of the VAT revenues to the State of Haryana would be recovered from the supplier.

The benefit of discounting of 50% Haryana Vat revenue from the composite price bid would be allowed only those bidder/s who have set up their sales office in the Haryana State before/at the time of submission of Bids. Accordingly the bidder/s are requested to submit the documentary proof in this regard along with their technical bid.

*Where ever Government considers expedient that more than one supplier/ manufacturers should be kept on rate contract, it may so decide on case to case basis subject to conditions available at Annexure 'III'.*

**2. EMD:-**

The firms are required to deposit Earnest Money as indicated above failing which the tenders are liable to be rejected. Manufacturing Micro & Small Enterprises (MSEs) of the State, Central or Haryana Public Sector Enterprises and "approved sources" as declared by the Industries Department, Haryana, are exempt from the deposit of EMD. The condition at Sr. No. 7 of "Instructions to Tenderers of the TENDER FORM" shall be deemed to be amended to this extent as per provisions contained at Para 13(i)(ii) of G.O. No.2/2/2010-4I-BII of dated 28.05.2010 and Para no 3(A)(ii) of G.O. No. 2/2/2016-4I BII (1) of dated 20.10.2016 (or as amended from time to time in this regard)

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*The condition at Sr. No. 6 of Annexure “A” - “Conditions with TENDER FORM” shall be deemed to be cancelled. (amendments with effect from may 28, 2010)*

**3. Performance Security:**

The successful tenderer shall be required to deposit Performance Security Deposit as per provisions contained in Govt. of Haryana G.O. No. 2/2/2016-4I BII(2) dated 20-10-2016 as under:-

Sr. No.	Type of Firm/Enterprises	Value of Performance Security Deposit
1	Haryana based firms:- (i) # Haryana Based Micro and Small Enterprises (MSEs)  (ii) Haryana based other firms/enterprises	(i) @0.2% of the order value or estimated value of Rate Contract (where maximum value of rate contract (RC) is indicated, it will be on the basis of the same)  (ii) @2% of the order value or estimated value of Rate Contract (where maximum value of rate contract (RC) is indicated, it will be on the basis of the same)
2	Other States/ UTs based firms	@5% of the order value or estimated value of Rate Contract (where maximum value of rate contract (RC) is indicated, it will be on the basis of the same)
<p><i># Haryana based MSEs will be eligible for performance security deposit @ 0.2% who have filed Entrepreneurs Memorandum ( Micro or Small Enterprise category) in the Industries Department Haryana and who participate directly in the tendered/quoted items and offering to supply the entire quoted quantity manufactured from their own Haryana based unit.</i></p>		

The performance security in excess of the EMD already deposited can be submitted in the shape of Demand Draft/Call Deposit Receipt/Banker’s Cheque or in the shape of equivalent Bank Guarantee of any scheduled bank with branch in Chandigarh/ Panchkula. The condition at Sr. No. 8 of “Instructions to Tenderers of the TENDER FORM” shall be deemed to be amended to this extent as per provisions contained G.O. No. 2/2/2016-4I BII(2) dated 20-10-2016 as at Annexure IV (or as amended from time to time in this regard)

**4. Price Fall Clause:**

Price fall clause will be as per condition no. 15 of “General Conditions of Supply” as available at Annexure-V. The same is that the price quoted in the tender/quotation or approved in the Rate Contract for the stores shall not exceed in any way the lowest price at which the tenderer quote for the supply the stores of identical description to DGS&D, New Delhi/ State Government Institutions/Undertakings/any other person during the delivery period/currency period of the rate contract. If, at any time during the delivery period/currency period, the successful tenderer reduces the rates/sale price of the quoted stores to any person at the price lower than the price chargeable under the supply order/ rate contract, the tenderers should forthwith notify such reduction and inform this office and the price payable under the supply order/contract for the stores supplied after the date of coming into force of such reduction of the rates shall stand correspondingly reduced to that level. The successful tenderers shall promptly notify the reduction of rates to this office as well as to the concerned Indenting Officer/ Consignees. The tenderer shall also give a

certificate on their bills that the rates charged by them are not in any way higher to those quoted by them to the DGS&D, New Delhi and other State Government etc., during the corresponding period. The Indenting Officer shall be required to ensure that requisite certificate is given by the concerned firm on the bills before releasing their payments.

5. **Penalty to firm on Delay in delivery:** Should the contractor fail to deliver or dispatch any consignment within the period prescribed for such delivery or dispatch stipulated in the supply order, the delayed consignment will be subject to 2% penalty per consignment per month recoverable on the value of the stores supplied. The other details will be as per provision contained in Sr. No. 14 of "Schedule-'B' Condition of Contract".
6. The bidders are required to quote the basic rates, the delivery/ transportation costs/ applicable taxes and duties, and the place of billing for the supply of stores clearly and separately. The bidders are required to intimate the place of billing.
7. **Penalty Clause for Department/ Govt. Agencies for delay in Payment**  
Delay in payments to the suppliers beyond the stipulated credit period indicated in the supply order, unless supported by cogent reasons and approved by a higher authority, will attract penal interest on the defaulting amount @ Rs. 25/- per rupees one lakh per day of delay beyond the stipulated credit period. Non provision of adequate budget will be no ground for delay in payments to the supplier. This is as per provisions contained at Para 17 of G.O. No.2/2/2010-4I-BII of dated 28.05.2010 (or as amended from time to time in this regard)
8. **Negotiation of Rates**  
Regarding negotiations of rates, policy issued by the State Government vide G.O. No.2/2/2010-4-IB-II dated 18.06.2013 (**Annexure-VI**), G.O. No.2/2/2010-4-IB-II dated 16.06.2014 (**Annexure-VII**), G.O. No.2/2/2010-4-IB-II dated 09.02.2015 (**Annexure-VIII**) will be applicable. The policy guidelines are available at <https://haryanaeprocurement.gov.in> on home page under section as Tender Forms."
9. **Concession to MSMEs of State:**  
State Government "Haryana State Public Procurement Policy for MSME -2016" issued vide G.O. No. 2/2/2016-4I BII(1) dated 20-10-2016 (**Annexure-IX**) will be applicable in respect of concessions to Haryana based MSMEs and KVIs. For claiming the relevant concession/s like Tender Fee, Earnest Money Deposit (EMD), Turnover, Exemption in respect of Past Performance & Experience, Purchase Preference and Performance Security, the bidders are required to submit the documentary proof from Government authorities showing that they come under Haryana based manufacturing MSME/KVI units as the case may be e.g. Entrepreneurs Memoranda in Haryana in bidder's name and further subject to fulfillment of eligibility criteria as provided in the said Policy of 2016.
10. In case of evidence of cartel formation by the bidder(s), the EMD is liable to be forfeited along with other actions as are permissible to Government like filing complaints with the Competition Commission of India and/ or other appropriate forums.
11. **Purchase Preferences for approved Sources**

The Director, Supplies & Disposals, Haryana, reserves the right to allow purchase preference to the approved sources, including Central or Haryana State Public Sector Undertakings/Enterprises, provided that such approved source takes part in the bidding process and the quoted prices of the approved source is within 10% of the lowest acceptable price, other things being equal. However, such purchase preference would be available to the approved source only at the lowest acceptable price. The latest list of Approved Source is contained in Government Order no. 6/03/2007-4IB-II dated: 14-02-2008 of the Industries Department and is subject to further amendment from time to time.

**12. Penalty clause for rejected samples/ material offered by the Bidder:**

In case, the material offered for inspection by the firm fails to meet the specifications stipulated in NIT/Order/Contract and the samples are rejected by the Inspecting Committee, the Indenting Department will have the right to levy a penalty at 0.1% of the total order value. In case, the material offered for inspection fails during the 2nd inspection also, the Indenting Department will have the right to increase the penalty to 0.25% of the total order value. In case, the material offered fails during the 3rd and final inspection also, the firm will be liable for penal action including forfeiture of security, risk purchase, debarring/ blacklisting in future, and no further opportunity for inspection would be provided to the supplier firm.

**13. Grievance Redressal Mechanism for dealing with the representations/ complaints/ letters of the participating bidders/ firms:**

A time bound Grievance Redressal Mechanism for dealing with the representations/ complaints/ letters of the participating bidders/ firms in the tendering process in the State Public Procurement will be governed by State Government Policy issued vide G.O No.2/2/2016-4I-B II of dated 25.07.2016 (Annexure-X). All the bidders/ firms who want to make any representation/ complaint against any issue related to their technical scrutiny of the bids may do the same within 5 working days (up to 05:00 P.M. of the Fifth Working day) of the date of issue of letter/ intimation regarding their **As per NIT/ Not as per NIT status**. They have to ensure that their communication is delivered/ reached within 5 working days and delay in postal will not be counted as a valid reason. No representation/ complaint in whatsoever manner from the bidders/ firms will be entertained after the opening of Financial Bid.

**14. Arbitration Clause**

The Arbitration if any will be decided as per the provision contained at Sr. No.18 of "Schedule 'B' Conditions of Contract"

**15. Jurisdiction**

All disputes will be settled within the jurisdiction of the Head Quarters of Director, Supplies & Disposals, Haryana at Panchkula

**E. OTHER TERMS AND CONDITIONS**

1. The firms are required to mention bifurcation of their rates showing the detail of basic rates, excise duty, sales tax etc. in their bid. In case, the supplies are delayed by the firm beyond the stipulated delivery period & there has been any upward revision in the rates of taxes/duties ON THE CONTRACTED ITEM, no such increase will be allowed. However, if there has been any reduction in taxes/duties, the same will be availed. No variation in taxes/ duties on raw material will be applicable.

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2. All documents to be submitted by the tenderers with their offer should be self attested in case the same are copies of original documents.
3. The Earnest money of the tenderers will be forfeited to Govt. account and blacklisting/ debarring besides other penal action, if they withdraw their offer/ rates or modify the terms & conditions of the same at any time during the validity of their offer before acceptance.
4. The authorized dealer should submit authority letter of their manufacturer, to quote the rates on their behalf failing which tender is liable to be rejected.
5. When manufacturer as well as its dealer/s both quote the rates in the same purchase case, then for the purpose of distribution of order, they will be considered as one offer & the order/rate contract will be placed on that firm only which has quoted lower rates among such offers & the offer is as per NIT.
6. The Bid i.e. Technical Bid as well as Financial Bid is to be submitted online on web portal <https://haryanaeprocurement.gov.in>. The Technical Bids uploaded on the portal should have proper indexing and page numbering on all the documents forming the Technical bid. However, the firms have option to submit the supporting documents as required to be supported along with Technical Bid either in on-line mode along with their Technical Bids or in offline mode in physical form to the office of DS&D by due date and time. In case supporting documents are to be supplied in physical mode, then it should be so specified in their Technical Bid and the supporting document must be deposited in the office of Supplies & Disposals, Haryana before the due date & time of opening of Technical Bids.
7. The Financial bid/s of only those bidders/ items will be opened who qualify on the basis of their Technical Bids. The date & time of opening of the Financial bids will be intimated in the due course.
8. The offer without prescribed earnest Money, tender Fee & E-Service fee is liable to be summarily rejected. The deficiency in the remaining documents and tender requirement can be made subject to the decision by Director, Supplies & Disposals, Haryana, Panchkula
9. The quantity of Stores can be increased or decreased.
10. Other terms & conditions as contained in various Annexure/ Documents as available under the folder "TENDER FORMS" as available at the link: [https://haryanaeprocurement.gov.in/home\\_page\\_document/Tender%20Forms%20DSnD\\_030415.rar](https://haryanaeprocurement.gov.in/home_page_document/Tender%20Forms%20DSnD_030415.rar) form part of this DNIT.

In case bidders need any clarifications or if training required to participate in online tenders they can contact at Help Desk in below mentioned address:

M/s Nextenders (India) Pvt. Ltd.  
O/o. DS&D Haryana,  
SCO - 09, 11<sup>nd</sup> Floor, Sector - 16,  
Panchkula - 134108  
E - mail: Chandigarh@nextenders.com  
Help Desk: 1800-180-2097 (Toll Free Number)

Additional Director/ Assistant Director,  
For & on behalf of Governor of Haryana

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**Annexure-A**

The detailed Specifications of the Store items as mentioned in Para B of the Schedule-A/NIT are as under:-

<b>Sr. No.</b>	<b>Name of the Item/ Store/ Goods</b>	<b>Detailed specification</b>	<b>Remarks if any</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			