

**SUPPLIES & DISPOSALS DEPARTMENT, HARYANA**  
**S.C.O. No. 09, 1<sup>st</sup> & 11<sup>nd</sup> Floor, Sector-16, Panchkula-134109 (Haryana)**  
**Ph.:- 0172-2570121, 123, 124. Fax No.:- 0172-2570122.**  
**e-mail:- supplies@hry.nic.in , website:- dsndharyana.gov.in**

Online tenders are invited in two stage bid system i.e. Technical bid and Financial Bid as per the details given below in Schedule-A

**SCHEDULE-A**  
(Effective w.e.f 01.09.2021)

Sr. No.	PARTICULARS	REMARKS
1	Tender Notice No.	
2	Sr. No. of Tender.	
3	Superscribed No. of Tender.	
4	Online submission of EMD, Tender fee & e-Service Fee <b>Option-1: Through Net Banking and Debit card</b>	On or before last date of submission of Technical Bids upto 12:00 Noon
5	Online submission of EMD <b>Option-2: Through RTGS/ NEFT-</b> <i>(In case of above, the bidder has to pay Tender Fee &amp; e-Service Fee Through Net Banking and Debit card as per the given date &amp; time schedule)</i>	On or before _____ Upto 02:00 P.M.
6	Online Bid Preparation & submission.	Upto _____ at 02:00 P.M.
7	Date & time of opening of Technical Bids/s.	On or after _____ at 02:30 P.M.
8	Date & time of opening of Financial Bids/s	To be decided later on
9	<b>Tender Fee:</b>	
	(I) For Haryana based manufacturing Micro and Small Enterprises (MSEs) & Khadi Village Industries Unit eligible as per the "Haryana State Public Procurement Policy for MSME -2016" notified vide G.O. No. 2/2/2016-4I BII(1) dated 20-10-2016 and for Startups/first generation Entrepreneurs as notified vide G.O. No.2/2/2016-4IB-II dated 03.01.2019	NIL
	(II) For remaining bidders both from the Haryana and Non Haryana	Rs. 5000/-
	<b>Earnest Money Deposit (EMD) required:</b>	
10	(I) For Haryana based manufacturing Micro and Small Enterprises (MSEs) & Khadi Village Industries Unit eligible as per the "Haryana State Public Procurement Policy for MSME -2016" notified vide G.O. No. 2/2/2016-4I BII(1) dated 20-10-2016 and for Startups/first generation Entrepreneurs as notified vide G.O. No.2/2/2016-4IB-II dated 03.01.2019	NIL
	(II) Central or Haryana Public Sector Enterprises and "approved sources" as declared by the Industries Department, Haryana	NIL
	(III) For remaining bidders both from the Haryana and Non Haryana	
11	E-Service Fee	Rs. 1000/-
12	Date and time of receipt of samples (if required)	On .....2019 from 2:30 P.M. to 04:30 P.M.
13	Rates to be kept valid for acceptance upto:	

**A. Information to Bidders:**

i. The Bidders can download the tender documents from the Portal:  
<https://etenders.hry.nic.in>

1. Date and Time of making payment of tender fee, earnest money deposit (EMD) and e-service fee is as under:

<b>A</b>	Online submission of EMD, Tender fee & e-Service Fee <b>Option-1: Through Net Banking and Debit card</b>	On or before last date of submission of Technical Bids upto 12:00 Noon
<b>B</b>	Online submission of EMD <b>Option-2: Through RTGS/ NEFT-</b> <i>(In case of above, the bidder has to pay Tender fee &amp; e-Service fee Through Net Banking and Debit card as per the given date &amp; time schedule)</i>	On or before _____ Upto 02:00 P.M.

2. As the Bids are to be submitted online and are required to be encrypted and digitally signed, the Bidders are advised to obtain Digital Signature Certificate (DSC) at the earliest. For obtaining Digital Certificate, the Bidders should follow Point No.- 2 under “Instructions to bidder on Electronic Tendering System” and available in folder of “Tender Forms” available on following link <https://dsndharyana.gov.in/downloads/> and for information about DSC at NIC Portal visit <https://etenders.hry.nic.in/nicgep/app?page=DSCInfo&service=page>
3. The Bidders shall have to pay for the Tender Documents Fee, EMD Fees & e-Service Fee online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between bidders and online payment authorization networks.
4. The bidders must have Net Banking account in order to pay Tender Document Fee and e-Service Fee.
5. **Payment of Tender Fee:-** The payment for the Tender Document Fee shall be made by the interested bidder online directly through Net Banking with the available Banks at e-GRAS e-Payment Gateway.
6. **Payment of e-Service Fee:-** E-Service Fee payment shall be made separately by the interested bidders/ contractors online directly through Net Banking Account.
7. **Payment of EMD:-** The payment of EMD can be made through Net Banking or RTGS/ NEFT as per details at Para-2 above. In this regard please refer to “Instructions to bidder on Electronic Tendering System” available at the available in folder of “Tender Forms” on website : <https://dsndharyana.gov.in/downloads/>
8. Intending bidders will be mandatorily required to sign-up online (create user account) on the website <https://etenders.hry.nic.in> to be eligible to participate in the e-Tender. In case the intended bidder fails to pay EMD fee under the stipulated time frame, he/she shall not be allowed to submit his/ her bids for the respective event/ Tenders.
9. In case of payment of EMD through RTGS/ NEFT, the interested bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance i.e. on or before \_\_\_\_\_ upto 2.00 P.M; and make payment via RTGS/NEFT to the beneficiary account number specified under the online generated challan. The intended bidder/ Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/ Tenders at <https://etenders.hry.nic.in>

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10. However, the details of the EMD, Tender document Fee & E - Service Fee are required to be filled/ provided at the time of online Bid Preparation.
11. Online Technical Envelope—Reference details of the Earnest Money Deposit, Tender Document Fee & e - Service Fee instrument and scanned copies of supporting documents and QR/technical criteria with proper index and page numbering on all the documents have to be provided as per Annexure-IA of this document.
12. If the tenders are cancelled or recalled on any grounds, the Tender Document Fee and e-Service Fee will not be refunded to the bidder.

**B. Brief Description of Procuring/ Rate Contract item:**

Sr. No.	Description of Stores	Quantity	Estimated Cost Band (ECB) of Procuring/Rate Contract item	Place of Delivery
1				
2				
3				

The detailed technical specifications/description of the above stores are available at Annexure-I of this document.

**C. Specific Terms & Condition/ Eligibility Criteria related to above Store:**

- 1.
- 2.
- 3.
- 4.

Note: The format of the Technical Bid/ Index for the Technical Bid Documents will be as per Annexure-IA of this document and the bidders are requested to upload their Technical Bids on the Portal with index as provided in Annexure-IA.

In case of non submission of required Eligibility Documents as at Annexure-IA, the bid of the firm will not be considered and no further chance will be given for the submission of these documents. However, clarification, if any, of already submitted documents may be obtained in case required as per the rules.

**D. Standard Terms and Conditions (wherever applicable these terms & conditions will overrule the specific terms and conditions as at Para 'C' above):-**

1. All the annexure from 'Annexure-1 to 12' including 'Schedule-B of Supply' as part of this present DNIT are available as 'Tender Forms' at Link <https://dsndharyana.gov.in/downloads/> under 'Downloads' > 'Tender Form'.
2. **Procurement of Stores through Rate Contract System:-**  
Where ever Government considers expedient that more than one supplier/ manufacturers should be kept on rate contract, it may so decide on case to case basis subject to conditions available at Annexure '1'.
3. **EMD:-**

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The firms are required to deposit Earnest Money as indicated above failing which the tenders are liable to be rejected. Manufacturing Micro & Small Enterprises (MSEs) of the State, Startups/ First Generation Entrepreneurs of the State, Central or Haryana Public Sector Enterprises and “approved sources” as declared by the Industries Department, Haryana, are exempt from the deposit of EMD. The condition at Sr. No. 7 of “Instructions to Tenderers of the TENDER FORM” shall be deemed to be amended to this extent as per provisions contained at Para 13(i)(ii) of G.O. No.2/2/2010-4I-BII of dated 28.05.2010 (Annexure-2), Para no 3(A)(ii) of G.O. No. 2/2/2016-4I BII (1) of dated 20.10.2016 (Annexure-3) and Sr. No. 2 of the Table of G.O. No.2/2/2016-4IB-II dated 03.01.2019 (Annexure-4) (or as amended from time to time in this regard)

*The condition at Sr. No. 6 of Annexure “A” - “Conditions with TENDER FORM” shall be deemed to be cancelled. (amendments with effect from may 28, 2010)*

#### 4. Performance Security:

The successful tenderer shall be required to deposit Performance Security Deposit as per provisions contained in Govt. of Haryana G.O. No. DGS&D/Admin/performance Security/2020/8780-8959 dated 14.12.2020 (Annexure-5) as under:-

Sr. No.	Type of Firm/Enterprises	Value of Performance Security Deposit
1	Haryana based firms:- (i) # Haryana Based Micro and Small Enterprises (MSEs)  (ii) Haryana based other firms/enterprises	(i) @0.2% of the value of contract  (ii) @2% of the value of contract
2	Other States/ UTs based firms	@3% of the value of contract
<i># Haryana based MSEs will be eligible for performance security deposit @ 0.2% who have filed SSI Certificate/EM Part-II/Udyog Aadhaar Memorandum (UAM)/Udyam Registration in Haryana and who participate directly in the tendered/quoted items and offering to supply the entire Work/Supply Order by their enterprise.</i>		
The conditions governing the above may kindly be seen in the notification dated 14.12.2020.		

The performance security in excess of the EMD already deposited can be submitted in the shape of Demand Draft/Call Deposit Receipt/Banker’s Cheque or in the shape of equivalent Bank Guarantee of any scheduled bank with branch in Chandigarh/ Panchkula. The condition at Sr. No. 8 of “Instructions to Tenderers of the TENDER FORM” shall be deemed to be amended to this extent as per provisions contained G.O. No. DGS&D/Admin/performance Security/2020/8780-8959 dated 14.12.2020 (Annexure-5) (or as amended from time to time in this regard)

#### 5. Price Fall Clause:

Price fall clause will be as per condition no. 15 of “General Conditions of Supply” as available at Annexure-10. The same is that the price quoted in the tender/quotation or approved in the Rate Contract for the stores shall not exceed in any way the lowest price at which the tenderer quote for the supply the stores of identical description to DGS&D, New Delhi/ State Government Institutions/Undertakings/any other person

during the delivery period/currency period of the rate contract. If, at any time during the delivery period/currency period, the successful tenderer reduces the rates/sale price of the quoted stores to any person at the price lower than the price chargeable under the supply order/ rate contract, the tenderers should forthwith notify such reduction and inform this office and the price payable under the supply order/contract for the stores supplied after the date of coming into force of such reduction of the rates shall stand correspondingly reduced to that level. The successful tenderers shall promptly notify the reduction of rates to this office as well as to the concerned Indenting Officer/ Consignees. The tenderer shall also give a certificate on their bills that the rates charged by them are not in any way higher to those quoted by them to the DGS&D, New Delhi and other State Government etc., during the corresponding period. The Indenting Officer shall be required to ensure that requisite certificate is given by the concerned firm on the bills before releasing their payments.

**6. Penalty to firm on Delay in delivery:** Should the contractor fail to deliver or dispatch any consignment within the period prescribed for such delivery or dispatch stipulated in the supply order, the delayed consignment will be subject to 2% penalty per consignment per month recoverable on the value of the stores supplied. The other details will be as per provision contained in Sr. No. 14 of "Schedule-'B' Condition of Contract".

7. The bidders are required to quote the basic rates, the delivery/ transportation costs/ applicable GST and duties etc, and the place of billing for the supply of stores clearly and separately. The bidders are required to intimate the place of billing.

**8. Penalty Clause for Department/ Govt. Agencies for delay in Payment**

Delay in payments to the suppliers beyond the stipulated credit period indicated in the supply order, unless supported by cogent reasons and approved by a higher authority, will attract penal interest on the defaulting amount @ Rs. 25/- per rupees one lakh per day of delay beyond the stipulated credit period. Non provision of adequate budget will be no ground for delay in payments to the supplier. This is as per provisions contained at Para 17 of G.O. No.2/2/2010-4I-BII of dated 28.05.2010 (or as amended from time to time in this regard)

**9. Negotiation of Rates**

Regarding negotiations of rates, policy issued by the State Government vide G.O. No.2/2/2010-4-IB-II dated 18.06.2013 (Annexure-1), G.O. No.2/2/2010-4-IB-II dated 16.06.2014 (Annexure-6), G.O. No.2/2/2010-4-IB-II dated 09.02.2015 (Annexure-7) will be applicable.

**10. Concession to MSMEs of State:**

The State Government has notified "Haryana State Public Procurement Policy for MSME - 2016" vide G.O. No. 2/2/2016-4I BII(1) dated 20-10-2016 (Annexure-3) and amendment vide G.O. No. 2/2/2016-4IB-II dated 11.12.2019 (Annexure-8) and as amendment vide G.O. No. 2/2/2016-4IB-II dated 13.08.2021 (Annexure-8-A) which will be applicable in respect of concessions to Haryana based MSMEs and KVIs. For claiming the relevant concession/s like Tender Fee, Earnest Money Deposit (EMD), Turnover, Exemption in respect of Past Performance & Experience, Purchase Preference and Performance Security, the bidders are required to submit the documentary proof from Government authorities showing that they come under Haryana based manufacturing MSME/KVI units as

the case may be e.g. \*Entrepreneurs Memoranda in Haryana in bidder's name and further subject to fulfillment of eligibility criteria as provided in the said Policy of 2016.

**\*Note:-** To claim the concessions/benefits under the above policy, the bidder is required to submit SSI Certificate/Manufacturing Entrepreneurs Memorandum (part-II) issued by the Industries Department Haryana in respect of the quoted item / Udhyog Aadhaar Memorandum (UAM)/Udhyam Registration of Haryana based manufacturing enterprises in respect of the quoted item (*Ref. Industries & Commerce Department Haryana Memo No.TS/DS&D/11389-A Dated 03.07.2018*) and further subject to fulfillment of eligibility criteria as provided in the said Policy of 2016 and amendments from time to time.

#### **11. Concession/benefits to Startups/First Generation Entrepreneurs of State:**

The State Government has notified "Concession/benefits in Public Procurement to Startups/First Generation Entrepreneurs of State" issued vide G.O. No. 2/2/2016-4I B-II dated 03.01.2019 (**Annexure-4**) (or as amended from time to time in this regard) which will be applicable in respect of concessions to Startups/First Generation Entrepreneurs of State. For claiming the relevant concession/s like Tender Fee, Earnest Money Deposit (EMD), Turnover, Exemption in respect of Past Performance & Experience, Purchase Preference and Performance Security, the bidders are required to submit the documentary proof as per the said policy.

12. In case of evidence of cartel formation by the bidder(s), the EMD is liable to be forfeited along with other actions as are permissible to Government like filing complaints with the Competition Commission of India and/ or other appropriate forums.

#### **13. Purchase Preferences for approved Sources**

The Director, Supplies & Disposals, Haryana, reserves the right to allow purchase preference to the approved sources, including Central or Haryana State Public Sector Undertakings/Enterprises, provided that such approved source takes part in the bidding process and the quoted prices of the approved source is within 10% of the lowest acceptable price, other things being equal. However, such purchase preference would be available to the approved source only at the lowest acceptable price. The latest list of Approved Source is contained in Government Order no. 6/03/2007-4IB-II dated: 14-02-2008 (or as amended from time to time in this regard) of the Industries Department and is subject to further amendment from time to time.

#### **14. Penalty clause for rejected samples/ material offered by the Bidder:**

In case, the material offered for inspection by the firm fails to meet the specifications stipulated in NIT/Order/Contract and the samples are rejected by the Inspecting Committee, the Indenting Department will have the right to levy a penalty at 0.1% of the total order value. In case, the material offered for inspection fails during the 2nd inspection also, the Indenting Department will have the right to increase the penalty to 0.25% of the total order value. In case, the material offered fails during the 3rd and final inspection also, the firm will be liable for penal action including forfeiture of security, risk purchase, debarring/ blacklisting in future, and no further opportunity for inspection would be provided to the supplier firm.

#### **15. Grievance Redressal Mechanism for dealing with the representations/ complaints/ letters of the participating bidders/ firms:**

A time bound Grievance Redressal Mechanism for dealing with the representations/ complaints/ letters of the participating bidders/ firms in the tendering process in the

State Public Procurement will be governed by State Government Policy issued vide G.O No.2/2/2016-4I-B II of dated 25.07.2016 (**Annexure-9**) and as amendment vide G.O. No. 2/2/2016-4IB-II dated 27.08.2021 (**Annexure-9-A**). All the bidders/ firms who want to make any representation/ complaint against any issue related to their technical scrutiny of the bids may do the same within 5 working days (up to 05:00 P.M. of the Fifth Working day) of the date of issue of letter/ intimation regarding their **As per NIT/ Not as per NIT status**. They have to ensure that their communication is delivered/ reached within 5 working days and delay in postal will not be counted as a valid reason. No representation/ complaint in whatsoever manner from the bidders/ firms will be entertained after the opening of Financial Bid.

- 16. Preference to Make in India:-** The public procurement in the State in reference to “Preference to make in India” shall be governed by Govt. Order No.02/08/2020-4IB-II dated 18.11.2020 (**Annexure-11**) (or as amended from time to time in this regard)
- 17. Restriction in Public procurement from bidders of certain Countries:-** The restriction on procurement from bidders from a Country or Countries on grounds of Defense of India or matters directly or indirectly related thereto including National Security shall be governed by Govt. Order No.02/09/2020-4IB-II dated 10.12.2020 (**Annexure-12**) (or as amended from time to time in this regard).
- 18. Blacklisting:-** The firm should not be blacklisted/debarred by any State Government Departments/Agencies or Central Government Departments/Agencies as on the date of submission of the bid in the present tender.

**19. Arbitration Clause**

The Arbitration if any will be decided as per the provision contained at Sr. No.18 of “Schedule ‘B’ Conditions of Contract”

**20. Jurisdiction**

All disputes will be settled within the jurisdiction of the Head Quarters of Director, Supplies & Disposals, Haryana at Panchkula

**E. OTHER TERMS AND CONDITIONS**

1. The firms are required to mention bifurcation of their rates showing the detail of Basic Rates, GST, Duties etc. in their bid. In case, the supplies are delayed by the firm beyond the stipulated delivery period & there has been any upward revision in the rates of GST/ Duties ON THE CONTRACTED ITEM, no such increase will be allowed. However, if there has been any reduction in GST/Duties, the same will be availed. No variation in GST/ Duties on raw material will be applicable.
2. All documents to be submitted by the tenderers with their offer should be self attested in case the same are copies of original documents.
3. The Earnest money of the tenderers will be forfeited to Govt. account and blacklisting/ debarring besides other penal action, if they withdraw their offer/ rates or modify the terms & conditions of the same at any time during the validity of their offer before acceptance.
4. The authorized dealer should submit authority letter of their manufacturer, to quote the rates on their behalf failing which tender is liable to be rejected.
5. When manufacturer as well as its dealer/s both quote the rates in the same purchase case, then for the purpose of distribution of order, they will be considered as one offer & the order/rate contract will be placed on that firm only which has quoted lower rates among such offers & the offer is as per NIT.
6. The Bid i.e. Technical Bid as well as Financial Bid is to be submitted online on web portal <https://etenders.gov.in/eprocure/app>. The Technical Bids uploaded on the portal should have proper indexing and page numbering on all the documents forming the Technical bid.

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Any supporting documents if required is to be submitted in online mode only along with their Technical Bids by due date and time.

7. The Financial bid/s of only those bidders/ items will be opened who qualify on the basis of their Technical Bids and wherever required approval of samples. The date & time of opening of the Financial bids will be intimated in the due course.
8. The offer without prescribed Earnest Money, Tender Fee & E-Service fee is liable to be summarily rejected. The deficiency in the remaining documents and tender requirement can be made subject to the decision by Director, Supplies & Disposals, Haryana, Panchkula
9. The quantity of Stores can be increased or decreased.
10. Notwithstanding anything contained in the Tender, Supplies & Disposals Department Haryana reserves the right to accept or reject any Bid, and to cancel the bid process and reject the Tender, at any time, without thereby incurring any liability to the affected Bidder or Bidders and without any obligation to inform the participating/affected Bidder (s) the reason for such decision.
11. **Other terms & conditions as contained in various Annexure/ Documents as available under the folder <https://dsndharyana.gov.in/downloads/>“TENDER FORMS” as available at the link <https://dsndharyana.gov.in/downloads/> under ‘Downloads’ > ‘Tender Form’ form part of this DNIT.**
12. **Instructions to bidder on Electronic Tendering System.**  
Registration of bidders on e-Procurement Portal, Information about Digital Certificate, Instructions about Online Payment of Tender Document fee/e-Service Fee/Earnest Money, Important Instructions & Help manual for online bidding and other General issues option available on Home page of NIC e-procurement portal i.e <https://etenders.hry.nic.in>.

In case bidders need any clarifications or if training required to participate in online tenders they can contact office Timings of Help-desk support & Contract Details:-

The detail may be seen under “Contract US” option available on Home Page of NIC e-Procurement portal i.e <https://etenders.hry.nic.in>.

For support related to Haryana Tenders in addition to Helpdesk:-

In addition, For support related to Haryana Tenders in addition to helpdesk you may also contract to following:-

E - mail: [eproc.nichry@yahoo.com](mailto:eproc.nichry@yahoo.com)

Desk: 0172-2700275

Additional Director/ Assistant Director,  
For & on behalf of Governor of Haryana



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**Annexure-I**

The detailed Specifications of the Store items as mentioned in Para B of the Schedule-A/NIT are as under:-

<b>Sr. No.</b>	<b>Name of the Item/ Store/ Goods</b>	<b>Detailed specification</b>	<b>Remarks if any</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**Annexure-IA**

**Technical Bid format/ Index for the Technical Bid documents**

Sr. No.	Name of the document	Status of submission (Yes/ No)	*Page Number as per numbering given to the technical bid documents uploaded on the portal
1	Affidavit on Non Judicial Stamp Paper duly certified by the Notary stating that the firm [name of the firm] has not be blacklisted/debarred by any State Government Departments/Agencies or Central Government Departments/Agencies as on the date of submission of the bid in the present tender.	Yes/ No	
2	All the documents submitted by the bidder as part of its Technical Bid are attested by the signing authority of the bidder	Yes/ No	
3	An undertaking by the bidding firm in reference to acceptance of all the terms & conditions of the Schedule-A/ DNIT	Yes/ No	
4	Documents required for Eligibility Criteria	Yes/ No	
5	-Do-	Yes/ No	
6	-Do-	Yes/ No	
7	-Do-	Yes/ No	
8	-Do-	Yes/ No	

**Important:-** \* In case the Technical Documents are uploaded on the portal without proper page numbering, the Tendering Department will be within its right to cancel the bid of the said firm.