

**Haryana Forest Development Corporation**  
(A government of Haryana undertaking)



**E-Tender Document**

**TENDER NO. : GM/HFDC/KNL/15/2024-25**

**FOR**

**Transportation of Furniture including loading from Saw Mill, Mangalpur  
(Karnal) and unloading in the district of Karnal and Panipat**

**Haryana Forest Development Corporation**

**Office: General Manager Haryana Forest Development Corporation  
Forest Complex, Near Railway Station, Karnal (Haryana)  
Telephone 0184-2986731**

**E-mail: [gmhfdckarnal@gmail.com](mailto:gmhfdckarnal@gmail.com) Website: [www.hfdc.gov.in](http://www.hfdc.gov.in)**

**HFDC**

# Haryana Forest Development Corporation Limited

General Manager, Karnal Tel. 0184-2986731

## E-Tender No. GM/HFDC/KNL/15/2024-25

General Manager, Haryana Forest Development Corporation, Karnal, On behalf of Governor of Haryana invites e-tender under the online Two Bid System from the eligible bidders/contractors/agencies/firms through website <http://etenders.hry.nic.in> for **Transportation of furniture including loading from Saw Mill, Mangalpur (Karnal) and unloading in the district of Karnal and Panipat.**

The tender document and e-service charges of **Rs. 2,360/-**(Rs. 1000/- cost of tender document + 180/- G.S.T. & Rs. 1,000/- e-service charges+180 G.S.T.) and **E.M.D of Rs. 25000/-** are to be paid online through e-procurement portal <http://etenders.hry.nic.in> & the tender documents are available on the website <http://etenders.hry.nic.in> from 15/11/2024. Last date for submission of e-Tender is 25/11/2024 (till 05:00 P.M.) The technical and financial bids will be opened on 26/11/2024 (01:00 P.M. onwards). If the tenders are cancelled or recalled on any grounds, the tender document fee & e-service fee will not be refunded. The undersigned can reject any/all tender (s) without assigning any reason thereof.

General Manager,  
HFDC, Karnal

**Key Dates:**

- a) Time / date of online publication **15.11.2024.**
- b) Downloading of tender document from time **09:00 Hrs on 15/11/2024**
- c) Pre- Bid Meeting, if required, at **N.A.**
- d) Last Date for submission of bids upto **17:00 Hrs on 25/11/2024**
- e) Technical bid opening at **01.00PM on 26/11/2024**
- f) Financial / price bid opening **after Technical Bid**
- g) Bidding Documents can be downloaded online from the Portal <http://haryanaeprocurement.gov.in> by the Contractor/agency registered on the Portal by paying document fee and e-service charge.

**TERMS AND CONDITIONS**

1. Conditional bids will be treated as non-responsive and rejected.
2. All Bids will be opened by the Tender Opening & Evaluation Committee at the specified time and place.
3. The validity of bid is up to 31st march of the financial year 2024-25.
4. The tender issuing authority reserves the right to accept or reject any or all the bids received without assigning any reasons thereof.
5. Rates shall be quoted in the prescribed format of the Tender
6. In case the documents attached with the bid does not satisfy the qualification criteria, the bid will be liable to be rejected summarily without giving any reason.
7. The details of items of specification can be seen in the office of the Manager H.F.D.C. Karnal on any working day.
8. Bidders are advised to go through the Standing Order of HFDC regarding tender guidelines for execution of works in HFDC through item rate contract system (available at <http://hfdc.gov.in>).
9. In case of dispute, the jurisdiction of Civil Court will be at Karnal.

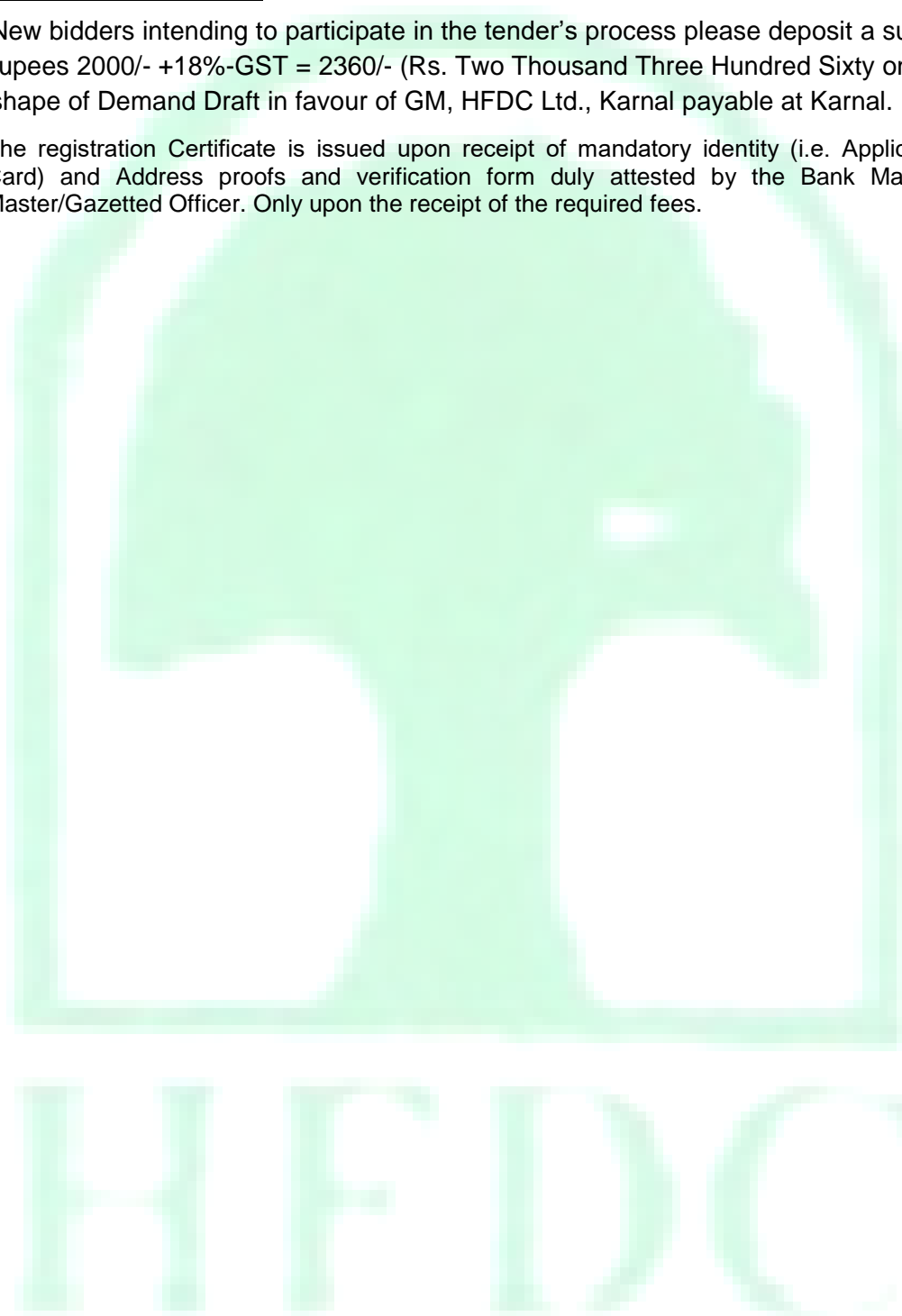
General Manager,  
HFDC, Karnal

## **Instructions to bidder**

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

### **Registration of bidders:-**

1. New bidders intending to participate in the tender's process please deposit a sum of rupees 2000/- +18%-GST = 2360/- (Rs. Two Thousand Three Hundred Sixty only) in the shape of Demand Draft in favour of GM, HFDC Ltd., Karnal payable at Karnal.
2. The registration 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 fees.



**HARYANA FOREST DEVELOPMENT CORPORATION**

**GENERAL MANAGER.....**

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

**TENDER APPLICATION FORM – PART- I**

Tender No

Date

Tender for (Name of Work)

**Purchase of Sawn Timber for furniture**

From:

(Name in block letters) \_\_\_\_\_

(Address in full) \_\_\_\_\_

To

The General Manager  
H.F.D.C., Karnal

Sir,

In response to the Tender Notice No. \_\_\_\_\_ dated \_\_\_\_\_, I.....

hereby declare that I am authorized representative of Firm/ Society/ Agency and I have read all the conditions carefully and having agreed to them fully and unconditionally, I submit the Financial Bid attached with this document. The details mentioned herein are true to my knowledge and the documents as listed below are attached herewith.

Documents to be submitted: -

- a) Signed copy of Tender Document along with the terms and conditions (each page duly signed and stamped).
- b) Proof of Online payment of Security Deposit / Tender Fee and E-Service Charges.
- c) Self-attested copy of PAN Card.
- d) Self-attested copy of GST Certificate.
- e) Self-attested copy of Bank Account Details.
- f) Copy of the Registration Certificate issued by H.F.D.C. Karnal.
- g) Affidavit (Attested by Notary Public) to the effect that applicant is not blacklisted by any authority.

h) Detail of similar projects executed by the applicant during last three years:

Sr. No.	Name of the Department / Organization	Brief narration of the type of work implemented	Contract Value (only net checked amount issued by Authority)	Financial year of the completion of the work	Supporting documents against the claim
1.					
2.					
3.					
4.					

Signature of Bidder or Authorized Representative

Date \_\_\_\_\_

Place \_\_\_\_\_

H F D C

**HARYANA FOREST DEVELOPMENT CORPORATION**

**GENERAL MANAGER.....**

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

**TENDER APPLICATION FORM- PART-II**

Tender No.

Dated:

Tender for (Name of Work)\_\_\_\_\_

From:

(Name in block letters)\_\_\_\_\_

( Address in full)\_\_\_\_\_

To

The General Manager  
H.F.D.C. Karnal

Sir

In reference to your Tender No \_\_\_\_\_ Dated \_\_\_\_\_, I  
submit my financial bid as under.

<b>Sr. No.</b>	<b>Km. Range</b>	<b>Size of Carrier/Canter</b>
1	0-25	Carrier/Canter 21'
2	26-50	Carrier/Canter 21'
3	51-100	Carrier/Canter 21'

Note:-

1. The rate to be quoted by the contractor shall be without tax i.e. GST
2. All Statutory obligations under minimum wages act, Contractor Labour (R&A) Act 1970, Service Tax, Service Charges, etc. as applicable shall be followed by the contractor. Any report of deviation from the technical instructions or conditions of work order may lead to termination of contract.
3. Whenever the minimum wage rate increase the HFDC will pay the corresponding premium on the Cost Norms.
4. In addition, the reimbursement of ESI and EPF actually paid by the Contractor shall be made by the HFDC for which claim has to be made by the contractor.

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

Date \_\_\_\_\_

Place \_\_\_\_\_

## Undertaking

Having read the Standing Order of HFDC regarding tender guidelines for execution of supply in HFDC through item rate contract system, all stipulations contained in the DNIT, all statutory obligations under Minimum Wages Act, Contract Labour (R&A) Act 1970, applicable Statutory Taxes & Charges, etc. and the terms and conditions including the supply prevalent in HFDC carefully, and having agreed to them fully and unconditionally, my financial bid is submitted as above.

Signature of the Bidder

Name \_\_\_\_\_

Dated.

Place:-





## TERMS AND CONDITION OF TENDER

1. For participation in e-tender the bidders shall have a digital signature and they need to register as a tenderer with Haryana Government e-procurement site.
2. Participation in the online bid shall amount to bidder's acceptance of the terms and conditions of the tender. The right to participate in the tender is restricted to registered Contractors of HFDC. Tenders submitted by ineligible tenderers will not be considered and the same will be summarily rejected.
3. The tenderer/ bidders are expected to examine all instructions, forms, departmental technical notes, terms & conditions and general guidelines in the tender document before participation in the tender.
4. In case the tenderer/bidder has any doubt about the meaning of anything contained in the tender document, he may seek clarification on any working day during office hours from the office of the concerned General Manager/ Manager, HFDC.
5. The tenderer shall arrange the material, tool, implements, machinery, equipment, stores etc. required for successful completion of supply at his own cost as this cost is inbuilt in the SOR. The use and payment of/for the material arranged by the Contractor shall be made only after quality and quantity certification of the material by the Manager. In case of any specific requirement which does not figure in the SOR, its rate shall be decided by the tender evaluation committee on basis of discreet market survey.
6. Information regarding the sites, nature of work, technical specifications, terrain, locality, approximate quantity, amount etc. can be collected from the office of the General Manager during office hours on all working days. The concerned Manager may be contacted for any assistance for site inspection/ field visits. Any plea of ignorance regarding existence of any condition of agreement or any complaint regarding the conditions in the tender will not be entertained. At all times during the contract period, the Manager and the work incharge Asstt / Deputy Manager will be the immediate technical and administrative supervisors of the work. The bill raised by the Contractor on completion of the work order has to be certified and verified by the above said officials of HFDC as per the provisions contained in procedures of HFDC and as per the prescribed proforma [Form-XI]. **The details of statutory payments are to be submitted by the contractor with the bill.**
7. Before submitting the tender, the tenderer is advised to visit the area of work to study all the field conditions and nature of work and quote his rate with full knowledge of working conditions. No enhancement in rate due to any reason will be entertained on any ground at the time of execution of work.

8. The tenders shall be submitted only on the online web portal and all corrections/ over writings therein shall be signed by the tenderer himself. The tender form shall be filled up completely and all pages of it shall bear signature of the bidder.
9. The tenders shall be submitted in two parts, i.e., Part-I (Technical Bid) and Part-II (Financial Bid) on the concerned online web portal.
10. The Tender Opening & Evaluation Committee will open the bids in the presence of the Tenderers / Bidders or their representatives who wish to attend at the determined place and time. The qualification for the technical bid shall be based on the online receipt of all the documents required on or before the closing date and time of the bidding. Financial Bids/Price Bids of only the technically qualified bidders will be opened for evaluation.
11. Canvassing or negotiation, direct or indirect, would render the tender liable for exclusion from consideration.
12. The Tender issuing authority 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. The lowest tender will ordinarily be accepted, but the authority competent to accept the tender reserves to himself the power of accepting or rejecting any tender by passing a speaking order.
13. In case the Contractor defaults or withdraws from discharge of the work order before its completion, no payment even for the partly executed work shall be made. Further his Security Deposit and Earnest Money Deposit shall also be forfeited.
14. The tenders submitted by tenderers shall remain valid for acceptance up-to three months, from the date of opening of the tender. However, this period can be extended with the consent of both parties. During the said period or the extended date as the case may be, the tenderer shall not be entitled to revoke or cancel his tender.
15. **Security Deposit and Earnest Money Deposit**
  - (i) Security amount of Rs. 20,000 shall be payable at the time of making application for tender/filling of tender.
  - (ii) An Earnest Money Deposit to the extent of 1% of the value of the work assessed for the Work Order shall be payable within 5 days of issuance of the work order and before commencing of the work.
16. The security deposit of unsuccessful bidders will be refunded without any interest within one month after decision of the tender. The Security Deposit of the successful bidder shall be refunded on completion of the tender and the EMD will be refunded on completion of the work order and on producing the Non-Liability Certificate from the concerned Manager, HFDC.

17. The tenderer whose tender is accepted will be informed regarding acceptance of his tender by registered post on his address mentioned in the tender. The successful tenderer shall execute an agreement in the prescribed form on a proper non-judicial stamp paper (worth Rs.100.00) within seven days of the receipt of the confirmation of his tender failing which, the acceptance of his tender shall be considered as withdrawn and his Security Deposit shall stand forfeited. A further period of upto 7 days for agreement shall be permitted by the General Manager for signing the agreement if there is sufficient justification leading to the delay.
18. No advances shall be given to the contractor under any circumstances.
19. The tender issuing authority may terminate the work order if it is found that the Contractor has been blacklisted by any of the Government Departments/Institutions/Local Bodies/ Municipalities/ Public Sector Undertakings etc.
20. All statutory obligations under Minimum Wages Act, Contract Labour (Regulation and Abolition) Act, 1970, Service Tax/GST, Service Charges etc. shall be complied with by the Contractor. The Contractor shall be fully responsible for making all statutory payments including service tax, ESI, EPF, labourer cess etc. Any report of violation of any stipulated condition may lead to termination of contract.
21. The HFDC shall not be liable for payment of any compensation to any workman of the contractor or any other person on account of any loss of life or property in the process of execution of the work order given to the contractor for any reason. The responsibility in this regard will be entirely of the contractor.
22. The General Manager shall issue a serially numbered Measurement Book to the Manager in Form- X. The Manager/ Dy. Manager shall prepare the MB and the Dy. Manager, Manager and the General Manager shall put their signatures and certify that they have checked the work to extent of 100%, 25% and 5% respectively. Measurement Book will be presented before the General Manager at the time of sanction of the bills.
23. The Contractor shall submit the bills in Form – XI against the completed work to concerned Manager, HFDC within the first week of every month. The concerned Manager and the work incharge Asstt / Deputy Manager will verify the work within next 5 days and submit the bill to General Manager. The General Manager will make the payment to Contractor normally within 7 days of sanction of the bill. In case, any liability arises due to late submission of bills of completed supply by the Contractor, the concerned Contractor will be responsible for the same. In case the Contractor is

habitual of submission of late bills, then it may be considered as a ground for blacklisting him.

24. Payment as per the prevailing wage rate will be done by the Contractor in accordance with government rules and statutory laws. As the departmental SOR are based on minimum wages, whenever the minimum wage rate increases, the HFDC will pay the corresponding premium on the SOR.
25. The successful bidder shall not construct any permanent structure at the site of work and shall have no right on the land or asset of the Government. Any complaint of less wage payment/delay in payment of wages may also lead to imposition of penalty including forfeiture of security amount and EMD. Any default in this regard will make the contractor liable to be blacklisted.
26. The successful bidder while execution of work should ensure adequate protection of existing plantation as well as other Govt. infrastructure, if any, existing at the site of work.
27. In case of disputes the matter shall be referred for sole arbitration to the Chief General Manager (having jurisdiction of the area of work) who shall be the arbitrator to the dispute. In process of arbitration the concerned General Manager, HFDC will be one of the parties to the dispute referred for arbitration and the contractor or his authorized representative will be the other party. The process of arbitration will be decided by arbitrator and will not be questioned by either party. The decision of arbitration shall be final and binding on both parties.
28. All disputes arising out of the execution of the agreement shall be subject to the jurisdiction of the Court at Karnal.

Signature of Contractor or Authorized  
representative of Agency

Date:

Place:

Mobile \_\_\_\_\_

Address \_\_\_\_\_

## **Special Terms and Conditions**

1. The transportation work will be done from Saw Mill, Mangalpur (Karnal) and the furniture must be delivered at the concerned destination.
2. Rates shall be quoted including loading from Sawmill & Furniture Workshop, Mangalpur (Karnal) and unloading in the District of Karnal and Panipat.
3. The transportation work has to be done during the prescribed period, which will be given in writing by the General Manager/Manager, HFDC, Karnal.
4. The documents statutory and otherwise relating to the vehicles i.e. registration certificate, road tax, permits, insurance, fitness certificate etc. and valid driving license of the driver will be the provided at the time of loading of furniture.
5. The departure challan of the furniture to be supplied will have to be taken with each vehicle. This challan will be issued by the concerned officers/officials and the furniture marked in the challan will be delivered to the concerned destination and its receipt will be given to the concerned officers/officials.
6. The necessary certificate will have to be obtained from the concerned officers/officials on the bills of transportation work of the furniture.
7. The other conditions related to this transportation work can also be communicated to the Contractor, while issuing the work order or during the work, which will have to be met while transportation.
8. The work will have to be done according to the guidelines given by the concerned officers/officials. All these works will be done under the supervision of the concerned officers/officials. The expenses of furniture packing and tarpaulin for rain, sunlight etc. will be borne by the Contractor.
9. If there is any kind of damage to the furniture during the transportation, the loss will be borne by the Contractor.
10. The transport of furniture will be considered completely only when the concerned officers/officials will give their certificate that the work done is complete.
11. The payment will be made only after quality and quantity have been certified by the authorized officials.
12. The conditions given in the general financial and accounting rules of the Government will be abided by the Contractor. The payment relating to the transportation work shall be paid through the bank and no toll tax, fine or claim etc. will be paid by the General Manager/Manager, HFDC, Ambala.
13. If any shortage etc. is found even after transporting the furniture, it will be recovered from the Contractor.
14. The transportation work can be inspected by the concerned officers/officials and representatives of the concerned department/agency at any time.
15. Any type of accident etc. during the transportation work will be the responsibility of the Contractor, if the vehicle is seized by the Government authority due to any reason during the transportation work, then the responsibility will also be on the Contractor.

Date:  
Place:

Signature of the Contractor/Firm/Agency  
or  
Authorized Nominee of Contractor/Firm/Agency  
MobileNo.  
Address:

**FORM-IX**

**HARYANA FOREST DEVELOPMENT CORPORATION**

**STANDARD AGREEMENT FORM**

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

AGREEMENT made this \_\_\_\_\_day of \_\_\_\_\_20\_\_\_\_\_ Between Shri/Ms. \_\_\_\_\_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 Governor of Haryana (hereinafter called the “Government”) of the other part.

WHEREAS tenders were invited by the vide Reference No. \_\_\_\_\_ dated \_\_\_\_\_issued by the General Managerfor the forestry supply \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_ .

WHEREAS the Contractor has in his tender dated \_\_\_\_\_ addressed to the General Manager\_\_\_\_\_ Division, submitted his tender for the \_\_\_\_\_work given in the land mentioned in the schedule hereto attached for a period ending on \_\_\_\_\_and has undertaken to carry out all supply according to the specifications contained in the conditions hereinafter appearing, at his own cost.

WHEREAS the said tender of the Contractor has been accepted by the Manager/ tender committee \_\_\_\_\_ subject to the terms, covenants, conditions and provisions hereinafter appearing.

WHEREAS the Contractor has deposited Rs. \_\_\_\_\_as EMD for the due fulfillment by him of the terms, covenants, conditions and provisions hereinafter contained and same will be converted into Security Deposit.

WHERE AS it is understood by and between the parties that the terms and conditions set out in the tender notice 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\_\_\_\_\_ Division acting for and on behalf of the Governor of Haryana and his successors and assigns do here by mutually contract with the other and others of them as follows:-

Contractor

General Manager

Witness

H.F.D.C. Karnal