



Request for Proposal

Short Term Tender for the procurement of disposable products for the Har-Hith retail project of Haryana Agro Industries Corporation Limited for supply to franchisee/enterprise customers

Tender No. 2022 -15-09-01

Haryana Agro Industries Corporation Limited HAICL, Panchkula, Haryana

CIN No. U51219HR1967SGC041080

Registered office:

Bays No.15-20, Sector-4

Panchkula- 13

4112, Haryana.

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1. Disclaimer

- A. The information contained in this Terms of Reference document (the "TOR") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of Haryana Agro Industries Corporation Limited. (HAICL), Government of Haryana, or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this TOR and such other terms and conditions subject to which such information is provided.
- B. This TOR is not an agreement and is neither an offer nor invitation by HAICL to the prospective Bidders or any other person. The purpose of this TOR is to provide interested parties with information that may be useful to them in preparing their technical proposals and financial offers pursuant to this TOR ("the Proposal").
- C. This TOR is not an agreement and is neither an offer nor invitation by HAICL to the prospective Bidders or This TOR includes statements, which reflect various assumptions and assessments arrived at by the HAICL in relation to the Assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This TOR may not be appropriate for all persons, and it is not possible for the

HAICL, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this TOR. The assumptions, assessments, statements and information contained in this TOR may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this TOR and obtain independent advice from appropriate sources. Information provided in this TOR to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. HAICL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. HAICL, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this TOR or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the TOR and any assessment, assumption, statement or information contained therein or deemed to form part of this TOR or arising in any way in this Bid Stage. HAICL also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this TOR. HAICL may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this TOR. The issue of this TOR does not imply that HAICL is bound to select a Bidder or to appoint the Selected Bidder, as the case may be for the Assignment and HAICL reserves the right to reject all or any of the Bidders or Proposals without assigning any reason whatsoever.

- D. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by HAICL or any other costs incurred in connection with or relating to its Proposal.
- E. HAICL shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or for submission of the Proposal, regardless of the conduct or outcome of the Bidding Process.

2. Detailed Notice Inviting Tenders

- A. 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 or OTC Please refer to 'Online Payment Guideline' available at the centralized e-Procurement portal of GOH (Govt. of Haryana) and also mentioned under the Tender Document.
- B. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://etenders.hry.nic.in> to be eligible to participate in the e-Tender. The bidders will be required to make online payment of Rs. 100000/- towards EMD on or before the Bid Due Date in due course of time from **16.09.2022 to 27.09.2022 till 5:00 PM.**

The intended bidder who fails to deposit EMD within the stipulated time frame shall not be allowed to submit its bids for the respective event/Tender.

- C. The interested bidders must remit the funds of EMD at least T+1 working day (transaction + One working Day) in advance i.e., on or before **26.09.2022** and make payment via RTGS /NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder 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://etenders.hry.nic.in>
- D. The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non-refundable) of Rs.1,000/- (Rupee One Thousand Only) online either by using the service of secure electronic payments gateway which is an online interface between bidders and online payment authorization networks or by submitting a Demand Draft payable at par at all branches at Haryana.
- E. The Payment for document fee/e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.
- F. The interested bidders must remit the funds at least T+1 working day (Transaction + One working Day) in advance before the expiry date & time of the respective events and make payment via RTGS/NEFT to the beneficiary account number specified under the online generated challan.

3. Key Dates

The bidders can submit their tender documents in two bid sealed envelopes as per the dates mentioned below:

S. No.	Particulars	Details
1.	Document Reference Number	2022 -15-09-01
2.	(i) Downloading of Tender Document/ Online bid Preparation (ii) Online tender Document Fee & E-Service Fees of Rs.2,000 + 1,000/- = Rs.3,000/- (Rs.Three thousand only) (iii) EMD of Rs.25,000/- (Rs. Twenty five thousand only).	16.09.2022 to 27.09.2022 till 5:00 PM
3	Pre-Bid Meeting Date	23.09.2022 at 11:00 AM
4.	Last date of submission of queries via email at haicpkl@gmail.com	23.09.2022 up to 5:00 PM
5.	Submission of technical and financial bid	16.09.2022 to 27.09.2022 till 5:00 PM
6.	a.)Date of opening of Technical Bid b.)Date of opening of Financial bids	a.) 28.09.2022 at 10:00 am b. As per availability of competent authority

7.	Manual submission of only additional documents, if required.	28.09.2022 at 1:00 pm
8.	HAICL contact details	Haryana Agro Industries Corporation Limited, Bays No. 15-20, Sector 4, Panchkula, Haryana 134112 Email- haicpkl@gmail.com Tel- 0172- 2561305
Note: - In case a Central/ State Holiday are declared on any day, the event will be held on the next working day at the same time and same venue.		

Important Note:

- A. The bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any bidder fails 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.
- B. Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- C. Applicant/bidder can re-work on his/her bids even after completion of "application/bid preparation and submission stage" (Application/bidders stage), subject to condition that the re-work must take place during the stipulated time frame of the applicant/bidder stage.
- D. Due to current crisis, vendors are eligible to pay the EMD amount through RTGS or NEFT to HAICL. The account details of HAICL are mentioned below:–
**Haryana Agro Industries Corporation LTD-Retail Punjab
& Sind Bank, Sector- 5, Panchkula.
A/c No.- 09151100731596
IFSC- PSIB0000915**

4. Instructions to bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

- A. **Registration of bidders on e-Procurement Portal:** - All the bidders intending to participate in the tender process online are required to get registered on the centralized e - Procurement Portal i.e. <https://etenders.hry.nic.in>. Please visit the website for more details.
- B. **Obtaining a Digital Certificate:** -
 - B.1. The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

- B.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://etenders.hry.nic.in>
- B.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.
- B.4. The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://etenders.hry.nic.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.
- B.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).
- B.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.
- B.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.

B.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.

C. 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 Tenders Haryana or downloaded from the home page of the website - <https://etenders.hry.nic.in>. The link for downloading required java applet & DC setup is also available on the Home page of the e-tendering Portal.

D. 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://etenders.hry.nic.in>

E. Download of Tender Documents: -

The tender documents can be downloaded from the eProcurement portal <https://etenders.hry.nic.in>

F. 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.

G. Online Payment of Tender Document Fee, eService fee & Bid Preparation & Submission (PQQ/Technical & Commercial/Price Bid): -

G.1. **Online Payment of Tender Document Fee + e-Service fee:** The online payment for Tender document fee, E-service Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and E-service 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 online. The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

G.2. Preparation & Submission of online Applications/Bids: -

- G.2.1. Detailed Tender documents may be downloaded from e-procurement website (<https://etenders.hry.nic.in>) and tender (bid) mandatorily be submitted online by following the instruction appear on the screen.
- G.2.2. Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope: The require documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF/JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.
- G.2.3. Financial or Price Bid Proposal shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)

H. Assistance to the Bidders: -

For queries on Tenders Haryana Portal, Kindly Contact

Note: - Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the contact details. For any issues/clarifications relating to the tender (s) published kindly contact the respective Tender Inviting Authority.

Tel: -0120-4200462, 0120-4001002, Mobile: - 8826246593

E-mail: - support.etender@nic.in

For any technical related queries please call at 24 x 7 Help Desk Number 0120- 4001002, 0120-4200462, 0120-4001005, 0120-6277787

For Support related to Haryana Tenders in addition to helpdesk you may also contact on e-mail ID eproc.nichry@yahoo.com Tel: - 01722700275

Timing: -

Technical Support Assistance will be available over telephone Monday to Friday (09:00 am. to 5:00 pm) (Helpdesk support team shall not be contacted for online bidding on behalf of the Contractors)

NOTE: -

A. Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://etenders.hry.nic.in>.

B. For help manual please refer to the 'Home Page' of the e-Procurement website at <https://etenders.hry.nic.in>, and click on the available link 'How to...?' to download the file.

C. Guideline for Online Payments at e-Procurement Portal of Government of Haryana

a. Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing) & Password. Bidder shall proceed to select the event/Tenders he is interested in. On the respective Department's page in the e-Procurement portal, the Bidder would have following options to make payment for tender document fee + eService Fee & EMD-cum- Security Amount

Deposit: -

- Debit Card
- Net Banking
- Online

D. Debit Card

The procedure for paying through Debit Card will be as follows: - a.

Bidder selects Debit Card option in e-Procurement portal.

b. 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.

c. Bidder clicks on "Continue" button.

d. The e-Procurement portal takes the bidder to Debit Card payment gateway screen.

e. Bidder enters card credentials and confirms payment.

f. The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.

g. The page is automatically routed back to e-Procurement portal.

h. The status of the payment is displayed as "successful" in e-Procurement portal.

i. In case of successful payment, a success message along with unique transaction id is passed on to e-procurement system. The bidder shall store the unique transaction number in its database along with the date and timestamp.

j. The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

E. Net-banking

The procedure for paying through Net-banking will be as follows: -

- a. Bidder selects Net-banking option in e-Procurement portal.
- b. The e-Procurement portal displays the amount to be paid by bidder.
- c. Bidder clicks on “Continue” button.
- d. The e-Procurement portal takes the bidder to Net-banking payment gateway screen displaying list of Banks.
- e. Bidder chooses his / her Bank.
- f. The Net-banking gateway redirects Bidder to the Net-banking page of the selected Bank.
- g. Bidder enters his account credentials and confirms payment
- h. 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.
- i. The page is automatically routed back to e-Procurement portal
- j. The status of the payment is displayed as “successful” in e-Procurement portal.
- k. In case of successful payment, a success message along with unique transaction id is passed on to e-procurement system. The e-tendering portal shall store the unique transaction number in its database along with the date and timestamp.
- l. The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

F. Online

- a. This solution shall also allow the bidder to make the EMD payment online. This shall add to the convenience of those bidders who are not conversant to use net banking option to make the transaction.
- b. Using this module, bidder would be able to pay from their existing Bank account through online. This would offer a wide reach for more than 1,10,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.
- c. To choose Payment of EMD, the bidder clicks on online payment option.

- d. Upon doing so, the e-procurement portal will redirect the bidder to a page where it will generate a challan. This challan shall include the beneficiary (Virtual) account number and other details like beneficiary IFSC code etc.

G. Online Payment Procedure

- a. This provision will ensure that no confidential details regarding the bidder or tender are disclosed to the third party while remitting the payment online.
- b. **The bidder would remit the funds at least one day in advance to the last day and make the payment online.**
- c. SBI Bank shall receive this amount and credit the payment gateway service provider intermediary Departments/PSUs Escrow security deposit account post validating the first part of the beneficiary account number, i.e., the client code only. In case the validation of client code is not successful, the Bank shall return the funds and not credit the Tech process Intermediary Departments/PSUs Escrow security deposit A/c.

5. Dos and Don'ts for Bidders

S.No.	Scenario	Do's/ Don'ts
1.	In the event of making Payment through online	<p>Do's</p> <ul style="list-style-type: none"> <input type="checkbox"/> It is the bidder's responsibility to ensure that online payments are made to the exact details as mentioned in the challan which are: <input type="checkbox"/> Beneficiary account no: <client code> + <random number> <input type="checkbox"/> Beneficiary IFSC Code: As prescribed by SBI Bank (this shall remain same across all tenders) <input type="checkbox"/> Amount: As mentioned on the challan. It is specific for every tender/transaction <input type="checkbox"/> Beneficiary bank branch: SBI Bank Ltd, CMS <input type="checkbox"/> Beneficiary name: As per the challan <input type="checkbox"/> 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 <input type="checkbox"/> It is advised that all the bidders make payment via- online at least one day in advance to the last day of tender submission as certain amount of time is required for settlement and various parties are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender <input type="checkbox"/> Bidder has to make only single payment against a challan as per the amount mentioned on the challan.

		<ul style="list-style-type: none"> ❑ Bidder must do the payment before tender validity gets expired. <p>Don'ts :</p> <p>Bidder should not enter erroneous details while filling the online form at their bank. The following possibilities may arise:</p> <p>Incorrect IFSC code: - Transaction would be rejected and the amount would be refunded back to the bidders account</p>
		<ul style="list-style-type: none"> ❑ Incorrect Beneficiary account number (<client code> + <random number>): - In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted. ❑ Incorrect Amount mentioned: The amount would be rejected if the amount mentioned while making the payment is incorrect. Such cases will be captured as unreconciled transactions and will be auto refunded directly to bidder's account. ❑ In the event of any discrepancy, payment would not be considered, and bidder would not be allowed to bid/ participate. ❑ 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

6. Terms of Reference

Introduction

This document is a detailed notice inviting tender to the procurement of disposable products for the Har-Hith retail project of Haryana Agro Industries Corporation Limited for supply to franchisee/enterprise customers from Warehouses/ DC's.

HAICL under the Retail Expansion Project aims to setup 2,000 FMCG retail stores/outlets (1,500 outlets for Rural locations and 600 for Urban Locations) across the 22 districts of Haryana, which will help in boosting the spirit of entrepreneurship and generating favourable employment opportunities. Through these retail outlets, Government will offer best quality products at discounted prices under State-owned brands and further the aim of Haryana Retail policy. Currently running around 300 stores and increasing at a fast pace.

The Retail Expansion Project further aims to facilitate the achievement of vision 'Atmanirbhar Bharat and Atmanirbhar Haryana' by making people self-reliant by providing them level playing field and

making them reap the fruits of a growing Food & Grocery market. The focal point of this scheme is to make the people of the state of Haryana self-reliant and progressive.

The broad objectives of the same are listed below:

- To provide an alternate channel of sales to MSMEs, FPOs, SHGs and Govt. Agencies and bring different stakeholders on a common platform by leveraging the strengths of each other
- To promote entrepreneurship
- Provide best quality products at discounted prices
- Enhance the reach of Haryana based MSME's,
- Promote retail policy of Haryana and generate employment across the State
- Going forward, the organization would help generate market for innovative products across packaged consumer goods
- Enhancing manufacturing efficiency in the State

7. Scope of work

HAICL intends to select a supplier i.e. manufacturer/Authorised distributor/B-2-B aggregator for the supplies of permissible disposable products(Biodegradable/etc) such as;Paper Cup, Paper glass, paper plate, paper dona , spoon etc. for Har-Hith franchisee project/ enterprise customers at optimum prices. Required said items as per **Annexure-1**.

8. Technical specifications

- Disposable products should be of premium quality.
- Supplied material should be manufactured by using assured quality material & advanced techniques, which make them up to standards
- Disposable products should not crack/damage during transport
- The quantity required has been given item-wise and will be in multiples of 100 and will be bought in lots as per the requirements of HAICL. Tentative quantities are given in annexure 2. HAICL may vary the quantities as per the requirement of the warehouse.
- The delivery locations will be at the warehouse of the HAICL retail project (Har-Hith). Spread out as per allocation:-
 - a. HARYANA AGRO INDUSTRIES CORPORATION LIMITED, C/O Radhakrishna Foodland Pvt Ltd, c/o N V Logistics Pvt Ltd, Khata No- 9/3/2/4, 7/8/1, vill- Jatauli, Haily Mandi, Tehsil- Pataudi, Dist- Gurgaon, Haryana-122502.
 - b. HARYANA AGRO INDUSTRIES CORPORATION LIMITED, C/O Radhakrishna Foodland Pvt Ltd, Khewat No:-468/438, Khata no- 1017, Khasra no- 186//17/2(7-4).18(8-0),22/2(2-0),23(8-0),24/1(2-0),193//2/2(6-0), 186/ / 3/2/2(5-9),7/2(6-12). 8(8-0),13(8-0),14(8-0), Near Deer park, Vill- Dhansu, Distt- Hisar, Haryana-125001
 - c. HARYANA AGRO INDUSTRIES CORPORATION LIMITED, C/o Radhakrishna Foodland Pvt Ltd, A A Logistic park, Khasra No154/6,15,16,17,18/2,19/21,24,25, Near Tata Showroom, Vill-Kutail, Tehsil- Gharonda, Disstt Karnal, Haryana-132114.
- Rates will be sought in the future from selected vendor/vendors after mutual negotiations for further requirements. Order will be placed in multiples of 100 pcs.

9. Eligibility Criteria

The bidders will be assessed as per the pre-qualification criteria defined. Only the bidders who qualify pre-qualification shall be eligible for **financial evaluation**. Non-conforming proposals will be rejected and will not be eligible for any further processing. The pre-qualification criteria for bidders must meet the following:–

S. No.	Requirement	Required Documents
1	The bidder (a Business Entity) shall mean a company registered in India under the Companies Act, 1956 or 2013 or a partnership firm registered under the Limited Liability Partnership Act of 2008/Proprietor and operating for at least last 3 (Three) years as on March 31, 2022.	Incorporation/ Registration Certificate
2	<p>A. The entity should have at-least average of Rs.20.00 Lac. Annual Turnover for providing similar nature of work in last three Financial Years</p> <p>B. Ideally should be in active business activities for 2 years in India but not less than 1 year.</p> <p>C. Mentioning the bidder categorization for manufacturer/B2B aggregator/authorized distributor or Trader.</p>	<p>Certificate from the statutory auditor/ Client's certificate and agreement/ work order</p> <p>Self-declaration on their letter head.</p>
3	The bidder should not currently have been blacklisted/banned/debarred by any State/ Central Government or any of its Agency/ PSU or under a declaration of ineligibility for fraudulent or corrupt practices or inefficient/ ineffective performance.	A notarized Affidavit on a stamp paper of Rs.100/- (Annexure-2)
4	Other details of bidders	GST, PAN Card, Firm's factory address with documentary proof.
5	Service fee, processing fee and EMD detail	Attach the proof of depositing these payments
6	Undertaking that vendor is agreeing to the terms and conditions mentioned under this contract	A notarized Affidavit on stamp paper of Rs.100/- to the effect that the tenderer accept all the terms and conditions of the present e-tender (Annexure-3).

Along with the above the bidders need to provide copy of the following documents:

- GST
- Pan Card
- Firm's Address with documentary proof

10. Selection Criteria

- (i) Financial bid will be opened of only eligible bidders. Financial bid will be inclusive of taxes, or any other such costs.
- (ii) HAICL intend to rate contract with the selected bidder. The bidder will supply the material at same price during the contract period i.e. one year & may be extended annually.
- (iii) HAICL will award the work to the lowest financial quote (L1). If the difference between L1 and L2 bidders is not more than 5%, HAICL will negotiate with both L1 and L2 for the financial quote and will award the work to the lowest bidder among L1 and L2.
- (iv) The selected vendor will deposit security deposit of 5% of the annual contract value within 15 days of award of work. The security deposit will be refunded after 6 months if there is no quality issue of the engagement and vendor will not claim any interest on deposited amount Note:
 - HAICL reserves the right to accept or reject any or all Bids, and to annul the Bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders on the grounds for the HAICL's action.
 - Pooling by the bidders is strictly prohibited. If it is found at any stage that pooling has been done by the various bidders, then their bids / tender may be cancelled and action against the defaulting bidders will be taken such as black listing /debaring them from State Govt. tenders for two years.

11. Payment Terms:

The proposal shall include a financial quote per items, FOR HAICL warehouses i.e. at Pataudi, Karnal & Hisar, inclusive of all taxes. HAICL will release the payment against the successful delivery items to the bidder within 10-15 days.

12. Other Terms & Conditions:

- The financial proposal by the Bidders shall be in Indian Rupees as per the format enclosed (**Annexure 1**) with no escalation provision for any reason whatsoever till the completion of the Assignment.
- The contract/finalized/negotiated prices will be valid for 1 year, however, the bidder may approach the MD HAICL, in case of 15% or more increase in disposable item cost due to an increase in raw material cost .
- Quality wise product to be durable, quality will be checked in warehouse at time of receiving on basis of visual appearance , if product quality is not found good , replacement will be sought after mutual agreement/mutual understanding.
- The Bidder shall make available appropriate personnel as may be required for successful execution of the Assignment and or as may be required by HAICL on specified dates, venues and time in order to meet the obligations of HAICL.
- All claims shall be raised by the Bidder as per the terms of payment after being due, and would be accepted for payment based on satisfactory progress and quality of the material at the sole discretion of the competent authority (MD HAICL).

- In case there is a delay by the Bidder in accomplishing the deliverables which in the opinion of HAICL is attributable to the Bidder, HAICL reserves the right to get such specific work(s) done through next responsive bidder or any other Agency(ies) at the risk and cost of the Bidder for timely completion of the deliverables.
- In case the performance of the delivered item(s) is not satisfactory, the Bidder will be asked to change/replace the same within 3 days of receipt of such request from HAICL with a member acceptable to HAICL
- HAICL can cancel the contract at any stage of the work, in case it is found that the quality of material is not satisfactory, any information given at the time of submission of the bid is found to be incorrect.
- Given the nature of the work being entrusted, the firm would have to give an undertaking to the effect that the contents/ essence of any reference/ documents given would not be disclosed to any third person without the express approval of HAICL, failing which the engagement of the firm could be terminated.
- HAICL reserve the right to accept or reject any or all Proposals/Offeres or annul the bid Process or modify/ change the content of the bid document without assigning any reason.
- At any time prior to the deadline for submission of Bids, the HAICL may, for any reason, whether at its own initiative or in response to a clarification required by a prospective Bidder, modify the Bidding Documents by amendment(s). The amendment will be notified through Corrigendum uploaded in the websites of HAICL and <https://etenders.hry.nic.in/>. HAICL will bear no responsibility or liability arising out of non-receipt of the same in time or Otherwise. In order to afford prospective Bidder reasonable time in which to take the amendment into account in preparing their Bids, the HAICL may, at its discretion, extend the deadline for the submission of Bids. Such amendments, clarifications etc. shall be binding on Bidders and will be given due consideration by the Bidder while they submit their Bids and invariably enclose such documents as a part of the Bid.
- HAICL shall not entertain any claim of any nature, whatsoever, including without limitations, any claim of expenses in relation to the preparation, submission or any other activity relating to bidding or any other expense till award of contract.
- The Bidder shall not be permitted to sub-contract any part of its obligations under the Contract with the utilities.
- All matters, question, disputes, differences and/or claims arising out of and/or concerning and/or in connection and/or in consequences or relating to this Contract whether or not obligations of either of both parties under this Contract be subsisting at the time of such dispute and whether or not this Contract has been terminated or purported to be terminated or completed, shall be referred to the Sole Arbitrator to be appointed by the Managing Director, HAICL. The arbitrator shall pass a speaking award. The Award of the Arbitrator shall be final and binding on the parties to this Contract.
- No claim in respect of GST or any other local taxes which might be in existence or which might hereafter be imposed will be admissible.
- The bidders are subject to be disqualified if they have:
 - Made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; and/or.

- Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.; and/or.

13. Checklist

All tenderers are required to submit the following documents with the Technical Bid:-

S. No.	Requirement	Required Documents	Pl. write in Yes/No
1	The bidder (a Business Entity) shall mean a company registered in India under the Companies Act, 1956 or 2013 or a partnership firm registered under the Limited Liability Partnership Act of 2008/Proprietor and operating for at least last 3 (Three) years as on March 31, 2022.	Incorporation/ Registration Certificate	
2	The entity should have at-least average of Rs.25.00 Lac. Annual Turnover for providing similar nature of work in last three Financial Years Ideally should be in active business activities for 2 years in India but not less than 1 year. Mentioning the bidder categorization for manufacturer/B2B aggregator/authorized distributor or Trader.	Certificate from the statutory auditor/ Client's certificate and agreement/ work order Self-declaration on their letter head.	
3	The bidder should not currently have been blacklisted/banned/debarred by any State/ Central Government or any of its Agency/ PSU or under a declaration of ineligibility for fraudulent or corrupt practices or inefficient/ ineffective performance.	A notarized Affidavit on a stamp paper of Rs.100/- (Annexure-2)	
4	Other details of bidders	GST, PAN Card, Firm's factory address with documentary proof.	
5	Service fee, processing fee and EMD detail	Attach the proof of depositing these payments	
6	Undertaking that vendor is agreeing to the terms and conditions mentioned under this contract	A notarized Affidavit on stamp paper of Rs.100/- to the effect that the tenderer accept all the terms and conditions of the present e-tender (Annexure-3) .	

Annexure-1

List of disposable items for the Har-Hith retail project of Haryana Agro Industries Corporation Limited for supply to franchisee/enterprise customers:—

Sr. No.	ITEM	Tentative Purchase Monthly Qty. (In No.)
1	Paper Cup/ Glass 100 ml	18000
2	Paper Cup/Glass 150 ml	18000
3	Paper Cup/Glass 170ml	150000
4	Paper Cup/Glass 200ml	100000
5	Rectangle/Circular Plate-Small(3 Khaana)	100000
6	Rectangle/Circular Plate-Medium(3 Khaana)	11000
7	Rectangle/Circular Plate-Large(4 Khaana)	5400
8	Paper DONA -Small	18000
9	Paper DONA-Large	18000
10	FORK	30000
11	SPOON	30000
12	BIODEGRADABLE 4CP ORIGINAL	7200
13	Toothpick	720

Note:-Raw material thickness in GSM/mm should be sufficient as per market standards however for information pictures are also provided at annexure-4. Pictures are only for reference point of view, actual product may vary on basis of manufacturing/design specifications of suppliers.

No Blacklisting No Litigation Status

(Performa for No Blacklisting No Litigation Status Certificate on NJSP duly attested by Notary)
(To be submitted by the bidder along with his Bid)

Ref: _____

Dated _____

To,
Haryana Agro Industries Corporation Ltd.
BaysNo.15-20, Sector-4, Panchkula, Haryana.
Pin:134112, INDIA.
Tel: +91-172-2561305,2561324,2561303
Fax: +91-172-2561310,2561326
Email: haicpkl@gmail.com

Dear Sir,

1. I*/We* have read and examined the complete documents of NIT No. _____ related to _____ (full scope of work) on turnkey basis.
2. I*/We* hereby submit that our firm M/s _____ (with complete address) has never been 'Black-listed'/ debarred by any Utility / any State / Central Govt., Department / PSUs till date nor we are facing / filed any Litigation proceedings regarding debarring (black listing) with either of the above said Agencies / States during last three years. Detection of false declaration / statement at any stage of the entire process of Bid / execution of work shall lead to penalty as deemed fit by the HAICL including forfeiture of earnest money, BG and termination of contract.

Signature along with seal of company

Date: - _____

(Duly authorized to sign the application on behalf of the firm).

Name: _____

Designation: _____

Name of Company: _____

WITNESS

Signature:

Name & Postal Address:

Mobile No.

Annexure-3

Affidavit

1. I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.
2. That I/we, _____ have thoroughly gone through all terms and conditions mentioned in the present e-tender enquiry and agree with the same.
3. The undersigned also hereby certifies that neither our firm M/s _____ have abandoned any work Govt. of India/or any State or Govt. undertakings nor any contract awarded to us for such works have been **rescinded/terminated** on account of our default, during last five years prior to the date of this bid.

OR

The following works have been abandoned/rescinded on account of our default during the last five years prior to the date of this bid.







- a.
- b.
- c.
4. The undersigned hereby authorize(s) and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the Department to verify this statement or regarding my (our) competence and general reputation.
5. The undersigned understand and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Department/ Project implementing agency.

(Signed by an Authorized Officer of the Firm)

(Title of Officer)

(Name of Firm)

Annexure-4

Sr. No.	ITEM	Tentative Purchase Monthly Qty(In No.)	Pictures	Pictures
1	Paper Cup/ Glass 100 ml	18000		
2	Paper Cup/Glass 150 ml	18000		
3	Paper Cup/Glass 170ml	150000		
4	Paper Cup/Glass 200ml	100000		
5	Rectangle/Circular Plate-Small(3 Khaana)	100000		

6	Rectangle/Circular Plate-Medium(3 Khaana)	11000		
7	Rectangle/Circular Plate-Large(4 Khaana)	5400		
8	Paper DONA -Small	18000		
9	Paper DONA-Large	18000		
10	FORK	30000		
11	SPOON	30000		

12	BIODEGRADABLE 4CP ORIGINAL	7200		
13	Toothpick	720		