

Haryana Forest Development Corporation
(A government of Haryana undertaking)



E-Tender Document

TENDER NO. : GM/HFDC/KNL/07/2025-26

FOR

**Supply of Hardware Material, Ply & Mica etc. for manufacturing of furniture
at HFDC Saw Mill Mangalpur (Karnal)**

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 Website: www.hfdc.gov.in

HFDC

Haryana Forest Development Corporation Limited

General Manager, Karnal Tel. 0184-2986731

E-Tender No. GM/HFDC/KNL/07/2025-26

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 Supply of Hardware Material, Ply & Mica etc. for manufacturing of furniture at HFDC saw Mill Mangalpur (Karnal)

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. 20,000/-** 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 03/04/2025. Last date for submission of e-Tender is 14/04/2025 (till 05:00 P.M.) The technical and financial bids will be opened on 15/04/2025 (12:15 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 **03.04.2025.**
- b) Downloading of tender document from time **09:00 Hrs on 03/04/2025**
- c) Pre- Bid Meeting, if required, at **N.A.**
- d) Last Date for submission of bids is upto **17:00 Hrs on 14/04/2025**
- e) Technical bid opening at **12.15 PM on 15/04/2025**
- 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 30.09.2025.
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

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
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 Bank Account Details.
- e) Copy of the Registration Certificate issued by H.F.D.C. Karnal.
- f) Affidavit (Attested by Notary Public) to the effect that applicant is not blacklisted by any authority.

g) Detail of supply executive 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 I 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.

Sr. No.	Item	Unit
1	Sunmica 1 mm	Sqf
2	Ply 18 mm	Sqf
3	Ply 12 mm	Sqf
4	Ply 9 mm	Sqf
5	Ply 6 mm	Sqf
6	Teak Ply 4 mm	Sqf
7	MDF 12 mm	Sqf
8	MDF 6 mm	Sqf
9	Pin Board 12 mm	Sqf
10	Glass 5 mm	Sqf
11	Glass 8mm	Sqf
12	Glass 10 mm	Sqf
13	Glass 12mm	Sqf
14	Jali	Sqf
15	Channel 12"	Set
16	Channel 14"	Set
17	Channel 16"	Set
18	Channel 18"	Set
19	Fevicol	Kg.
20	Nails	Kg.
21	Kabza 6'x75"	Rft
22	Hing 3"	No.
23	Chabka 3"	No.
24	Chabka 4"	No.
25	Table Lock	No.
26	Almirah Lock	No.

27	Magner Catcher	No.
28	Tower Bolt 4"	No.
29	Tower Bolt 6"	No.
30	Handle 4"	No.
31	Handle 6"	No.
32	Knob	No.
33	Pelmet Patti	No.
34	Pata Screw 0.75"	No.
35	Pata Screw 1"	No.
36	Pata Screw 1.5"	No.

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. Bidder should have atleast three year of experience of supply of material to HFDC furniture unit..
2. The rates given for the material supply should be exclusive of all taxes leads and lifts etc. and F.O.R. for H.F.D.C. Saw Mill Mangalpur, Karnal.
3. Quality materials of reputed company shall be supplied.
4. In case the material is not as per specifications, the same shall be replaced by the contractor/firm at their own cost.
5. No claim whatsoever on account of fluctuations in prices will be entertained.
6. The Earnest Money and Security deposit of contractor / firm will be forfeited, if he fails to comply with any of the conditions of the contract and work shall be carried out at risk and cost of the contractor / firm.
7. Normal commercial warranty/guarantee shall be applicable to the supplied materials.
8. Payment shall be made within 30 days after the delivery of goods with is received by Incharge Karnal Saw Mill and their acceptance.
9. The period of contract shall be up to 30-09-2025.
10. If HFDC need material related to furniture making other than mentioned in Annexure-I, HFDC will purchase the item and the payment for such material will be made on lowest rates/prices obtained from discreet market.
11. Payment shall only be done after certifying quality and quantity by the authorized HFDC officials.
12. No claim whatsoever of loss for non-supply of materials due to accident, theft or any other reason in prices will be entertained.
13. Not with standing the above, the GM HFDC Karnal reserves the right to accept or reject any tender and to cancel the bidding process and reject all tenders at any time prior to the award of the contract.
14. Items have to be supplied after receiving Item order from G.M. HFDC. Item Supplied without G.M. HFDC, office order's will be not entertained and HFDC will be not responsible for said item's (without work order)
15. Rate's in tender should be F.O.R. for HFDC Karnal Saw Mill district Karnal.
16. In case of identical quotation the bidder with more then over and in case a Firm/Agency/Society the date of registration shall be taken into consideration and finally decision will be taken after negotiation.
17. Applicable GST on items has to be included in rates given by bidder's.
18. Normally, for decision on the offered tender's at least three offers will be required. If the participation is less than three then re-tender will be done. However in situations of urgency of work with due justification work may be awarded to the lowest bidder provided the profit margin sought in the bid is less then 10%
19. The lowest tender will ordinarily be accepted. But the authority is competent to accept the tender, reserves to himself the power of accepting or rejecting any tender without assigning any reason thereof.
20. If the lowest bidder fails to sign agreement within stipulated period of time the offer will be given to second lowest bidder. The earnest money of L-1 will be forfeited.
21. The tender's submitted by tenderer's shall be valid for acceptance for a period of three month's. However this period can be extended with the consent of both parties.
22. In case contractor is unable to supply any item HFDC will purchase item from open market.
23. All other conditions contained in state Government decision vide Commissioner-cum-Secretary to Government of Haryana, and Forest Department letter no. 3554 FT-5-2000/11339 dated 06.04.2000 shall be complied with.
24. HFDC shall not be responsible for payment of any item witch is not received by Incharge Karnal Saw Mill.
25. In no circumstance the successful bidder would be allowed to sublet the work's in part or whole of the assigned contract.
26. General Manager will have full rights to issue any clarification regarding the interpretation at any of the terms and conditions in the interest of better execution at work.
27. All disputes arising out of the execution of the agreement shall be subject to the jurisdiction of the court at Karnal.

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