

**THE HARYANA COOPERATIVE SUGAR MILLS LTD., BHALI**  
**ANAND PUR , ROHTAK(Haryana)**  
**Detailed Notice Inviting Tender**

**E-Tender** is invited for below mentioned items in single stage two cover system i.e. Request for Pre-Qualification/Technical Bid (online Bid under PQQ/ Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

Sr. No	Name of Items	EMD to be deposited	Tender Document Fee and E services fees	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submmission
1	<b>GST, TDS AND TCS RELATED WORK</b>	Security Rs.	1100/-	at 10:30 Hrs	04.08.2023 at 09:00 A.M Hrs

Under this process, the Pre-qualification/ Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

1. **The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders/contractors online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT or OTC Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**
2. Intending bidders will be mandatorily required to online sign-up (create user account) on the

website <https://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender.

3. The interested bidders must remit the funds at least T+1 working day (Transaction + One working Day) in advance i.e. **on or before above mention and make payment via RTGS /NEFT or OTC 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>**
4. The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non refundable) of Rs.1000/- (Rupee One thousand Five Hundred Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks. The Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking. The interested bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance before the expiry date & time of the respective events. And make payment via RTGS/NEFT to the beneficiary account number specified under the online generated challan.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

#### **Key Dates**

<b>Sr. No.</b>	<b>Department Stage</b>	<b>Bidder's Stage</b>	<b>Start date and time</b>	<b>Expiry date and time</b>
1		<b>Tender Document Down load and Bid Preparation/Submission</b>		<b>04.08.2023</b> upto 09:00 Hrs
2	<b>Technical Bid Opening</b>	<b>04.08.2023</b>		10:00 Hrs
3	<b>Financial Bid Opening</b>	<b>04.08.2023</b>		10:30 Hr

#### **Important Note:**

- 1) The Applicants/bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant/bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her Application/bid status will be considered as 'Applications/bids not submitted'.
- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.

#### **Instructions to bidder on Electronic Tendering System**

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

**1. Registration of bidders on e-Procurement Portal:-**

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e - Procurement Portal i.e. <https://etenders.hry.nic.in>. Please visit the website for more details.

**2. Obtaining a Digital Certificate:**

**2.1** The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

**2.2** A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://etenders.hry.nic.in>.

**2.3** The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

**2.4** The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://haryanaeprocurement.gov.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

**2.5** Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) 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 under proper security (for its use in case of emergencies).

**2.6** In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

**2.7** In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

**2.8** The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

**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-requisite can be obtained from Nex Tenders (India) Pvt. Ltd. or downloaded from the home page of the website - <https://etenders.hry.nic.in>. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

**4 Online Viewing of Detailed Notice Inviting Tenders:**

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://etenders.hry.nic.in>.

**5 Download of Tender Documents:**

The tender documents can be downloaded free of cost from the eProcurement portal <https://etenders.hry.nic.in>.

**6 Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. 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 Tenders.

**7 Online Payment of Tender Document Fee, eService fee & EMD fees & Bid Preparation & Submission (PQQ/ Technical & Commercial/Price Bid):**

**7.1 Online Payment of Tender Document Fee + e-Service fee:** The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee shall be made by bidders/ Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall be made online directly through RTGS / NEFT & OTC.

The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

**7.2 PREPARATION & SUBMISSION OF online APPLICATIONS/BIDS:**

- (i) Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) and tender (bid) mandatorily be submitted online following the instruction appearing on the screen.
- (ii) **Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope:** The require documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.
- (iii) **FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)**

## **TENDER DOCUMENT FOR PURCHASE OF FIBRIZER HAMMER & KNIVES.**

### **1. Information/documents to be uploaded by the tenderers in the Technical Bid:**

- 1.1 Certificate from the proprietor/partner/firm authorizing firm's representative to sign/participate in opening and negotiation of the tender (signature duly attested).
- 1.2 Copy of Sales Tax/ Tin No./VAT/ Excise registration certificate.
- 1.3 Copy of PAN card.
- 1.4 Certificate regarding acceptance of all the Terms & Conditions as mentioned in the DNIT/ Tender document.
- 1.5 Upload the information i.e. Firm/Company Name, Complete Address, Contact person, Mobile No & e-mail ID.
- 1.6 Registration certificate from NFCSF (National Federation of Cooperative Sugar Factories Ltd.) or NCDC (National Cooperative Development Corporation) or Haryana State Sugar Federation.
- 1.7 Repeat orders of supply of same product/work done during last five years in at least two standard sugar mills or any standard heavy industrial organizations where similar machinery/product are being used out of the tentative list supplied by the Haryana State Fed. of Coop. Sugar Mills (List attached)
- 1.8 List (In the format given in technical bid) of sugar mills or any standard heavy industrial organization where similar machinery has been supplied or work done.
- 1.9 Certificate of original manufacturer/authorized distributor.

**In case of Non-uploading of the above, the technical bid shall be rejected.**

### **Tentative List of standard Sugar Mills.**

- a. Saraswati Sugar Mills, Yamunanagar.
- b. Upper Doab Sugar Mills, Shamli.
- c. Tatawi Sugar Mills, Tatawi.
- d. Group of Balrampur chini Mills Balrampur.
- e. Birla Group Mills.
- f. Chaddha Group Mills.
- g. Rana Sugar Mills.
- h. Dhampur Group Sugar Mills.
- i. Triveni Group Mills.
- j. Daurala Sugar Mills.
- k. Mawana Sugar Mills.
- l. Bajaj Group Mills.
- m. All coop. Sugar Mills of Haryana

### **2. Invitation of Bids:**

- 2.1 The Rohtak Sugar Mills is looking for reputed parties/bidders for purchase of bearings.
- 2.2 Tenderers are also advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the Tender Document or

submission of a bid not substantially responsive to the Tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid.

2.3 The Payment for Tender Document Fee INR 100/- (Rupees one Hundred Only) and eService Fee Rs. 1000/- (Rupees One Thousand only (Non refundable) can be made by eligible bidders / contractors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS / NEFT and the bidder would remit the funds at least T + 1 working 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.

### **3. Procedure for submission of Bids**

**3.1** The bids shall be submitted Online in two separate envelopes:

- Envelope 1: Technical Bid

The bidders shall upload the required details Online in the Technical Bid

- Envelope 2: Commercial Bid

**3.2** The bidders shall **quote** the prices in price bid format under Commercial Bid.

**3.3** Bidders are mandatorily required to submit the commercial bid in the prescribed online format only. No manual financial bid shall be entertained.

4. Managing Director reserves the right to reject any /all tenders without assigning any reason whatsoever.
5. Any conditions of the firm sent along with the quotation, if any, shall not be binding on the sugar mills.
6. On acceptance of tender, the date of start of contract should be strictly adhered to otherwise, Mills reserves the right to cancel the contract and forfeit the earnest money of the tenderer.
7. Tenderers are advised to remain present at the time of opening of technical & financial bids.

## TENDER FORM

### Bearings

#### **TECHNICAL BID**

#### **Eligibility:-**

1. The bidder firm must fulfill the following technical qualification along with normal legal documents as per Annexure-A
  - a. i) Party should either be registered as standard / qualified supplier with NFCSF (National Federation of Cooperative Sugar Factories Ltd.), NCDC (National Cooperative Development Corporation) or Haryana State Sugar Federation. **Attach copy of registration certificate as asked for information/documents to be uploaded by the tenderer in the technical bid.**
  - ii) In case of un-registered supplier/firm, it must submit proofs of repeat orders of same product/job during last five years to at least two Standard Sugar Mills or any standard Heavy Industrial Organizations where similar machinery/product are being used out of the list supplied by Haryana Sugar Fed. of Cooperative Sugar Mills of Haryana, **supported by documents in support of the same is to be attached.** We can ask for such proof even from the registered suppliers, if we have any doubt about their credentials
- b. List of Sugar Mills or any standard Heavy Industrial Organizations where similar machinery has been supplied or work done as claimed in-ii

**A. Name of the standard Sugar Mill/Standard Heavy Industrial organization where material supplied/work done** -----

Sr.No.	Description of work done/ machinery supplied	Year of order (attach copy of order)
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•		

**B. Name of the standard Sugar Mill/Standard Heavy Industrial organization where material supplied/work done** -----

Sr.No.	Description of work done/ machinery supplied	Year of order (attach copy of order)
•		
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**NOTE:- PHOTO COPIES OF REPEAT ORDERS MUST BE ATTACHED. TREAT IT MOST IMPORTANT.**

**THE HARYANA COOPERATIVE SUGAR MILLS LTD. BHALI ANAND PUR,  
ROHTAK.**

**Tender form**

**B. Commercial Bid Eligibility**

**1. The bidder firm must fulfill the following technical qualification alongwith normal legal documents.**

S.No	DESCRIPTION	QTY	RATES (Per month)
1.	<p><b>GST related work</b></p> <p>1. Preparation of all type of Challan &amp; returns</p> <p>2. Reconciliation of E- invoice with GSTR1</p> <p>3. GSTR1 reconcile with GSTR3B sale</p> <p>4. Assistance in E- Invoice bill</p> <p>5. Assistance in E- way bill</p> <p>6. Purchase bill reconcile bill with GSTR2A (purchaser have paid GST or not)</p> <p>7. Input claim in GSTR3b reconciled with GSTR2B</p> <p>8. Filling of monthly GST return in time</p> <p>9. GSTR9 annual return in time</p> <p>10. GST on TDS data feeding and return file</p> <p>11. GSTR9C annual return in time.</p> <p>12. Departmental GST Audit.</p> <p>13. GST R7 Prepare and file.</p>	Job work	
2.	<p>a. Calculation of T.D.S &amp; T.C.S Amount on monthly basis &amp; annual basis</p> <p>b. Prepare &amp; submit of all T.D.S &amp; T.C.S return timely</p> <p>a. 24 Q</p> <p>b. 26 Q</p> <p>c. 27 Q</p> <p>d. T.C.S return</p>	Job work	
3.	Annual salary T.D.S return and preparation of Form 16 & 16A	Job work	Rs. Annual Basis

The bid for tender shall be in two separate parts, one technical bid another financial bid both the bids may be uploaded through e-tendering portal <https://etenders.hry.nic.in>, on or **before 04.08.2023 upto 09.00 A.M.** And technical bid will be opened by the technical committee on **04.08.2023 at 10.00 A.M.** If the technical bid is rejected by Tech. committee, the financial bid will not be opened/considered and if felt necessary negotiation will be held **04.08.2023 at 11:00 A.M** with the lowest-1 with other terms & conditions. The firm will supply the certificate of original manufacturer/Authorized distributor with the technical bid.

### **TERMS & CONDITIONS**

1. The rates will be valid up to end of year 2023-25 and can be extended for further 01 year after assessment the work performance no escalation will be paid.
2. The work will be carried out as per instructions of Chief Accounts Officer.
3. In case contractor fails to do the above jobs, to the satisfaction of the management, mills will be at liberty to make other alternative arrangement at contractor risk and cost.
4. Payment 100% monthly basis.
5. Income tax and other taxes if any shall be deducted at source as per Govt. Rule applicable.
6. GST- extra as applicable.
7. Every dispute, difference or, questions which may at any time arise between the parties hereto or to any other person claiming under them touching or arising out in respect of his agreement, or the subject matter thereof, shall be referred to the sole arbitration of the Registrar, Cooperative Societies (Sugar Mills), Haryana whose decision shall be final and binding on the parties. His decision will not be open to be challenged before any legal authority. The Registrar, Cooperative Societies ( Sugar Mills), Haryana will be competent to recover the said amount as surcharge under the Haryana Cooperative Societies, 1984 for payment to the party who is entitles to such sum.

8. The work should be completed **as per order**. In case of the delay in completion of work, there shall be penalty of 1% per week and maximum 5% of the total value of the order.
9. The Haryana Cooperative Sugar Mills Ltd., Rohtak reserves the rights to accept or reject the tender without assigning any reason thereof.
10. The conditional tender will not be accepted/considered.
11. The above rates/discount offered should not be higher than the rates/discount of other Cooperative Sugar Mills in Haryana. In case of lower rates/discount found in any other Cooperative Sugar Mills in Haryana (during the said period) the same will be applicable to us, otherwise Sugar Mills shall be entitled to recover the double of the difference.
12. The party should be CA accounting company/Firm and having the experience of any Cooperative/ Corporation/ Govt. PSU/ Reputed Industry with atleast two years similar work of GST experience and TDS/TCS exposure experience.
13. The party should have the minimum turnover of Rs. 10 lacs annually for previous three years.
14. In case of any dispute, Jurisdiction will be Rohtak Court.

CHIEF ACCOUNTS OFFICER  
FOR MANAGING DIRECTOR