

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



**E-Tender Document**

**TENDER NO. : GM/HFDC/KKR/15/2024-25**  
**TENDER ID:- 2024\_HBC\_417333**

**FOR**

**Manufacturing/Supplying of Mild Steel/Modular Furniture/Structure and Items  
(Dual Desk, Almirah, Iron Tree Guard, Revolving Chair, other steel furniture items)**

**Haryana Forest Development Corporation**

**Office: General Manager Haryana Forest Development Corporation  
Forest Complex, Pipli, Kurukshetra (Haryana)  
Telephone 01744-230364**

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

# Haryana Forest Development Corporation, Kurukshetra

General Manager, Kurukshetra Tel. 01744-230364

## Press Note

### Inviting Tender

**E-Tender No. GM/HFDC/KKR/15/2024-25**

**TENDER ID:- 2024\_HBC\_417333**

General Manager, Haryana Forest Development Corporation, Kurukshetra, On behalf of Governor of Haryana invites e-tender under the online Two Bid System from the eligible bidders/contractors/ agencies/firms/ Societies through website <https://etenders.hry.nic.in> for the work mention in the table given below:

| Name of Works   | Approximate value of work (in Rs.) | Earnest Money of the approximate amount | Cost of documents (in Rs.)                                 | Period          | Start Date & Time of Bid | Expiry Date & Time of Bid & EMD Submission and opening date     |
|---|------------------------------------|---|--|-----------------|--------------------------|---|
| Manufacturing/Supplying of Mild Steel/Modular Furniture/Structure and Items (Dual Desk, Almirah, Iron Tree Guard, Revolving Chair, other steel furniture items) | 80 Lakh                            | 20000/-                                 | Doc. Fee. = 1180 .00<br>E-service fee =1180.00 (Incl. GST) | UPTO 31.03.2025 | 13.12.2024 02:00 PM      | 23.12.2024 9:00 AM and opening time 23.12.2024 10:00 AM onwards |

The tender document + e-service charges of Rs. 2360/- (Rs. 1180/- cost of tender document + Rs. 1180/- e-service charges) and the initial amount of EMD of Rs. 20,000 to be paid online through e-procurement portal <https://etenders.hry.nic.in> and the subsequent amount of EMD received as 1% Rs. 80000/- of value of work order shall be retained as Security Deposit of the successful bidder. The tender documents are available on the website <https://etenders.hry.nic.in> and [www.hfdc.gov.in](http://www.hfdc.gov.in) from **13.12.2024**. An earnest money deposit to be 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. **The Last date for submission of e-Tender is 23.12.2024 (till 09:00AM). The technical and financial bids will be opened on 23.12.2024 (10:00 AM 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.

On behalf of Governor of Haryana

Sd/-  
General Manager  
H.F.D.C. Kurukshetra

## LIST OF IMPORTANT DATES

**1. Name of Work: Manufacturing/Supplying of Mild Steel/Modular Furniture/Structure and Items (Dual Desk, Almirah, Iron Tree Guard, Revolving Chair, other steel furniture items))**

| Sr. No. | District    | Name of the Work  | Period          | Approximate Amount. |
|---------|-------------|---|-----------------|---------------------|
| 1       | Kurukshetra | Manufacturing/Supplying of Mild Steel/Modular Furniture/Structure and Items (Dual Desk, Almirah, Iron Tree Guard, Revolving Chair, other steel furniture items) | UPTO 31.03.2025 | 80 Lakh             |

Date of Issue of Notice Inviting Bid :

Dated 13/12/2024

Period of availability of bidding Documents on website :  
at <https://etenders.hry.nic.in>

13/12/2024 to 23/12/2024

Time, Date and Place of Pre-bid Meeting:

Not required,

Deadline for receiving of Bids online including scanned copy of bid security and cost of bid document:

Dated 23/12/2024 upto 09:00Hours

Opening of Bids: The Bids will be opened online by the Authorized officer at the appointed time

Time and Date for opening of Part-I of the Bid (The Technical Qualification Part)

Dated 23/12/2024 on 10:00 Hrs.  
Onward

Time and Date of opening of Part-II of the Bid (Financial Part) of the Bidders who Qualify in Part I of the Bid

Dated 23/12/2024

Officer inviting Bids

Sd/-  
GENERAL MANAGER,  
HFDC, KURUKSHETRA

## 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. The tenderer must have CNC Machine, Laze cutting machine, powder coating plant.
6. The tenderer must have certification of Steel items manufacturing ISO certificate.
7. The tenderer must have at least three years experience for manufacturing/supplying of mild steel/modular furniture/structure and items to Government Department/Institutions.
8. Rates shall be quoted in the prescribed format of the Tender Schedules clearly in percentage of SOR/HFDC Items costing both in words and figures.
9. In case the document attached with the bid does not satisfy the qualification criteria, the bid will be liable to be rejected summarily without giving any reason.
10. The details of items of work/plan, sanction, drawing, specification can be seen in the office of the General Manager Kurukshetra on any working day.
11. 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>).
12. In case of dispute, the jurisdiction of Civil Court will be at Kurukshetra

General Manager,  
H.F.D.C., Kurukshetra

## **PLANTS AND MACHINERY**

Conditional bids will be treated as non-responsive and rejected.

1. The tenderer must have CNC Machine, Laze cutting machine, powder coating plant.
2. CNC sheet fibre laser machine.
3. CNC pipe fibre laser machine for pipe process.
4. CNC sheet bending machine (CNC press brake).
5. Pipe bending machine.
6. MIG welding machine.
7. Power press (Mechanicals).
8. Powder coating plant (Powder coating booth, Powder coating Gun & Owen).

General Manager,  
H.F.D.C., Kurukshetra

## Scope of works

The online bids under Two Bid System from the eligible bidders/Contractors/agencies/ Societies are hereby invited through website <https://etenders.hry.nic.in> The bidders should submit their offers only for the contractor's profit (Service Charge) in terms of the percentages of the amount payable for labour component only on the basis rates as per costing statements. The tentative details of description of work, amount and time schedule for completing the work is given as under:-

| Description of Work   | Approximate Labour Cost in Rs. | Contract period |
|---|--------------------------------|-----------------|
| <b>Manufacturing/Supplying of Mild Steel/Modular Furniture/Structure and Items (Dual Desk, Almira, Iron Tree Guard, Revolving Chair, other steel furniture items)</b> | 80,00,000/- (Eighty lakh only) | UPTO 31.03.2025 |

**N.B.:-**

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

Bidding Documents can be downloaded online from the Portal <https://etenders.hry.nic.in> by the contractor/agency registered on the Portal by paying document fee and e-service charge.

**The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates**

**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 e-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 online payment details of tender document fee + e-Service 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 online their bids as per the dates mentioned in the schedule/Key Dates above.

The bids shall be submitted online in two separate envelopes:

**Envelope 1: Technical Bid**

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

**Envelope 2: Commercial Bid**

The bidders shall submit mandatorily online under prescribed template/format.

**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)

.....  
.....

From:

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

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

To

The General Manager

.....

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 Bank Account Details.
- e) Copy of the Registration Certificate issued by Haryana Forest Department.
- f) EPF and ESI registration number issued by Competent Authority.
- g) Affidavit to the effect that applicant is not blacklisted by any authority.
- h) GST Certificate.
- i) ISO Certified.
- j) Last Three Years Audited balance sheet.

k) 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 \_\_\_\_\_



**HARYANA FOREST DEVELOPMENT CORPORATION**  
**GENERAL MANAGER.....**  
**TENDER APPLICATION FORM (FINANCIAL 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., Kurukshetra

Sir

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

| Name of Forest/ Site | Amount payable by the Forest Department towards SOR/HFDC Costing of Items (in %) | The Percentage of SOR/HFDC Items Costing at which I am/ we are willing to work (Contractor's Profit cannot be less than 2% and more than 10%, hence rate to be quoted may vary between 102% to 110%) |          |
|----------------------|--|--|----------|
|                      |  | In Figures   | In Words |
|                      | 100  |  |          |

**Note:**

1. HFDC Schedule of Rates (SOR)/HFDC Items costing are based on prevailing Minimum Wage Rate (Profit rate quoted by the bidder being less than 2% will be summarily rejected).
2. All statutory obligations under Minimum Wages Act, Contract 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 increases, the HFDC will pay the corresponding premium on the SOR.
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.

## Undertaking

Having read the Standing Order of HFDC regarding tender guidelines for execution of works 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 Schedule of Rates of Works 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 works at his own cost as this cost is inbuilt in the SOR/HFDC Items Costing. 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/HFDC Items Costing, 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 ignoranceregarding 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 inchargeAsstt / 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 works 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. 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.
27. All disputes arising out of the execution of the agreement shall be subject to the jurisdiction of the Court at Kurukshetra.

Signature of Contractor  
or Authorized representative of Agency

Date:

Place:

Mobile \_\_\_\_\_

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 Manager for the forestry work \_\_\_\_\_ 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 works 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 here in after 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  
Witness

General Manager  
H.F.D.C., Kurukshetra