

Haryana Forest Development Corporation

(A government of Haryana undertaking)



E-Tender Document

TENDER NO. : GM/HFDC/KKR/01/2025-26

TENDER ID:- 2025_HBC_438321_1

FOR

**In-House Manufacturing of Nursery Bags at HFDC Nursery Bags Factory, Near Braham
Sarovar, Kurukshetra**

Haryana Forest Development Corporation

Office: General Manager Haryana Forest Development Corporation

Forest Complex, Pipli, Kurukshetra (Haryana)

Telephone 01744-230364

E-mail: gm.kurukshetra@hfdc.gov.in Website: 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/01/2025-26

TENDER ID:- 2025_HBC_438321_1

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
In-House Manufacturing of Nursery Bags at HFDC Nursery Bags Factory, Near Braham Sarovar, Kurukshetra	25.00 Lakh	20000/-	Doc. Fee. = 1180 .00 E-service fee =1180.00 (Incl. GST)	F.Y. 2025-26 UPTO 31.03.2026	03.04.2025 04:00 PM	15.04.2025 09:00 AM and opening time 15.04.2025 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. 25000/- 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 from **03.04.2025**. 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 **15.04.2025 (till 09:00 AM)**. The technical and financial bids will be opened on **15.04.2025 (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: In-House manufacturing of Nursery Bags at Nursery Bags Factory, Near Braham Sarovar, Kurukshetra.

Sr. No.	District	Name of the Work	Period	Approximate Amount.
1	Kurukshetra	In-House Manufacturing of Nursery Bags at HFDC Nursery Bags Factory, Near Braham Sarovar, Kurukshetra	2025-26 UPTO 31.03.2026	25.00 Lakhs

Date of Issue of Notice Inviting Bid :

Dated 03/04/2025

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

03/04/2025 to 15/04/2025

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 15/04/2025 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 15/04/2025 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 15/04/2025

Officer inviting Bids

**Sd/-
GENERAL MANAGER,
HFDC,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
In-House Manufacturing of Nursery Bags at HFDC Nursery Bags Factory, Near Braham Sarovar, Kurukshetra	25,00,000/-	F.Y. 2025-26 UPTO 31.03.2026

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 list of important 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.

1. PROCEDURE AND GUIDELINES FOR TENDER PROCESS

8.1 Work area for tender:

(a) Other Works

The area for works other than the logging operations for which tender is to be floated will depend on the nature of work which may be decided by the General Manager.

Note: The rate contract tender process will be for selection of contractors for executing works over an area during a financial year. The selected contractors will be awarded works in the area mentioned in the tender during course of year on terms and condition detailed in the NIT. The works will be awarded in accordance with the orders of Nursery Bags received from the Forest Department or any other work order received by the HFDC.

8.2 Preparation of Estimates:

The total estimated cost of the tender shall be arrived.

8.3 Tender Opening and Evaluation Committee:

It will consist of the following officers/ officials: -

- | | | |
|------|----------------------------------------------------------------------------|------------------|
| i. | General Manager (Concerned Unit) | Chairperson |
| ii. | Two General Managers
(under the Jurisdiction of
Concerned CGM, HFDC) | Members |
| iii. | Manager (Concerned Unit) | Member Secretary |

Note: *Tender Evaluation Committee shall be responsible for examining all the documents related to tender and ensuring compliance of all tendering procedures. The evaluation report of the tender will be placed before the competent tender sanctioning authority for decision.*

8.4 Notice Inviting Tender:

The detailed Notice Inviting Tender (DNIT) shall be floated on e-tender portal of Government and notice to this effect (NIT) shall be published in newspapers by the concerned General Manager. Minimum ten days' time will be given for offer of bids.

8.5 Preparation of Tender Document:

The detailed notice inviting tenders (DNIT) shall incorporate the following:

- i. Nature of work.
- ii. Approximate value of work.

- iii. Detail of the website for online submission of bids
- iv. Date, time and place of pre-bid meeting (if any).
- v. Last date and time for submission of bids.
- vi. Date and time of opening of tenders.
- vii. Time period for which tender will be valid (31st March of Financial year 2026).
- viii. Details of Security Deposit and its mode of submission.
- ix. The general conditions of contract (GCC).
- x. Special conditions of contract, if any.
- xi. Detailed technical specifications, if any.
- xii. Drawings, if any, with the list.
- xiii. Copy of the HFDC Cost Norms
- xiv. Any other relevant information required
- xv. The tender document should also specify the right of the Department to reject any tender or accept any tender in full or in part by passing a well-reasoned order in writing.

8.6 Tender Document (Bid Document).

A. PART - I TENDER (Technical bid/ eligibility criteria)

The tenderer should furnish the following documents signed on all pages with seal along with the details and certificates required therein.

- a) Detailed tender conditions of the work duly accepted.
- b) Any other stipulation that may be prescribed in the NIT.

B. PART - II TENDER (Financial Bid)

Price bid are to be submitted online only in prescribed format.

8.7 Pre-bid Meeting:

It may be held with the registered Contractors to explain the scope, terms and conditions of tender. Non-attendance at the pre-bid meeting will not be a cause for disqualification of a prospective bidder.

8.8 Bid Validity Period:

Bid Validity Period for all tenders will be up to the 31st of March of the relevant financial year.

8.9 Security Deposit and Earnest Money Deposit

- (a) An initial amount of Rs. 20,000 shall be deposited as earnest money at the time of making application for tender/filling of tender.

- (b) 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.

Note: The initial amount of Rs. 20000/- received as Earnest Money Deposit from unsuccessful bidders will be refund without any interest within one month of decision of the tender. The initial amount of EMD of Rs. 20000/- and the subsequent amount of EMD received as 1% of value of work order shall be retained as Security Deposit of the successful bidder. The initial amount of EMD of Rs. 20000/- shall be refunded on completion of the tender and the subsequent EMD 1% of the value of the work order will be refunded on completion of the work order on producing the Non-Liability Certificate from the concerned Manager, HFDC.

9 CONDITIONS OF AGREEMENT

- i. The successful bidder hereinafter, referred to as the “Contractor” shall enter into an agreement with the General Manager as per form [Form-IX] and thereafter, execute works as per the Work Order [Form-XII] to be issued by the concerned Manager in-charge of work, from time to time during the period of agreement.
- ii. All the items of work given in the schedule of rates may not come into operation in any given work and billing will be made only in respect of the items actually done and entered in the MB.
- iii. The General Manager shall be competent to cancel/reduce the quantity of work mentioned in the work order if for any reason the allotted work is not to be undertaken and his decision will be binding on the Contractor.
- iv. The tenderers are particularly required to inspect the field and working conditions before submitting tender offer. Concerned Managers may be contacted for any assistance for field inspections.
- v. The period of contract shall be as per the tender schedule. The HFDC may also fore-close the contract in case the area/ work is withdrawn / discontinued for any reason of public interest. In such cases or any other similarly placed situations where HFDC is not able to continue with the works to be executed due to reasons beyond its control, the HFDC will not be liable to pay any compensation.
- vi. The Contractor, his employees/workmen shall carry out all instructions given by the General Manager or any other Officer in charge of the work.

- vii. The Contractor shall not sublet the work to any other agent or agents under any circumstances.
- viii. The Contractor, his authorized agents and other employees / workman engaged by him shall be bound to render such assistance as may be required of them, by any Officer of and above the rank of Assistant Manager or any Forest Officer, in carrying out any work related to execution and protection of forest produce or forest area.
- ix. The Contractor may execute works through mechanized means only if it increases the quality and quantity of work output and without causing any damage to forest produce, forests and wildlife of the area.
- x. The Contractor shall be fully responsible for the acts of omissions and a commission of the labourers engaged by him in connection with the execution of the work. The HFDC will not undertake any responsibility of any illegal acts/accidents caused by or to the laborers / machinery engaged by the Contractor.
- xi. The works shall be done only as per the supervision and instructions of officers/officials of HFDC.

In case the work is abandoned mid-way by the contractor without any valid reason, his contractors' profit, security deposit and EMD will be forfeited. The GM will make necessary arrangements for completion of Balance work as well as making payments for completed work. The payments of the work already executed will be made to labourers through Asstt. Manager or deputy manager as per the work details entered in MB. For completion of Balance work first preference shall be given to L-2 if he agrees to complete the work at the same contractor's profit at which contract was allotted to L-1.

- xii. Ordinarily, no extension of the period mentioned in the work order shall be granted. However, in case the delay in work is due to circumstances beyond the control of the Contractor, extension of time may be granted by the General Manager upto one month and beyond this extended period, further extension will be permissible only with prior approval of the CGM.
- xiii. On the expiry of the period of the contract, all rights of the Contractor shall cease absolutely.
- xiv. The General Manager may add such other special conditions as would be deemed necessary, considering the nature and circumstances of the work.
- xv. 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.

- xvi. The Contractor should have no relationship to any government servant who is in charge of the work or who has any direct control over the work. Relationship in this case will mean father, mother, son, daughter, brother, sister, direct uncle, nephew, father-in-law, mother-in-law, brother-in-law, sister-in-law and first cousin of the officer concerned.
- xvii. On acceptance of tender, the Contractor shall remain available at site of work to receive the instructions of the officials/ officers of HFDC and to ensure prompt compliance thereof.
- xviii. Contractor should employ or engage his own workmen and should strictly abide by all requirements under the labour laws in force from time to time, including the payment of Wages Act, the minimum Wages Act, Industrial Disputes Act, Employees' Provident Fund Act, Workmen's Compensation Act, the Contract Labour (Regulation and Abolition) Act etc. Contractor should comply with the provisions of Employees State Insurance Act and Employees Provident Fund and Miscellaneous Provisions Act.
- xix. Compliance of Technical Instructions.

All works will be executed by the contractor as per instructions and technical specifications given in the technical notes of Forest Department and relevant to the work order issued to the contractor. The contractor and his labour shall follow the prescriptions detailed in safety manual of HFDC.

10. General Guidelines.

- (i) The process of floating of tenders to select contractors for any financial year must begin in the month of February of the previous financial year and it is to be completed by 15th March so that works can be allotted to the contractors w.e.f 1st April of the financial year for which the tender is floated.
- (ii) The Work Orders to the successful contractor will be given by the concerned Manager, HFDC on receipt of Nursery Bags manufacturing work order.
- (iii) If for any reason, the tender process for the year get delayed then, the GM will be competent to extend the validity of current tender for a maximum of three months at the same rates and conditions. No further extension will be permissible.

- (iv) Not all activities prescribed in a Cost Norms are needed for any work. Therefore, at the time of billing of the work, the contactors' profit on the basis of rates offered in his bid by the successful bidder is payable only for the activities actually executed in completion of work and recorded in the measurement book (MB). 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.
- (v) In case the volume of work estimated in the NIT exceeds then the GM and CGM will be competent to authorize managers to issue work orders up to 5% and 10% respectively, in excess of the volume of work given in the DNIT. In case the work exceeds beyond 10%, then fresh tender will be invited.
- (vi) All the members of Tender Evaluation Committee will be the quorum for evaluation of bids. In case of non-availability of any member, the CGM will be competent to substitute an official / officer of parallel rank serving within his area of jurisdiction.
- (vii) Normally, a tender will be decided only if at least three valid bids are received. In case the offers are less than three, re-tendering will be done. On re-tendering, decision will be taken only if minimum two valid offers are received otherwise the offers will be called again. On third instance, if only single valid offer is received then, decision to award tender may be taken.
- (viii) In their offers, the bidders are required to quote the percentage of Cost Norms at which they are willing to undertake the works. Example:- if the bidder is willing to work at 2% of the rates specified in the Cost Norms then, he has to write 102% in the relevant column of the financial bid document. Similarly, if he wish to work at service charge (contractors profit) at 3%, his quote will be 103% and so on.

Note: *The bid offers below 102% will be treated as non-responsive and declared invalid.*

- (ix) The financial bids are to be opened online in presence of the bidders or their representatives who wish to attend the proceedings as per the schedule specified in the tender document. The comparative statement (CST) for deciding the successful bidder will be arrived at on the basis of valid offered quoted percentage. The tender will be awarded to lowest bidder (L-I). In the event of identical bids, the following procedure will be adopted by the tender evaluation committee-

- (a) If in any tender there happen to be two or more identical bidders then, if any such contractor, who may have already become successful in any other tender of HFDC which makes an area of more than two territorial ranges or one territorial division, the bid of such a contractor will be treated as non-responsive and ignored.
- (b) In case the decision could not be arrived at as per (a) above, in that case, the total number of earlier tenders successfully completed by tenderer in HFDC will be taken into consideration and one having completed more number of tenders will be given preference. In case the decision can't be arrived at then also, in that situation the date of registration of the contractor in HFDC will be taken into consideration and the one registered at an earlier date will be preferred. In event, if it so happens that the date of registration of competing bidders happens to be same then, decision will be taken by draw of lots to be done by the GM in the presence of bidders or their representatives and a representative to be nominated by the CGM. In case the bidder fails to attend or nominate his representative, then also the draw of lot will be done. However, in such a situation, it will be recorded that the said contractor was duly informed regarding date, time and place of draw of lot and invitation to participate was given to him.
- (ix) The Cost Norms as applicable in HFDC are based on prevailing wage rate and are therefore, payable by statute. Therefore, the maximum and minimum percentage permissible is 110% and 102% respectively.
- (x) The applicable Cost Norms of HFDC will be attached with the tender document to facilitate the bidders. There are many items in the Cost Norms and it is possible that the agency may be willing to work at different percentage for different items but for this tender purpose quoting item-wise percentage is not permissible. The agency is required to assess the work composition and indicate only one percentage figure which will be applied to all items listed in the Cost Norms.
- (xi) In case the L-1 (lowest bidder) fails to sign agreement within stipulated period of time, the EMD of L-1 will be forfeited and process for fresh tender will be initiated.
- (xii) In the event of natural calamities like winds / storms / floods, time bound exigencies etc. where available time is a constraint for following normal procedure and the specified time limits of tendering process; in such cases the works may be awarded by the General

Managers to any of the willing registered contractor with the prior approval of Chief General Manager for works involving expenditure upto Rs 5.0 lacs and at maximum Contractors' profit of 2% (102%). In case, the expenditure involved in the work is more than Rs 5.0 lacs, the prior approval of Managing Director shall be obtained. Further, the General Managers may execute works involving exigencies and of value upto Rs. 50,000 at their level (reasons of exigency to be recorded in writing) by obtaining spot quotations.

- (xiii) The responsibility of timely and satisfactory execution of tendered work shall vest with the concerned General Manager, Manager, Asstt / Deputy Manager in charge of work.

All disputes arising out of the execution of the agreement shall be subject to the jurisdiction of the Court at Kurukshetra, Distt Kurukshetra.

Signature of Contractor or Authorized representative of Agency

Date:-

Place:-

Mobile.

Address

SPECIAL TERMS AND CONDITIONS

1. The bidding Contractor/Firm should be registered with G.M., HFDC Kurukshetra
2. Conditional bids will be treated as non-responsive and rejected.
3. All Bids will be opened by the Tender Opening & Evaluation Committee at the specified time and place.
4. The validity of bid is up to 31th March, 2026 of the financial year 2025-26
5. The tender issuing authority reserves the right to accept or reject any or all the bids received without assigning any reasons thereof.
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. 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>).
8. The contractor/firm should have registration certificate under the Contract Labour (Regulation and Abolition) Act. 1970 issued by Labour Department of Haryana. The contractor should be registered under Industrial safety & Health Deptt. Of Haryana.
9. The contractor/firm should have all documents related to inspection of Labour Law, Industrial safety & Health Deptt. of Haryana.
10. 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.
11. 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.
12. The contractor/firm/company must get himself/themselves well acquainted with terms and conditions of tender, location, loading/unloading points, route chart etc. before submission of tender. Once a tender is submitted it shall be deemed that tenderers have well acquainted himself with the terms and conditions. In case the rates are quoted in a manner other than mentioned in terms and conditions, tenders are liable to be rejected. Conditional tender will not be accepted.
13. The contractor/firm/company will give their offer in two online envelopes. The first envelope containing Technical Bid giving the detailed documentary evidence, as mentioned below, in

support of their technical/financial soundness and experience of work etc. along with online EMD. The second envelope containing quoted rates per unit submitted online

Note :- The Bid Price will be opened only in case of tenderer qualify in the Technical Bid.

1. Objects/description of work:-

No definite volume of work to be performed can be guaranteed during the period of contract. General Manager, Haryana Forest Development Corporation, KURUKSHETRA will also have exclusive right to cancel or reduce the quantity at any time during the tenure of contract for Nursery Bags manufacturing works etc. No claim, lie against General Manager, Haryana Forest Development Corporation, Kurukshetra by reason of such division of work.

2. Deduction of Income Tax or any other tax:-

Deduction of Income Tax or any other tax if any applicable shall be made at source as per law in force by General Manager, HFDC, Kurukshetra. The license, if any, required as per law shall also be taken by the contractor as their own cost.

3. Summary of Termination:-

- a) If any criminal proceedings are started against the contractor for any kind of misdeeds or the police arrest the contractor, HFDC shall be competent to terminate the contract and forfeit his security. The Nursery Bags manufacturing work for the remaining period shall be got done from other sources without giving any notice at the risk and cost of contractor.
- b) In the case of the contract having been declared insolvent or going into liquidation or winding up their business or making arrangements with their creditors or failing to observe any of the provisions of this contract or any of the terms and conditions governing the contract. The Committees shall be at liberty to terminate the contract without prejudice or any other rights or remedies under the contract and to get the work done for the un-expired period on contract at the risk and the cost of the contractors and to claim from the contractors entire loss sustained or cost incurred.
- c) In the event of breach of any of the terms and conditions of the contract by the contractors, the General Manager, HFDC, Kurukshetra shall have, without prejudice to other rights remedies, the right to terminate the contract forthwith and to get the work done for the un-expired period of the contract at the risk and cost of the contractors and or forfeit the security deposit or any part thereof from the sums due for any damages, losses charges, expenses or costs that may be suffered or incurred by the HFDC due to contractors negligence or incompetent un-workman like performance of any of the services under the contract.

4. Liability of contractors of losses etc. suffered by HFDC.

- a) The contractors shall be liable for all costs, damages, charges and expenses suffered or incurred to HFDC due to the contractor negligence and unworkmanlike performance of any service under the contract for the breach of any terms thereof or their failure to carry out the work with a view to avoid incurrance or damages or losses caused to the HFDC due to any act whether negligent or otherwise of the contractors themselves or their workmen and their liability for the losses etc. suffered by HFDC shall be final binding the contractors.
- b) The contractors shall always be bound to act with reasonable diligence and in businesslike manner and to use such skill as expected of men of ordinary prudence in the conduct of their activities.
- c) The contractor will have to execute all the work to the full satisfaction of General Manager, HFDC, Kurukshetra and obey directions for proper execution contracts or for speedy and careful handling.

5. ARBITRATION

In case of dispute between contractor and GM HFDC, Kurukshetra still persists and not resolved the matter will be referred to Managing Director HFDC, Panchkula whose decision shall be final conclusive and binding on both the parties and shall not be called into question. Similarly for the recovery of amount of losses caused to the HFDC by the contractor due to misappropriation or diversion of Nursery Bags by him, the matter shall be referred to Managing Director HFDC for arbitration proceedings. Managing Director HFDC, Panchkula or other Govt./Semi Govt. department as an arbitrator to hear the such reference and decision of the arbitrator shall be final and binding on both the parties to the contract.

Date:
Place:

Signature of the Contractor/Firm/Society
or
Authorized Nominee of Contractor/Firm/Society
Mobile No.
Address:

Haryana Forest Development Corporation Limited
General Manager, Kurukshetra
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

HFDC, Kurukshetra

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.

Sr No.	Particulars	Yes	Remarks
1	Signed copy of Tender documents alongwith the terms & conditions (each page duly signed and stamps)		
2	Proof of Online payment of EMD/Tender Fee and E-Service Charges		
3	Self Attested Copy of PAN Card		
4	Self Attested Copy Bank Account Details.		
5	Copy of Registration Certificate issued by HFDC		
6	EPF and ESI & GST Registration No. issued by competent Authority.		
7	Copy of Labour License Under Contract Labour (Regulation and Abolition), Act., 1970.		
8	Affidavit to the effect that applicant is not blacklisted by any authority.(Annexure-I)		
9	Financial Bid in separate cover.		
10	Detail of similar projects or work 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 completion of the work	Supporting document against the claim.
1					
2					
3					

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

Date_____

Place_____

HARYANA FOREST DEVELOPMENT CORPORATION
GENERAL MANAGER, Kurukshetra
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

.....

Sir

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

Name of Forest/ Site	Amount payable by the HFDC towards Cost Norms (in %)	The Percentage of Cost Norms 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 Cost Norms 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 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.

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:-

Annexure-I (AFFIDAVIT)

TO BE ATTESTED BY NOTARY PUBLIC

1. I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certifies that neither our firm M/s..... have abandoned any work in Government Organizations nor any contract awarded to us for such works have been rescinded and blacklisted by any authority.
3. The undersigned also hereby certified that neither our firm working with any General Manager, HFDC except GM, HFDC, Kurukshetra
4. I/We accept all the terms and conditions without any condition.

Date:

(Signed by an Authorized Officer of the Contractor/Firm/Agency/Society)

Place:

Verification:-

I, do hereby verify and declare that the content of the Affidavit are true and correct to the best of my knowledge and belief. No part of it is false and nothing material has been concealed therein.

Verified at this day of 2025

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 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