



Tender ID No.: GM/HFDC/GGM/07/GMRL/18000

Supplying & Plantation of 18000 plants to be planted in the revenue estate of village Kadarpur registered as Gair Mumkim Pahar in District Gurugram (Haryana) and including maintenance for five years

General Manager
Haryana Forest Development Corporation Ltd.

(A Government of Haryana Undertaking)
Forest Complex, Sohna Road, Near Courts, Gurugram-122001
Tel : 0124-2305348; E-mail: gm.gurgaon@hfdc.gov.in

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No. GM/HFDC/GGM/07/GMRL/18000

Dated: 12.08.2025

TENDER NOTICE

E-tender : Supplying & Plantation of 18000 plants to be planted in the revenue estate of village Kadarapur in District Gurugram (Haryana) and including maintenance for five years

Haryana Forest Development Corporation Ltd. (HFDC) invites Online bids through e-tendering mode on the website: <https://etenders.hry.nic.in/nicgep/app> from the eligible contractors/firms enlisted in appropriate class/category with HFDC, Haryana Forest Department, HSVP, PWD (B & R) and PHED, MES, CPWD & Other Govt. Departments and Undertaking of the Central & State governments for the works as mentioned below:

Sr. No.	Item	Details
1.	Name of work	Supplying & Plantation of 18000 plants to be planted in the revenue estate of village Kadarapur in District Gurugram (Haryana) and including maintenance for five years
2.	Estimated cost	3.77 Cr
3.	Time period	63 months
4.	Earnest Money Deposit (EMD)	Rs. 4.00 Lakhs
5.	E-service Fee	Rs. 1180/-
6.	Tender document fee	Rs. 17700/-
8.	Start date of bid submission	12.08.2025
9.	Last date and time of bid submission	25.08.2025 at 3.00 pm
10.	Date & time of bid opening	25.08.2025 at 3.30 pm

The first requirement to participate in e-tender is to have digital signature and the registration of tenderers with any Government Organisation and Haryana E-Procurement. The bidders may refer Section 1 of tender document for terms and conditions for e-tendering.

The details terms and conditions and tender documents may be downloaded from the website of HFDC i.e. www.HFDC.gov.in or website: <https://etenders.hry.nic.in/nicgep/app> on or before 25.08.2025 at 3.00 pm. The bids may be submitted online by 25.08.2025 before 3.00 pm and the bids shall be opened in the presence of tenderers or their authorized representatives who wish to be present on the same day i.e. 25.08.2025 at 3.30 PM in the office of the General Manager, Haryana Forest Development Corporation Ltd., Gurugram-122001, Haryana. In case of any holiday on the day of opening, the e-tender will be opened on the next working day at the same time.



**General Manager
HFDC Ltd., Gurugram**

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Tel : 0124-2305348; E-mail: gm.gurgaon@hfdc.gov.in

No. GM/HFDC/GGM/07/GMRL/18000

Dated: 12.08.2025

DETAIL NOTICE INVITING TENDER (DNIT)

Name of work : Supplying & Plantation of 18000 plants to be planted in the revenue estate of village Kadarapur in District Gurugram (Haryana) and including maintenance for five years

Haryana Forest Development Corporation Ltd. (HFDC) invites Online bids through e-tendering mode on the website: <https://etenders.hry.nic.in/nicgep/app> from the eligible contractors/firms enlisted in appropriate class/category with HFDC, Haryana Forest Department, HSVP, PWD (B & R) and PHED, MES, CPWD & Other Govt. Departments and Undertaking of the Central & State governments for the works as mentioned below:

Sr. No.	Item	Details
1.	Name of work	Supplying & Plantation of 18000 plants to be planted in the revenue estate of village Kadarapur in District Gurugram (Haryana) and including maintenance for five years.
2.	Estimated cost	3.77 Cr
3.	Time period	63 months
4.	Earnest Money Deposit (EMD)	Rs. 4.00 Lakhs
5.	E-service Fee	Rs. 1180/-
6.	Tender document fee	Rs. 17700/-
8.	Start date of bid submission	12.08.2025
9.	Last date and time of bid submission	25.08.2025 at 3.00 pm
10.	Date & time of bid opening	25.08.2025 at 3.30 pm


1. The bidding documents can be downloaded from the <https://etenders.hry.nic.in/nicgep/app> web portal by the agencies registered there upon.
2. The Agencies must submit their tender online as per above mentioned key dates.
3. The online tender including the Technical Bid and Financial Bid shall be submitted in a single

stage under two covers i.e. Technical Bid & Financial Bid.

4. Eligibility and qualification of the bidding Agency will be examined first on the basis of the details submitted online under first cover (Technical Bid) with respect to eligibility and qualification criteria prescribed in this document. The Financial Bid under the second cover will be opened only of those Applicants whose Technical Bid applications are found responsive to eligibility and qualifications requirements set out as per this tender document.
5. Intending Agencies will be mandatorily required to sign-up and create an online user account on the website <https://etenders.hry.nic.in/nicgep/app> to be eligible to participate in the e-Tender.
6. Interested Agencies must submit their bids online complete in all respects on or before **25.08.2025 by 3.00 pm.**
7. As the bids are to be submitted online and are required to be encrypted and digitally signed, the Agencies are advised to obtain Digital Signature Certificate (DSC) at the earliest.
8. No bid shall be entertained after the due date and time under any circumstance whatsoever.
9. The secure electronic payments gateway is an online interface between the Agencies & online payment authorization networks.
10. Details of payment would also have to be provided online along with the bid submission. If the Agency fails to submit the EMD, e-service and tender document fee before due date and time, then the bid offer will not be considered and will be treated as cancelled without any intimation.
11. Earnest Money should be deposited for the bid as mentioned above. The Agency may deposit the amount of EMD, e-service and tender document fee online through NEFT/RTGS before the due date and time. Details of payment would also have to be provided online along with the bid submission. The Bidders are advised to keep the EMD & details ready beforehand.
12. Interested Agencies must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. on or before the date mentioned in table of section-1; and make payment via RTGS /NEFT or OTC to the beneficiary account number specified under the online generated challan. The interested Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the tender at <https://etenders.hry.nic.in/nicgep/app>.
13. Interested Agencies must complete the 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Agency fails to complete the aforesaid stage online in the stipulated online time schedule, their bid application/bid status will be considered as 'Application/Bid not submitted'.
14. The bids shall be submitted online in two separate envelopes: Envelope 1- Technical Bid: The Agency shall upload the required eligibility & technical documents online in the Technical Bid. Envelope 2-Financial Bid: The Agency shall quote the prices in price bid format under Financial Bid.
15. Interested Agencies must confirm & check their bid application/bid status after completion of their all activities for e-bidding.
16. The bids will be opened in the presence of the prospective parties on **25.08.2025 at 3.30 P.M.** in the office of **General Manager, HFDC Ltd., Court Road, Gurugram-122003, Haryana.**
17. The online payment details of Earnest Money Deposit & Technical Bid Envelope shall be

opened in the first instance. The Financial Bid of only shortlisted agencies shall be opened online in the presence of such agencies who choose to be present either in person themselves or through their representatives. The Agency must submit their bids online as per the dates mentioned in the Key Dates above.

18. HFDC reserves the right to amend or withdraw any of the terms & conditions contained in the Tender Document or to reject any or all bids without giving any notice or without assigning any reason thereof. The decision of the HFDC in this regard shall be final and binding on all the Agencies.
19. For further details and e-tendering schedule, please visit HFDC website www.HFDC.gov.in
20. For any query in relation to this tender the agencies may contact to the **General Manager, HFDC Ltd., Court Road, Gurugram-122001 (Haryana).**



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HFDC Ltd., Gurugram**

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No. GM/HFDC/GGM/07/GMRL/18000

Name of work : Supplying & Plantation of 18000 plants to be planted in the revenue estate of village Kadarpur in District Gurugram (Haryana) and including maintenance for five years.

ELIGIBILITY CRITERIA

- The bidder should be a professional agency/Individual **registered with competent authority** of State of Central government and incorporated as a legal entity under any law applicable for such entity. The bidding agency should be registered/enlisted in appropriate class/category with HFDC, Haryana Forest Department, HSVP, PWD (B & R) and PHED, MES, CPWD & Other Govt. Departments and Undertaking of the Central & State governments.
- The bidder should have been in existence for a **minimum period of 5 years**. The Agency shall **submit documentary evidence** regarding their incorporation/existence.
- Only those who have an average annual financial turnover of atleast 30% of the estimated cost of the work for similar type of works for the last three years ending 31st March of the previous financial year from provision of **forestry/plantation, horticulture & landscaping works** shall be eligible to participate in the bidding process. Turnover certificate duly certified by a Chartered Accountant in this regard shall be submitted with the Technical Bid.
- The bidder should have the experience of completion of **Forestry/plantation, horticultural & landscaping works** in last three years in Departments, statutory entities, autonomous institutions, public sector undertakings (PSUs) of the Government of India or a State Government or a Municipal Corporation as mentioned under:
 - i) Should have successfully completed raising of saplings of forestry tree species or similar nature of work and subsequent maintenance of plantation or similar nature of work for a minimum period of three years during last five years ending last day of the month previous to the one in which applications are invited should be either of the following (Scanned copies of relevant document for a, b, & c below should be submitted) :-
 - a) Three similar complete works costing not less than the amount equal to 40% of the estimated cost'
 - OR
 - b) Two similar complete works costing not less than the amount equal to 50% of the estimated cost,
 - OR
 - c) One similar complete work costing not less than the amount equal to 80% of the estimated cost.

- **The experience of private companies will not be considered.**
- Experience Certificate for the period as mentioned above must be submitted with the Technical Bid. The bids shall be rejected straightway if the documents are not uploaded at time of filling tenders.
- The bidder must be **ESI, EPF and other labour related registration certificates.** Copy of **registration papers** along with respective registration numbers issued to the bidder must be provided with Technical Bid.
- The bidder must have valid service tax GST registration number. **Copy of registration number** issued to the bidder must be provided with Technical Bid.
- The bidder must have valid PAN/TAN No. issued by the Income Tax Department. Self- attested documentary evidence of the PAN/TAN issued to the bidder must be provided with Technical Bid.
- The bidder must submit **Income Tax returns** for the last three financial years (2024-25, 2023-24 and 2022-23) duly attested from Chartered Accountant with technical bid.
- The bidder should not have been debarred, blacklisted or charged with any malpractice blacklisted by any Department, statutory entity, autonomous institution or public sector undertaking (PSUs), whether of the Government of India or any State Government, or a Municipal Corporation.
- The bidder shall have to **submit an affidavit** in this respect in the prescribed Performa. The information provided by the bidder in this regard is also likely to be placed in the public domain for scrutiny.
- Non-compliance with any of the above conditions by the bidding Agency will be considered as ineligible and the tender will be summarily rejected.
- Conditional tenders and tenders with deviations shall be summarily rejected.
- HFDC reserves the right to accept or reject any tender in part or full without assigning any reason whatsoever.
- HFDC reserves the right to seek clarifications from the bidder and supporting documents for verifying their eligibility before technical evaluation of the bids.
- Extremely low and extremely high bids will not be cancelled and will be rejected. The extremely low and high rates will be conveyed to tender committee by the competent authority before opening of bids in sealed cover.

Check List of Technical Documents:

- a. Bid Security (Earnest Money Deposit) for an amount of Rs. 4.00 lakhs shall be deposited online as part of the Technical bid in favour of Haryana Forest Development Corporation Ltd. payable at Gurugram.
- b. Online tender document of Rs. 17700/- and e-service fee of Rs. 1180/-.
- c. Scanned copy of experience in plantation/horticultural works executed in past upto value prescribed under eligibility criteria
- d. Scanned copy of Registration with Government organisations

- e. Scanned copy of PAN Card
- f. Scanned copy of Registration with EPF, ESI and Labour Department
- g. Scanned copy of GST registration
- h. Income Tax return of last three years
- i. Document of the agency showing average annual turn of the amount prescribed under eligibility criteria
- j. Undertaking regarding unconditional acceptance of terms & conditions and stating that the agency has not been debarred/blacklisted by Government Organisation.



General Manager
HFDC Ltd., Gurugram

SECTION-I

CONDITIONS OF E-TENDERING

- 1.1 Registration of Agencies on e-Procurement Portal: - All Agencies intending to participate in the online tendering process are required to register on the centralized e-Procurement Portal i.e. <https://etenders.hry.nic.in/nicgep/app> . Agencies may visit the website for more details.
- 1.2 **Obtaining a Digital Signature Certificate: -**
 - a) Bids submitted online should be encrypted and signed electronically with a Digital Signature Certificate to establish identity of the Agency bidding online. The Digital Signature Certificates are issued by a Certifying Authority approved by the Controller of Certifying Authorities under the Information Technology Act, 2000.
 - b) Digital Signature Certificate is issued on receipt of mandatory identity (i.e. applicant's PAN Card), address proof and verification form duly attested by the Bank Manager/Post Master/ Gazetted Officer. On the receipt of the required documents, a Digital Signature Certificate can be issued. For more details please visit the website – <https://etenders.hry.nic.in/nicgep/app> .
 - c) Agencies may obtain Class-II or III Digital Signature Certificate from any Certifying Authority or Sub-Certifying Authority authorized by the Controller of Certifying Authorities.
 - d) The Agency must ensure compliance with the available important guidelines online at the portal <https://etenders.hry.nic.in/nicgep/app> . for the Digital Signature Certificate including the e- Token carrying DSCs.
 - e) Bids must be submitted online using the Digital Signature Certificate for Encryption & Signing, which is used to encrypt and sign the data during the bid preparation. In case the user loses his Digital Signature Certificate, he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place and under proper security for its use in case of emergencies.
 - f) The use of the Digital Signature Certificate issued to the authorized user of a firm for signing and submitting an online bid, it will be considered equivalent to lawful authorization of that user. The Agency has to authorize the specific individual through an authorization certificate signed by the competent authority to use the Digital Signature Certificate as per the Information Technology Act, 2000. Unless the Digital Signature Certificate is revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the Agency as per Information Technology Act, 2000. The use of Digital Signature Certificate by the authorized user shall be binding on the Agency.

- g) In case of any change in the authorization under the foregoing paragraph, it shall be responsibility of the Agency to inform the certifying authority about such change and to obtain the Digital Signature Certificate of a new person/user to act on behalf of the firm / company. The procedure for application of a Digital Signature Certificate will remain the same for the new user.
- 1.3 **Pre-requisites for online bidding:** In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/pre-requisites can be obtained from the home page of the website- <https://etenders.hry.nic.in/nicgep/app> . The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering portal.
- 1.4 **Online Viewing of Detailed Notice Inviting Proposals:** Agencies can view the detailed Notice Inviting Tender and the time schedule (Key Dates) for the tenders floated through the e-Procurement system on the Home Page at <https://etenders.hry.nic.in/nicgep/app> .
- 1.5 **Download of Tender Documents:** The tender documents can be downloaded free of cost from the e-Procurement portal <https://etenders.hry.nic.in/nicgep/app> .
- 1.6 **Key Dates:** Agencies are advised to strictly follow dates and times as indicated in the online Notice Inviting Tender. The date and time shall be binding on all Agencies. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Proposal.
- 1.7 **Online Payment of e-Service fee, Bid Preparation & Submission (Technical & Financial Bid):**
- a) **Online Payment of e-Service Fee & Tender Document Fee:** The online payment for eService Fee can be done using the secure electronic payment gateway.
- b) **Preparation and submission of online Bids:** Detailed Tender documents may be downloaded from the e-procurement portal: <https://etenders.hry.nic.in/nicgep/app> and bid has to be mandatorily submitted online.
- 1.8 Agencies participating in the online tenders shall check the validity of the Digital Signature Certificate before participating in the online tender at the portal <https://etenders.hry.nic.in/nicgep/app>.
- 1.9 **Guideline for Online Payments in e-tendering:** Post registration, the Agency shall proceed for bidding by using both his Digital Signature Certificates (one each for encryption and signing). The Agency shall proceed to select the tender he is interested in for bidding. On the respective page in

the e-tendering portal, the Agency would have following options to make payment for e-Service fee and Tender Document Fee:

- a) Net Banking
- b) RTGS/NEFT.

1.10 The following shall be operative procedures for each of the online payment methods:

- i. The status of the payment is displayed as “successful” in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The Agency can take a print out of the same,
 - ii. The e-Procurement portal allows the Agency to process another payment attempt in case payments are not successful for previous attempt.
- b) **Net Banking:** The procedure for paying through Net Banking will be as follows:
- i. The Agency selects Net Banking option in e-Procurement portal.
 - ii. The e-Procurement portal displays the amount to be paid by The Agency.
 - iii. The Agency clicks on “Continue” button
 - iv. The e-Procurement portal takes the Agency to Net Banking payment gateway screen displaying list of Banks.
 - v. The Agency chooses his/her Bank.
 - vi. vi The Net Banking gateway redirects The Agency to the Net Banking page of the selected Bank.
 - vii. The Agency enters his account credentials and confirms payment.
 - viii. The Bank verifies the credentials and confirms with “successful” or “failure” message to the Net Banking gateway which is confirmed back to e-Procurement portal.
 - ix. The page is automatically routed back to e-Procurement portal.
 - x. The status of the payment is displayed as “successful” in e-Procurement portal.
 - xi. The e-Procurement portal also generates a receipt for all successful transactions. The Agency can take a print out of the same.
 - xii. The e-Procurement portal allows The Agency to process another payment attempt in case payments are not successful for previous attempt.
- c) **RTGS/NEFT:** The Agency shall have the option to make the payment via RTGS/NEFT. Using this module, the Agency would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the Agency to make the payment from almost any bank branch across India.
- i. The Agency shall log into the client e-procurement portal using user id and password as per

existing process and selects the RTGS/NEFT payment option.

- ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the Agency to make RTGS-NEFT payment.
- iii. Each challan shall therefore include the following details that will be pre-populated:
 - Beneficiary account no: (unique alphanumeric code for e-tendering)
 - Beneficiary IFSC Code
 - Amount
 - Beneficiary bank branch
 - Beneficiary Name
- iv. The Agency shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.
- v. The Agency would remit the funds at least T+1 day (Transaction + One day) in advance to the last day and make the payment via RTGS/NEFT to the beneficiary account number as mentioned in the challan.
- vi. Post making the payment, the Agency would login to the e-tendering portal and go to the payment page. On clicking the RTGS/NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

SECTION-II

TERMS & CONDITIONS OF THE TENDER

1. E- Tenders invited for the work of "Supplying & Plantation of 18000 plants to be planted in the revenue estate of village Kadarpur in District Gurugram (Haryana) and including maintenance for five".
2. Estimated cost is Rs. 3.77 Cr.
3. Participation in the online bid shall amount to bidder's acceptance of the terms and conditions of the tender.
4. The bidder shall submit on or before the date given in the Notice Inviting e-Tender, the Technical Bid and the Financial Bid online in the prescribed format given in e-Tendering site.
5. The **Technical Bid** should consist of the following documents: -
 - a. Tender Document Cost of Rs. 17700/-
 - b. E-Service Fee: Rs. 1180/-
 - c. Bid Security (Earnest Money Deposit) for an amount of Rs 4.00 Lakhs (Four Lakhs) only on online portal only.
 - d. The bids without Document fee, E-Tender Fee and requisite EMD shall be summarily rejected.
 - e. Copy of PAN Card
 - f. Copy of GST registration
 - g. Copy of ESI, EPF, Labour Department registration
 - h. Proof of document showing the firm is in existing for last three years on last date of tender.
 - i. **Experience and Turn-over:**
 - i) Should have successfully completed raising of saplings of forestry tree species or similar nature of work and subsequent maintenance of plantation or similar nature of work for a minimum period of three years during last five years ending last day of the month previous to the one in which applications are invited should be either of the following (Scanned copies of relevant document for a, b, & c below should be submitted) :-
 - a) Three similar complete works costing not less than the amount equal to 40% of the estimated cost?
 - OR**
 - b) Two similar complete works costing not less than the amount equal to 50% of the estimated cost,
 - OR**
 - c) One similar complete work costing not less than the amount equal to 80% of the estimated cost.
 - ii) Average annual financial turnover (gross) in tree plantation and similar nature of work and its maintenance work during the last three years, ending 31st March of the previous financial year should be at least 30% of the estimated (gross) value of the work (duly

audited by Chartered Accountant) on annual basis. If any particular tenderer has achieved this yearly turnover up to the date of receipt of application in the finished part of the ongoing financial year, the same also be taken into account to meet the requirement. This is to be certified by the Chartered Accountant quoting his membership number and date upto which his certificate of practice is valid.

- iii). Financial solvency of 100% of the cost of the work as shown in the tender documents issued by any Commercial Bank and the
 - j. Scanned copy, of registration/Association with Government/Autonomous bodies for Horticulture/Forestry works.
6. **Financial Bid:** Tenderer/Bidder shall quote the rates in the prescribed form for Price Bid given in E-Tendering site against this tender on a 'single responsibility' basis such that the Tender price covers contractor's all obligations and liabilities. The rates and prices quoted by the Bidder shall be inclusive of Taxes. The rate quoted shall be responsive and the same should be inclusive of all Statutory obligations such as Minimum Wages, ESI, PF contributions, wages for leave reserve, service charges, all kind of taxes etc. the offers of those prospective bidders which do not meet the statutory requirements are liable to be rejected. Conditional bids/offers will be summarily rejected
7. **Documents showing payment proof in compliance of above should be submitted to the office on every month after making the payment to the concerned individual / authorities. The bidder should assess all these factors including the future increase in the Minimum Wages Act etc. while quoting the rates, as the quoted shall remain the same for the entire contract period. Tenderer/Bidder must submit copies of all documents required through online.**
8. The tenderer/Bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document before participation in this e-tender.
9. In case the tenderer/Bidder has any doubt about the meaning of anything contained in the tender document, he shall seek clarification from the office of the General Manager, Haryana Forest Development Corporation Ltd., Forest Complex, Sohna Road, Near Courts, Gurugram (Gurgaon)-122001 (Haryana), Tel. No. 0124-2305348, E-mail- gm.gurgaon@hfdc.gov.in.
10. The bidder may visit the site before bidding if they desire to visit with prior information to above address.
11. The authorized representatives/Committee of GM, HFDC, Gurugram will open the Technical Bid in the presence of the Tenderer/Bidders or their representatives who choose to attend at the appointed place and time. The Qualification for the technical bid shall be based on the online receipt of all the documents required & listed above on or before the closing date and time of bidding i.e. **25.08.2025 up to 3.00 pm.**
12. Bid securities (EMD) of the unsuccessful tenderer/bidder will be returned to them at the earliest. Bid security of the successful bidder shall be returned on deposition of Performance Security/Security Deposit of 5% of the bid value of the tender. Bid Security shall be forfeited if

the Tenderer/Bidder withdraws his bid during the period of tender validity. Bid Security shall also be liable to be forfeited if the successful bidder fails to furnish the required Performance Security within the time frame specified by HFDC.

13. The successful tenderer/bidder shall execute an agreement with General Manager, Haryana Forest Development Corporation Ltd., Forest Complex, Sohna Road, Near Courts, Gurugram (Gurgaon)-122001 (Haryana) soon after deposit of 5% of the tendered value as Performance Guarantee within 10 days w.e.f. the date of acceptance of the offer in the form of Demand Draft/Fixed Deposit Receipt/Bank Guarantee having a validity of 18 months w.e.f. the date of acceptance of the offer, drawn on any of the Commercial Banks payable at Gurgaon/Gurugram in favour of General Manager, Haryana Forest Development Corporation Ltd., Forest Complex, Sohna Road, Near Courts, Gurugram (Gurgaon)-122001 (Haryana). This amount will be released at the end of contract after successful completion of the work and payment of final bill.
14. The Technical Bids will be opened in the presence of the Tenderer/Bidders or their representatives who choose to attend at the appointed 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 bidding.
15. Financial Bids/Price Bids of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders who choose to be present at the time of opening of Financial Bids. Rates shall be compared on the basis of total cost for all the items taken together for approved Technical bid.
16. The Offers of tenders not accompanied by documentary proof or do not meet the eligibility criteria as mentioned above shall not be considered.
17. Canvassing or negotiation, direct or indirect, would render the tender liable for exclusion from consideration.
18. The General Manager, HFDC, Gurugram or higher authority of HFDC reserves the right to accept or reject any or cancel the tender without assigning any reason thereof.
19. The HFDC 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.
20. HFDC may terminate the work order if it is found that the contractor is black listed on the previous occasions by any of the Government Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings etc. and all the amount paid for subject work will be recovered from the Bidder.

21. The successful Tenderer/Bidder shall ensure full compliance with Tax laws of India with regard to the work order(s) and shall be solely responsible for the same. The successful bidder will comply all the rules & regulations of the land with latest circular/orders issued by various Government Departments applicable to the work and bidder will be solely responsible.
22. Failure of the successful tenderer/bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the work order and forfeiture of Bid Security/Performance Security.
23. The successful bidder has to complete the work within the assigned period. Extension may be provided considering the request of the bidders having sufficient genuine reasons for the same and on recommendation of the field staff.
24. The successful bidder has to produce duly completed books of accounts/documents as and when required by HFDC.
25. The successful bidder will have to maintain work register or plantation journal of works executed with dates and get it signed from field staff of HFDC as and when inspection is made.
26. The rates quoted by the tenderer shall remain valid for the entire period of contract and HFDC shall not be responsible for payment of any extra payment on account of escalation of costs/increase in Minimum Wages etc. during the said period.
27. In the event of non-execution of the work in the prescribed period, the Security Deposit shall be forfeited with the HFDC and the balance work, if any, shall be got executed at the risk and cost of the tenderer by rescinding the contract for the reasons to be recorded by GM, HFDC, Gurugram in writing.
28. HFDC shall not be responsible for payment of any compensation on account of any loss caused to the tenderer due to natural calamities or other supervening impossibilities.
29. The success 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. Temporary structures for labour may be allowed with the written permission of GM, HFDC, Gurugram.
30. Any complaint of less wage payment/delay in payment of wages may also lead to imposition of penalty including forfeiture of performance guarantee and even cancellation of the contract.
31. The work will be carried out in strict supervision of field staff of HFDC and the contractor is also advised to keep his forestry/horticulture expert on site for carrying out of the works technically.
32. The work envisaged shall include maintenance, watch & ward and silviculture/cultural operations as directed by field staff of HFDC.

33. The successful bidder will be allowed to install borewell for watering the plants or existing borewells will be handed over and operationalisation of these borewells will be sole responsibility of the successful bidder.
34. The tenderer shall abide by the provisions made under the Labour Laws and other relevant Statutes as applicable in execution of the work and shall be responsible for making good/ payment of compensation, if any, to any workman or material during execution of the contract.
35. The Success bidder should ensure adequate protection for the plantation created at the site as well as the Govt. infrastructure existing at the site.
36. In no circumstances, the successful bidder would be allowed to sublet the works in part or whole of the contract, assigned to them.
37. The cost of creation of the plantation will be released on successful completion of creation work and its verification of work just after one month of written communication for creation of plantation. Creation work must be completed within three months of the award of the work.
38. The order of maintenance will be issued on first date of next month in which creation has been completed (e.g. the creation has been completed on October 31, 2025, the order on maintenance will be issued w.e.f. 01.11.2025).
39. The Contractor will carry out silvicultural and cultural operations like pruning, minimum required for proper growth of the plants.
40. The payment of maintenance will be released in month basis on verification of the woks executed by the tenderer by GM, HFDC, Gurugram after deducting Income Tax or any other tax or duties as liable as per the prevailing Act/Rules and the instructions/guidelines issued by the Government from time to time. The bills verified from concerned field staff are to be submitted by the tenderer, alongwith sufficient number of photographs clicked with Notecam app showing different activities carried out in plantation, in the first week of every coming month as per the periodicity to the office of GM, HFDC, Gurugram for payment.
41. Next bill shall be entertained only after the Contractor has enclosed the copies of due challans showing discharging of all statutory payments including Service Tax, ESI, PF etc.
42. The bills verified from concerned field staff of HFDC are to be submitted by the tenderer as per the periodicity to the office of GM, HFDC, Gurugram for payment and payment will be released only for nos. of plants actually planted during creation period and maintained during each month verified & found satisfactory. In case survival of plants found below 95% necessary action against the Contractor/Tenderer/Bidder may be taken to cancel the work awarded.
43. In the event of non-execution of the work as per terms and conditions of the tender, the Security Deposit shall be forfeited with the HFDC and the balance work, if any, shall be got executed at

the risk and cost of the tenderer by rescinding the contract for the reasons to be recorded by GM, HFDC, Gurugram in writing.

44. The successful tenderer shall hand over the plantation/areas maintained by him/her to the Department free from any encroachment and with at least 95% surviving plants at the end of contract period. In case the area is handed over with survival percentage less than 95%, the HFDC shall recover the cost of seedlings @ Rs. 300/- per plant in addition to the cost of maintenance at the rate quoted by the tenderer from the amount due for payment to him/her.

45. Conditions governing the functioning of contractors.

1.1. Suspension of business. -Suspension of business may be ordered for an indefinite period, when pending full enquiry in to the allegations, the competent authority is of the view that it is not desirable that business with the contractor should continue. Such an order may be passed if the competent authority is prima facie of the view that the contractor is guilty of an offence involving moral turpitude in relation to business dealings which if established, would result in his removal/blacklisting.

1.2. Removal from the approved list- The Registering Authority may remove the name of a contractor from the approved list if the contractor:

- a. Fails to execute a contract or execute it unsatisfactorily; or
- b. has no adequate equipment, technical personnel or financial resources or
- c. violates any important condition of contract; or
- d. fails to furnish the required income tax clearance certificate; or
- e. fails to abide by the conditions of Registration or is found to have given false particulars at the time of registration, or
- f. Violates the provisions of Labour regulations and Rules including EPF/ ESI.

1.3. Blacklisting: -A contractor may be blacklisted for the following reasons:

- a. Where there is sufficient and strong justification for believing that the contractor or his employee. has been guilty of malpractices such as bribery corruption, fraud including substitution of or interpolation in tenders, pilfering or unauthorized use or disposal of Government materials issued for specific work, etc. or
- b. Where the contractor contumaciously refused to pay Government dues without sufficient reasons and where the Registering Authority is satisfied that no reasonable dispute attracting reference to arbitration, or Court of law exists for the contractor's action; or
- c. Where a contractor or his partner or his agent is being convicted by a Court of law for offences involving moral turpitude in relation to business dealings; or
- d. Where security considerations including suspected disloyalty to the State or warrant; or

- e. Where a contractor or his partner or his agent is found to have abetted or induced public servants to indulge in corrupt practices. A show cause notice should be issued before inflicting the punishment of blacklisting.

46. Restoration: -The question of lifting the ban on business, restoring the registration, withdrawal of blacklisting etc. may be considered at appropriate time on the merits of each case by the authority who passed the original order. Copies of orders revoking blacklisting orders shall also be furnished to the Government in the concerned Administration Department.
47. Applications from debarred contractors: Applications from contractors debarred/blacklisted by HFDC/Haryana Forest Department or any other Government Department shall not be entertained. In case at a later stage it is known that the enlisted contractor is debarred by any other Government Department he/she shall be removed from the list without any notice.
48. Any dispute or difference arising out of this contract will be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by the joint discussions, then the matter will be referred to Managing Director, HFDC, Panchkula whose decision will be final.
49. All disputes arising out of the execution of the agreement shall be subject to the jurisdiction of the Court at Gurugram only.

**Signature of the Contractor or His Authorized
Nominee**

Mobile No.....

E-mail address:

SECTION-III

GENERAL CONDITIONS OF THE CONTRACT

1. The rates should be quoted in both figures and words including all taxes. In case of discrepancy between words and figures, the rate quoted in words shall be considered.
2. The Competent Authority of HFDC reserves the right to reject all or even lowest tender without assigning any reason.
3. The work shall be executed as per specifications and direction of the officer-in-charge from time to time.
4. The contractor should maintain attendance register of manpower engaged by him required under law & must observe all formalities under the Labour Act.
5. All labour liabilities like EPF, ESI, Insurance etc. will be borne by the contractor during contract period. HFDC will not have any responsibilities of the deployed labour. The contractor has to submit the copy of challans of EPF & ESI in the next month of every release of payment.
6. HFDC shall not be responsible for any litigation related to labour deployed by the contractor in Court of law & contractor will settle the matter at his own risk & cost.
7. **As the area of work is along expressway, there may be chances of accidents on Expressway. HFDC will not pay any compensation to the labour, if any mishappening occurs at site during the execution of work. The contractor at his own cost shall provide insurance in joint names of HFDC and Contractor. Insurance cover should be from start date to the liability period/contract period and should include following:**
 - a. **Loss of or damage to the works, plant and materials.**
 - b. **Loss of or damage to equipment.**
 - c. **Personal injury/death at site**
8. The contractor shall have to deposit the insurance policies and certificates to the GM, HFDC, Gurugram before start of work. If the contractor does not provide any of the required policies and certificates, HFDC may affect the issuance which the contractor should have provided and recover the premiums which HFDC has paid from the payments otherwise due to the contractor.
9. No manpower shall be engaged by the agency below 18 year of age or above 60 year of age.
10. The instructions of the HFDC staff has to be followed properly by the contractor. In case of any difference of opinion/interpretation of specification and condition the matter shall be referred by the contractor to the Officer- in- charge for his decision which shall be final and binding.

11. The contractor shall be responsible for good conduct and behavior of its employees. In case of any misconduct by him or his employees will be taken seriously and may lead to termination of the contract. The contractor shall have to terminate the services of such employees forthwith at his own risk and responsibility.
12. The contractor must be available at site of work whenever Officer-in-charge visits the site.
13. The contractor will have to make payment to deployed labour on minimum wages fixed by the Haryana Government as revised from time to time.
14. The contractor shall have to follow the departmental instructions issued from time to time.
15. The contractor shall maintain daily work register/plantation journal at site and records works executed.
16. Contractor should insure 100% survival of the plantation every month.

Bidder's Information Form to be submitted along Technical Bid

1. Name of the applicant/organization/firm/consortium/company:
2. Full Address with Tel/Fax No./Mobile/E-mail :
3. Legal Status : Individual/Private/Public
4. Name and Designation of the individual (s) authorized to act for the organization/firm for this work
5. Particulars of Registration with various Government Bodies: Attach attested Photocopies
 - a. Registration No. and certificate of the firm:
 - b. PAN :
 - c. GST Number:
 - d. EPF Registration:
 - e. ESI Registration:
 - f. Registration with Other Government organisations, if any

6. Turnover during last three years (Attach copies of balance sheets and ITRs certified by Chartered Accountant)
- a. 2024-25
 - b. 2023-24
 - c. 2022-23
7. Relevant Experience details:
8. Has the applicant/applicant firm, ever debarred/blacklisted for tendering in any of the Government Organisation at any time? If so, give details.
9. Has the applicant/applicant firm, ever been convicted by a court of law? If so, give details.
10. Any other information considered necessary but not included above

Signature of Bidder (s)

SECTION-IV

SCOPE OF WORK

Sr. No.	Name of work	Unit	Qty
1.	Surface dressing of ground including removing rank vegetation and inequalities not exceeding 15 cm deep and disposal of rubbish, lead up to 50 m and lift up to 1.5 m in all kind of soils (Area required @spacing of 4m x 4m for 18000 plants = 288000 sqm)	Sqm	288000
2.	Digging holes in all kinds of soil, and refilling the same, with the excavated earth, mixed with well decayed farmyard manure (cost of well decayed farm yard manure to be paid separately) 26.13.4 Hole 0.60 metre dia and 0.60 metre deep	Each	18000
3.	Supplying and planting in prepared pits and watering, healthy, vigorous growing, permanent trees including, application of 10 ml chlorpyriphos 20% EC, planting desired disease free, 200 cm to 220 cm height ,4 cm to 5 cm calliper size stem, full of foliage ornamental tree sapling each to be supplied in 30 cm x 30cm poly bags of following species: 1. Peepal 2. Bargad 3. Neem 4. Gullar 5. Pilkhan 6. Amaltash 7. Imli 8. Bael Pathar 9. Kala Siris 10. Safed Siris 11. Khirni 12. Desi kadam 13. Dhak 14. Shatut 15. Jamun 16. Lasoda The sample size of saplings will be get inspected before transporting to the plantation site.	Each	18000

3.	<p>Maintenance of trees for five years including fertilization, application of insecticide, watering, weeding, training, pruning weeding, hoeing, plant protection, watering, application of 4 ml chlorpyrifos four times, 0.0289 cum FYM each, 50 gm urea twice, replacement of casualty, disposal of debris and other activities. etc. as per schedule given below:</p> <p>Watering:</p> <ol style="list-style-type: none"> 1st year 20 liters / plant 2 times/ week 2nd year 25 liters / plant 4times/month 3rd year 20 liters / plant 4times/month 4th year 20 liters / plant 4times/month 5th year 20 liters / plant 3times/month <p>Weeding Hoeing: Four times in the 1st year, Six times in the 2nd & 3rd year, Five times in 4th & 5th year.</p> <p>Manuring: Supplying of well decomposed Farm Yard Manure twice in a year: During Rainy Season and in the month of February during maintenance period.</p> <p>Pruning of each plants twice in a year after 3 years.</p> <p>Insecticide for termite attack: Twice a year.</p> <p>Covering of plants: Covering of frost tender species to be ensured before onset of the winter.</p> <p>Tending operations: As per requirement and direction of site incharge</p>	Per plant per month for 18000 plants	18000 x60 months
4.	Fencing with barbed wire with RCC Pillars as per drawing enclosed.	RKM	5

General manager
HFDC Ltd. Gurugram

Undertaking on Letter Head of the Firm/Agency

Having carefully read all the mentioned terms and conditions of the Tender No. dated, I/we, the undersigned, do hereby certify that all the statement made in the attachments are true and correct. I/we hereby undertake that I/we to fully agree the terms and conditions of the tender and unconditionally. I/we also undertake to abide by the bid validity of 63 months. I/we also hereby certify that our firm/agency has not been blacklisted by any government agency.

Dated...

Signature of the bidder

Place

Name

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

AGREEMENT made this _____ day of _____ 2025 between Shri/ M/s. _____ 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 Haryana Forest Development Corporation Ltd. (hereinafter called the "HFDC") of the other part.

WHEREAS tenders were invited by the HFDC as per Tender Ref _____ No _____ dated _____ issued by the General Manager, HFDC, Gurugram for the work viz.

WHEREAS the contractor has submitted his/her bid against tender No. for the work and has undertaken to carry out all works according to the specifications contained in the conditions hereinafter appearing, at his own cost.

WHEREAS the bid under said tender of the contractor has been accepted by the General Manager, HFDC, Gurugram and conveyed to the contractor vide letter No. _____ Date _____ subject to the terms, covenants, conditions and provisions hereinafter appearing in the tender document.

WHEREAS the contractor has deposited Rs. _____ as performance security for the due fulfillment by him of the terms, covenants, conditions and provisions hereinafter contained.

WHEREAS 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, HFDC, Gurugram acting for and on behalf of the HFDC and his successors and assigns do here by mutually contract with the other and others of them as follows:-

Contractor
Witness

General Manager
HFDC Ltd., Gurugram

Haryana Forest Development Corporation Ltd.

(A Government of Haryana Undertaking)
Forest Complex, Sohna Road, Near Courts, Gurugram-122001
Tel : 0124-2305348; E-mail: gm.gurgaon@hfdc.gov.in

No. GM/HFDC/GGM/07/GMRL/18000

Dated: 12.08.2025

FINANCIAL BID FORM

In response to the Tender Notice No. GM/HFDC/GGM/07/GMRL/18000 Dated 12.08.2025, I/We do hereby offer the following rates against the works mentioned under for Supplying & Plantation of 18000 plants to be planted in the revenue estate of village Kadarapur in District Gurugram (Haryana) and including maintenance for five: -

Sr. No.	Name of work	Unit	Qty	Rate (Rs.)	Amount (Rs.)
1.	Surface dressing of ground including removing rank vegetation and inequalities not exceeding 15 cm deep and disposal of rubbish, lead up to 50 m and lift up to 1.5 m in all kind of soils (Area required @spacing of 4m x 4m for 18000 plants = 288000 sqm)	Sqm	288000		
2.	Digging holes in all kinds of soil, and refilling the same, with the excavated earth, mixed with well decayed farmyard manure (cost of well decayed farm yard manure to be paid separately) 26.13.4 Hole 0.60 metre dia and 0.60 metre deep	Each	18000		
3.	Supplying and planting in prepared pits and watering, healthy, vigorous growing, permanent trees including, application of 10 ml chlorpyriphos 20% EC, planting desired disease free, 200 cm to 220 cm height, 4 cm to 5 cm calliper size stem, full of foliage ornamental tree sapling each to be supplied in 30 cm x 30cm poly bags of following species: 1. Peepal 2. Bargad 3. Neem	Each	18000		

	4. Gullar 5. Pilkhan 6. Amaltash 7. Imli 8. Bael Pathar 9. Kala Siris 10. Safed Siris 11. Khirni 12. Desi kadam 13. Dhak 14. Shatut 15. Jamun 16. Lasoda <p>The sample size of saplings will be get inspected before transporting to the plantation site.</p>				
3.	<p>Maintenance of trees for five years including fertilization, application of insecticide, watering, weeding, training, pruning weeding, hoeing, plant protection, watering, application of 4 ml chlorpyrifos four times, 0.0289 cum FYM each, 50 gm urea twice, replacement of casualty, disposal of debris and other activities. etc. as per schedule given below:</p> <p>Watering:</p> <ol style="list-style-type: none"> 1st year 20 liters / plant 2 times/ week 2nd year 25 liters / plant 4times/month 3rd year 20 liters / plant 4times/month 4th year 20 liters / plant 4times/month 5th year 20 liters / plant 3times/month <p>Weeding Hoeing: Four times in the 1st year, Six times in the 2nd & 3rd year, Five times in 4th & 5th year.</p> <p>Manuring: Supplying of well decomposed Farm Yard Manure twice in a year: During Rainy Season and in the month of February during maintenance period.</p> <p>Pruning of each plants twice in a year after 3 years.</p>	Per plant per month for 18000 plants	18000 x60 months		

	Covering of plants: Covering of frost tender species to be ensured before onset of the winter. Insecticide for termite attack: Twice a year Tending operations: As per requirement and direction of site incharge.				
4.	Fencing with barbed wire with RCC Pillars as per drawing enclosed.	RKM	5		
	Total				

Note:

1. Rates shall be compared on the basis of total cost inclusive of all the items taken together for approved technical bid.
2. The bidder should assess all the factors including the future increase in the Minimum Wages etc. while quoting the rate, as the quoted rate shall remain the same for the entire contract period.
3. GM, HFDC, Gurugram is at liberty to increase or decrease the quantity mentioned. Items mentioned may be dropped also keeping in view the requirement of stores/service components at the site/field at the time of placing the work order.
4. Actual number may increase or decrease by 25% in which case work order may be issued/ modified at the same rate of quoted rate)
5. Application of manure before rains in May/June and as and when required as per condition of plants,
6. Protection from grazing, browsing and damages due to biotic interference\ will be responsibility of the successful bidder throughout the contract period.
7. **All statutory obligation** under Minimum Wages Act, Contract Labour (R & A) Act, Service Tax, Service Charges, etc. shall be followed by the Contractor. Any report of deviation of violation may lead to termination of contract.
8. Payment as per approved wages by Government of Haryana to employed labourers by firm/contractor would be required to be made.
9. All material/service inputs for the above mentioned works shall be provided by the successful tenderer/contractor,
10. The quantity mentioned above may increase or decrease as per requirements of site and Govt. policies/decisions.
11. No other use than the bonafide use of premises of plantation is permissible i.e. even vegetable growing also not permissible.
12. Protection of plantation, upkeep, cleanliness is inclusive of above works under contract.

SIGNATURE OF THE TENDERER

NAME

ADDRESS

MOBILE.....

E-MAIL ADDRESS.