



GOVERNMENT OF HARYANA

Haryana Forest Development Corporation, Sirsa

COMMON BIDDING DOCUMENT

TENDER NO. GM/HFDC/SRS07/2025-26

Name of work: Estimate for Renovation in the Office of General Manager, Haryana Forest Development Corporation, Sirsa and Renovation of 01 no. toilet/bathroom at O/o General Manager, HFDC, Sirsa and 01 no. toilet/bathroom at O/o Manager, HFDC, Sirsa Distt.-Sirsa.

TABLE OF CONTENTS

Sr.	Name of Contents	Page No.
	INVITATION FOR BIDS	
i	Press Notice	3
ii	Detailed Notice Inviting Tender	4-6
iii	Key Dates	7
	SECTION-1	
	Instructions to Bidders (ITB)	8-33
	SECTION-2	
	Qualification information	34-35
	SECTION-3	
	Conditions of Contract & Contract Data	36-86
	SECTION-4 A	
	Detailed Scope of Work (In case of Turn Key works)	87-139
	SECTION - 4 B	
	Technical specification of Works	
	SECTION - 5	
	Drawings	140
	SECTION - 6	
	Bill of quantities	141-144
	SECTION - 7	
	Standard Forms Letter of Acceptance and Other Forms	145-173

e-Tender Notice**PRESS NOTICE**

HARYANA FOREST DEVELOPMENT CORPORATION, SIRSA Notice Inviting Tender	
No. _____	/_____Deptt/HRY.
Dated _____	
<p>The [Governor of Haryana] invites bids from the contractors who have created login ID on the portal <i>https://etenders.hry.nic.in/</i> through online bids on the website: Error! Hyperlink reference not valid.for the work detailed in the table.</p>	
Name of Work:	<u>Estimate for Renovation in the Office of General Manager, Haryana Forest Development Corporation, Sirsa and Renovation of 01 no. toilet/bathroom at O/o General Manager, HFDC, Sirsa and 01 no. toilet/bathroom at O/o Manager, HFDC, Sirsa Distt.- Sirsa.</u>
Time Limit	<u>05 Months</u>
Tenders to be received till: 06/10/2025 at 10.00 AM	
<p>1. Bidder shall pay Rs. 1180/- as E-Service fee through Net Banking in favour of –Society for IT initiative fund for e- Governance payable at Chandigarh.</p> <p>2. For further details and e-tendering schedule please visit website Error! Hyperlink reference not valid.http://etenders.hry.nic.in</p>	

For and on behalf of Governor of Haryana

DETAIL NOTICE INVITING TENDER

The [Governor of Haryana] invites the bids from the contractors who have created login ID on the portal <https://etenders.hry.nic.in/> through online bids on the website <https://etenders.hry.nic.in/> for the work detailed in the table below.

Sr. No.	Name of work	Cost (in Rs)	EMD	Cost of bid document (in Rs.)	Time limit	Last Date for bid Submission.
1	2	3	4	5	6	
1.	Estimate for Renovation in the Office of General Manager, Haryana Forest Development Corporation, Sirsa and Renovation of 01 no. toilet/bathroom at O/o General Manager, HFDC, Sirsa and 01 no. toilet/bathroom at O/o Manager, HFDC, Sirsa Distt.- Sirsa.	6.06 Lakhs	20000	1180	05 Month	06/10/2025 till 10:00 AM

2. Interested bidders are encouraged to get themselves registered as contractor on the portal <https://etenders.hry.nic.in/>.
3. Cost of Bid Form: Rs. **1180/- (non-refundable)** (to be submitted online).
4. Availability of Bid document and mode of submission:

a.	Tender document is available online on http://etenders.hry.nic.in
b.	i. Earnest Money: for bidders – Online.
c.	Tender document fee to be paid – Online
d.	Submission of Technical Bid – Online
e.	Submission of Financial/Price Bid – Online

5. In the first instance, Earnest money shall be opened online and checked for correctness along with tender document fee. If the earnest money are found in order, Technical Bid shall be opened (Online) in the presence of such contractors who choose to be present. The Financial offer shall be opened (Online) only, if the bidders meet the qualification criteria as per the bid document. The date of opening of Financial Bid shall be intimated separately.

- i. —Single tender shall normally not be considered unless there are special circumstances to do so. In such eventuality, decision to accept the single tender shall be as prescribed in the rules. If special circumstances are not present, tenders shall be re-called. If re-tendering again results in a single Tender, its acceptance may be considered with proper justification and reasons||. Where on first call of tender, number of bidders participate in the tender but on Technical evaluation only one participating bidder qualifies, the tender shall be re-invited treating it as single tender.
 - ii. Those bidders shall not be required to pay tender document fees, who choose to submit bids again on tender being re-called on account of single tender being received or single bidder qualifies on first call.
6. Bidders shall have to pay the e-Service Fees of Rs. 1180/- in favour of _Society for IT initiative fund for e-Governance through Debit Cards & Internet Banking Accounts are required to be paid online directly through Internet Baking Accounts.
7. Last Date/ Time for receipt of bids through e-tendering:

06/102025 up-to 10.00 AM. (time)
8. The site for the work is available.
9. Only online submission of bids is permitted, therefore; bids must be submitted online on website <http://etenders.hry.nic.in>. The technical qualification part of the bids will be opened online **at Sirsa Office, General Manager, Haryana Forest Development Corporation, Sirsa at _____ hrs.** by the authorized officers. If the office happens to be closed on the date of opening of the bids as specified, the bids will be opened online on the next working day at the same time.
10. The bid for the work shall remain open for acceptance during the bid validity period to be reckoned from the last date of Submission of Online Bids. Bids as submitted online shall be valid for 120 days from the date of bid closing i.e. from last date of submission of online bids. In case the last day to accept the tender happens to be holiday, validity to accept tender will be the next working day.
11. To qualify for a package of contracts made up of this and other contracts for which bids are invited in the same NIT, the bidder must demonstrate having experience and resources sufficient to meet the aggregate of the qualifying criteria for the individual contracts.
12. Other details can be seen in the bidding documents. The Employer shall not be held liable for any delays due to system failure beyond its control. Even though the system will attempt to notify the bidders of any bid updates, the Employer

shall not be liable for any information not received by the bidder. It is the bidders' responsibility to verify the website for the latest information related to the tender.

13. Conditional tenders will not be entertained and are liable to be rejected.
14. In case the day of opening of tenders happens to be holiday, the tenders will be opened on the next working day. The time, mode and place of receipt of tenders and other conditions will remain unchanged.
15. The invitation of this tender can be cancelled without assigning any reason.
16. The tender without Earnest money and tender document fee will not be opened.
17. The jurisdiction of court will be at Sirsa.
18. The tender of the bidder who does not satisfy the qualification criteria in the bid documents are liable to be rejected and financial bids will not be opened.
19. The tender of the bidder who does not satisfy the qualification criteria in the bid documents are liable to be rejected and financial bids will not be opened.
20. The bidders may note that the works are to be carried out strictly as per the applicable laws, permits, rules and regulations. Any damages / penalties imposed by any statutory authority, like NGT etc, on account of noncompliance of any applicable laws, permits, rules and regulations shall have to be borne by the contractor.
21. The undersigned reserves the right to reject any or all of the bids without assigning any reason.

For & on behalf of [Governor of Haryana].

Department/Corporation:- General Manager,
Haryana Forest Development Corporation, Sirsa.
Office Phone No. 01666-243020
Office e-mail- hfdcsirsa@gmail.com

A. General

1. Scope of Bid

- 1.1 The Employer (Appendix to ITB) on behalf of 'Authority' (defined in Appendix to ITB) invites bids for the construction of Works as described in these documents and referred to as –the Works|. The name of the works is provided in the Appendix to ITB. The bidders have to submit for all of the works detailed in the table given in the Notice Inviting Tender.
- 1.2 The successful Bidder will be expected to complete the Works by the Intended Completion Date specified in the **Contract data**.
- 1.3 Throughout these documents, the terms –bid| and –tender| and their derivatives (bidder/tenderer, bid/tender, bidding/tendering etc.) are synonymous.
- 1.4 The jurisdiction of court will be at Sirsa

2. Source of Funds

- 2.1 The expenditure on this project will be met from the budget provided by the Govt. of Haryana.

3. Eligible Bidders

- 4. 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/Others. Tenders submitted by ineligible tenderers will not be considered and the same will be summarily rejected.

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

1. Registration of Contractors/bidders:-

New bidders intending to participate in the tender's process please deposit a sum of rupees 3540/- (Registration fees 2000/- + Auction & Postage Charges 1000/- + GST 540/-) (Rs. Three thousand one hundred eighty only) in the shape of Demand Draft in favour of GM, HFDC Ltd., Sirsa payable at Sirsa.

- 2. The registration Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card, GST No., EPF & ESI No. etc.) and Address proofs duly self attested on the prescribed performa only upon the receipt of the required fees.

Note: The Documents requires as per Standing Order of HFDC regarding tender guidelines.

4.1 The bidders in Joint Ventures are allowed as per the Appendix to ITB.

a. Mandatory Documents

- i. PAN Card
- ii. GST Certificate
- iii. Undertaking of Non-Blacklisting – (Certificate that contractor has not been blacklisted previously)
- iv. Cancelled Cheque / Proof of bank account
- v. Proof of Address

b. Optional Documents

- i. TAN Number Document
- ii. MSME Registration Certificate (If Applicable)
- iii. Form 26AS for last three years (Provided by Income Tax Department)
- iv. LLCs (Limited Liability Company) to upload last audited balance sheet
- v. Change of constitution of agency
- vi. Litigation History (If any)
- vii. List of completed works if any
- viii. List of Abandoned works (if any)
- ix. Any Other relevant documents

In case during examination it is found that any bidder for this category of works has not submitted above mandatory documents or has submitted false documents his bid shall be rejected.

4.2 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices by the Central Government, the State Government or any public undertaking, autonomous body, authority by whatever name called under the Central or the State Government.

4.3 All care should be taken by the bidder to submit correct information and documents in first place. No cognizance of the documents submitted subsequently by the bidder on his own regarding his technical bid shall be taken. However, clarification can be sought upto the extent of clearing any doubt on the documents already submitted online.

5. Cost of Bidding

5.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Employer will, in no case, be responsible or liable for those costs.

6. Site Visit

- 6.1** The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the Bidder's own expense. The Bidder acknowledges that prior to the submission of the bid, the Bidder/Contractor has, after a complete and careful examination, made an independent evaluation of the Scope of the Project, Specifications and Standards of design, construction and maintenance, Site, local conditions, physical qualities of ground, subsoil and geology, suitability and availability of access routes to the Site and all information provided by the Employer or obtained, procured or gathered otherwise, and has determined to its satisfaction the accuracy or otherwise thereof and the nature and extent of difficulties, risks and hazards as are likely to arise or may be faced by it in the course of performance of its obligations hereunder. The Employer makes no representation whatsoever, express, implicit or otherwise, regarding the accuracy, adequacy, correctness, reliability and/or completeness of any assessment assumptions, statement or information provided by it and the Bidder confirms that it shall have no claim whatsoever against the Employer in this regard.

B. BIDDING DOCUMENTS

7. Content of Bidding Documents

7.1 The set of bidding documents comprises the documents listed below and addenda issued in accordance with Clause 10 of ITB.

1. Detail Notice Inviting Tender
2. Instructions to Bidders including Appendix to bid
3. Qualification Information and other forms.
4. Conditions of Contract(Part I General Conditions of Contract, and Contract Data; Part II Special Conditions of Contract)
5. Technical Specifications
6. Drawings
7. Bill of Quantities
8. Form of Acceptance, Form of Agreement, Issue of Notice to Proceed with the Work,
9. Forms of Securities and Form of Unconditional Bank Guarantee.

7.2 The bidder is expected to examine carefully all instructions, conditions of contract, contract data, forms, terms and specifications, bill of quantities, forms and drawings in the Bid Document. Failure to comply with the requirements of Bid Documents shall be at the bidder's own risk. Pursuant to Clause 26 hereof, bids, which are not substantially responsive to the requirements of the Bid Documents, shall be rejected.

8. Clarification of Bidding Documents and Pre-bid Meeting

8.1 A prospective bidder requiring any clarification of the bidding documents may notify the Employer in writing or through email at the Employer's address indicated in the invitation to bid. The Employer will respond to any request for clarification which he receives earlier than 10 days prior to the deadline for submission of bids. Copies of the Employer's response will be put on website including a description of the enquiry but without identifying its source.

8.2 If a pre-bid meeting is to be held, the bidder or his authorized representative is invited to attend it. Its date, time and address are given in the Appendix to ITB.

8.3 The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.

8.4 Minutes of the meeting, including the text of the questions raised (without identifying the source of the enquiry) and the responses given will be uploaded for information of the public or other bidders. Any modifications of the bidding documents listed in Clause 8.1 of ITB, which may become necessary as a

result of the pre-bid meeting shall be made by the Employer exclusively through the issue of an Addendum pursuant to Clause 10 of ITB and not through the minutes of the pre-bid meeting.

- 8.5** Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.

9. Amendment of Bidding Documents

- 9.1 Before the deadline for submission of bids, the Employer may modify the bidding documents by issuing corrigendum.
- 9.2 Any addendum/corrigendum thus issued shall be part of the bidding documents and put on website only and shall be deemed to have been communicated to all the bidders. The Employer will assume no responsibility in this regard.
- 9.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Employer shall extend, as necessary, the deadline for submission of bids, in accordance with Clause 20.2 of ITB.

11 PREPARATION OF BIDS

11.1 Language of Bid

All documents relating to the Bid shall be in **English** language.

12. Documents Comprising the Bid

The Bid submitted by the Bidder shall be in two separate parts:

Part I Technical bid. This shall be named Technical Qualification Part of Bid and shall comprise of:

- i) The cost of the bidding documents.
- ii) The Earnest money in any of the forms as specified in clause 16 of ITB or Earnest Money declaration form specified in Section-7 as applicable.
- iii) Authorized address and contact details of the Bidder having the following information:
 - a. Address of Communication:
 - Telephone No.(s): 01666-243020
 - Office: General Manager, Haryana Forest Development Corporation, Sirsa.
 - Mobile No.:- 96711-00067 (Office Assistant)
 - b. Facsimile (FAX) No.:
 - c. Electronic Mail Identification (E-mail ID): hfdcsirsa@gmail.com

- iv) **Qualification information, supporting documents as specified in ITB.**
- v) Any other information/documents required to be completed and submitted by bidders, as specified in the Appendix to ITB, and
- vi) Scanned copy of the affidavit (**on the format given in Section 7 of bid document**).

Part II. Financial Bid:-It shall be named Financial Bid and shall comprise of:

Priced bill of quantities for items specified in Section 6;

The following documents, which are not submitted with the bid, will be deemed to be part of the bid.

Section	Particulars
1	Detail Notice Inviting Tender
2	Instructions to Bidders
3.	Conditions of Contract
4.	Contract Data
5.	Technical Specifications
6.	Drawings

13. Bid Prices

- 13.1** The Contract shall be for the whole Works, as described in Clause 1.1 of ITB, based on the priced Bill of Quantities submitted by the Bidder. Any item given in estimate as lump sum will be paid as per PWD HSR rate 2021.
- 13.2** For item rate tenders, the bidder shall fill in item rate at its appropriate place in figures. Items for which no rate or price is entered by the bidder will not be paid for by the employer. Such item, where the bidder does not quote the price or leaves it blank, will be treated as item to be executed free of cost item from the contractor.
- 13.3** For percentage rate tender, the bidder shall make its due diligence and quote a single percentage above or below HSR items including any premium if applicable and individual rate for NS items which are in the BOQ but not in HSR. *NS Items in the BOQ, for which no rate or price is entered by the bidder will not be paid for by the Employer and considered as nil rate items.*
- 13.4** All duties, taxes **(excluding GST)**, royalties, compensation, cost and other levies payable by the Contractor under the Contract or to execute item(s) of work or for any other cause, shall be included in the rates, prices, and total Bid price submitted by the Bidder online. **The GST amount shall be reimbursed on production of proof of deposit of GST with Govt. for the previous payment.**
- 13.5** The rates and prices quoted by the bidder are subject to adjustment during the performance of the Contract in accordance with the provision of Clause 42

A of the Conditions of Contract.

14. Currencies of Bid

14.1 The unit rates and the prices shall be quoted by the bidder entirely in Indian Rupees.

15. Bid Validity

15.1 Online Bids shall remain valid for a period of not less than 120 days after the deadline date for bid submission specified in ITB. A bid valid for a shorter period shall be rejected by the Employer as non-responsive.

15.2 In exceptional circumstances, prior to expiry of the original time limit, the Employer may request the bidders to extend the period of validity for a specified additional period. The request to the bidders' shall be made in writing or by email. A bidder may refuse the request without forfeiting his Earnest money. A bidder agreeing to the request will not be required or permitted to modify his bid, but will be required to extend the validity of his Earnest money for a period of the extension, and in compliance with Clause 16 of ITB in all respects.

D. Bid Opening and Evaluation

Bid Opening

23.1 The Employer inviting the bids or its authorized representative will open the bids online in the presence of the bidders or their representatives who choose to attend at time, date and the place specified in Appendix to ITB.

23.2 In the event of the specified date for the Opening of bids being declared a holiday for the Employer, the Bids will be opened at the appointed time and location on the next working day.

23.3 The file containing the Part-I of the bid will be opened first.

- (i) Subject to confirmation of the earnest money, the bids accompanied with valid earnest money/earnest money declaration form will be taken up for evaluation with respect to the Qualification Information and other information furnished in Part I of the bid pursuant to Clause 12.1.
- (ii) The technical bid will be evaluated on the basis of the documents submitted online by the bidder and no modification of his technical bid will be sought from the bidder. No cognizance of the documents submitted subsequently by the bidder on his own regarding his technical bid shall be taken. However, clarification can be sought upto the extent of clearing any doubt the documents already submitted online.
- (iii) The bidders will respond in not more than 7 days of issue of the clarification letter, which will also indicate the date, time and venue of opening of the Financial Bid.
- (iv) Immediately, on receipt of these clarifications the Evaluation Committee will finalize the list of responsive bidders whose financial bids are eligible for consideration.

- 23.4** The Employer shall hoist the result of technical evaluation of bids alongwith the reasons for rejection of Part-I of the bid (Technical bid) on the website.
- 23.5** Part II (Financial Bid) of bids of only those bidders will be opened online, who have qualified in Part I of the bid. The bidders' names, the Bid prices, the total amount of each bid, and such other details as the Employer may consider appropriate will be notified by the Employer at the time of bid opening.
- 23.6** The Employer shall prepare the minutes of the online opening of Part-II of the Bids.
- 23.7** The agency/Bidder to whom the work is allotted shall be paid lowest of the following in the running/final bills.
- I. Amount calculated with the accepted rates of lowest agency.
 - II. Amount worked out with the accepted percentage above/below HSR+CP/analytical rates/ NS item rates, worked out in financial statement. Financial statement will be made a part of agreement.