

**PUBLIC NOTICE/TENDER NOTICE**

SR. NO.	NAME OF DEPARTMENT/BOARD/CORP. /AUTH	NAME OF WORK/NOTICE/TENDER	OPENING DATE CLOSING DATE (TIME)	AMOUNT/EMD (APPROX.) in Rupees	WEBSITE OF THE DEPARTMENT	NODAL OFFICER/CONTACT DETAILS/EMAIL	TENDER REF.NO / TENDER NO
1	Directorate of State Transport, Haryana, Chandigarh	REQUEST FOR PROPOSAL (RFP) FOR THE SUPPLY / SALE OF PACKAGED SAFE DRINKING WATER IN STATE TRANSPORT, HARYANA.	27.10.2018 at 10:00 hrs. 21.11.2018 upto 10:00 hrs	8.00 crore / 2.00 lacs	<a href="http://www.hartrans.gov.in">http://www.hartrans.gov.in</a> L	Sh. Ram Kishan / 01722710371 / dtcpndhr@gmail.com	16/SPO/HQ dated 26.10.2018

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Director, State Transport, Haryana

**DETAIL NOTICE INVITING TENDER**

**e-Tender** is invited for purchase of 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	Description of work / Items	EMD to be deposited by Bidder ( In Lacs)	Tender Document Fee & eService Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid of EMD Submission	Expiry Date & Time of Bid Preparation & Submission
1.	REQUEST FORPROPOSAL (RFP)FOR THE SUPPLY / SALE OF PACKAGED SAFE DRINKING WATER IN STATE TRANSPORT, HARYANA.	2.00	5000 & 1000	27.10.2018 at 10:00 hrs.	19.11.2018 upto 15.00 hrs.	21.11.2018 upto 10:00 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 shall be made by eligible bidders online directly through Internet Banking Accounts and e-Service Fee through Debit Cards & Internet Banking Accounts. The payment for EMD can be made online directly through RTGS/NEFT. 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. **He/She will be required to make online payment of (Rs.2.00 Lacs) towards EMD fee in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allow to submit his / her bids for the respective event / Tenders.**

3. The interested bidders must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. **on or before (19.11.2018 upto 15.00 hrs); 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://haryanaeprocurement.gov.in>.**

The interested bidders shall have to pay mandatorily e-Service fee (Non refundable) of Rs.1000/- (Rupee One Thousand 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 Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

## Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date and time
1		<b>Tender Document Download and Bid Preparation/Submission</b>	(27.10.2018 at 10:00 hrs.)	(21.11.2018 upto 10:00 hrs)
2	<b>Technical Bid Opening</b>		(on 21.11.2018 after 10:00 hrs)	
3	<b>Financial Bid Opening</b>		(will be intimated to the firm later on.)	

### Important Note:

- 1) The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant / bidder failed to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application/bid status will be considered as 'Applications / bids not submitted'.
- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
- 4) In the first instance, the online payment details of tender document fee + e-Service and EMD & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present. The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above.

The bids shall be submitted online in two separate envelopes:

#### **Envelope 1: Technical Bid**

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

#### **Envelope 2: Commercial Bid**

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

### **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://haryanaeprocurement.gov.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://haryanaeprocurement.gov.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 Nextenders (India) Pvt. Ltd. or downloaded from the home page of the website - <https://haryanaeprocurement.gov.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://haryanaeprocurement.gov.in>.

### **5 Download of Tender Documents:**

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

### **6Key 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.

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

#### **i) 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 shall be made by bidders/Vendors online directly through Internet Banking Accounts and eService Fee through Debit Cards & Internet Banking Accounts. The Payment for EMD shall be made online directly through RTGS / NEFT. The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

ii) PREPARATION & SUBMISSION Of online APPLICATIONS/BIDS:

Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) and tender mandatorily be submitted online.

**Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope:** The required 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.

**FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)**

8. **ASSISTANCE TO THE BIDDERS:-**

Technical Support Assistance will be available between 09:00 am To 5:30 pm

From Monday to Friday -**0172-2582008, 2582009.**

For Saturday and Sunday -9310335475, 9034357793

**Important Note:-**

All queries would require to be registered at our official email- [chandigarh@nextenders.com](mailto:chandigarh@nextenders.com) for on-time support. (Only those queries which are sent through email along with appropriate screenshots or error description will be considered as registered with the Help-desk). Contact our helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective e-Auction/ Tender event. For queries pertaining to ePayment of EMD, please contact the helpdesk at least 2 business days prior to the closing date & time of eAuction/Tender event.

Help-desk support will remain closed during lunch break i.e. from 1:30 PM up to 2:15 PM on each working day.

**Office Address for Training workshop on 1<sup>st</sup>, 2<sup>nd</sup> Wednesday (from 3:30 pm up to 5:00 pm) of each month**

Nextenders India Pvt.Ltd Municipal Corporation Faridabad Near B.K.Chowk, Opp. B.K.Hospital NIT, Faridabad <b>Contact for Training</b> <b>+91- 9310335475</b>	Nextenders India Pvt.Ltd Public Health Division No 2 Hisar, Model Town, Opp. N.D Gupta Hospital, Hisar <b>Contact for Training</b> <b>+91- 9034357793</b>	Nextenders (India) Pvt. Ltd. NirmanSadon (PWD B&R) Plot No.- 01, Basement, DakshinMarg, Sec- 33 A, Chandigarh -160020 <b>Contact for Training</b> <b>-0172-2582008 - 2009</b>
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**For Support (From Monday to Friday) -0172-2582008, 2582009 and**

**(For Saturday and Sunday) -9310335475, 9034357793**

**Office will remain closed on Saturday, Sunday and National Holidays.**

**Help Desk contact details for Saturday and Sunday are as hereunder for escalation level - 1.**

**1.Mr.LalitSaini – +91- 9034357793**

**Email – [chandigarh@nextenders.com](mailto:chandigarh@nextenders.com)**

**Timings- 9:00 am to 5:30 pm**

**2.Mr. Tinku Singh - +91- 9310335475**

**Email – [chandigarh@nextenders.com](mailto:chandigarh@nextenders.com)**

**Timings- 9:00 am to 5:30 pm**

**NOTE:-** Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://haryanaeprocurement.gov.in>.

For help manual please refer to the 'Home Page' of the e-Procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link 'How to...?' to download the file.

### **Guideline for Online Payments in e-tendering**

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT

Operative Procedures for Bidder Payments

#### **A) Debit Card**

The procedure for paying through Debit Card will be as follows.

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal
- (viii) 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 bidder can take a print out of the same,
- (ix) The e-Procurement portal allows Bidder 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) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- (vii) Bidder 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.

The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same. (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

#### **C) RTGS/ NEFT**

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder 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 bidder to make the payment from almost any bank branch across India.

- I. Bidder 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 bidder 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 Bidder 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 bidder 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 bidder 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.

Sr no.	Scenario	Do's / Don't's
1	<p><b>In the event of making Payment through NEFT/RTGS</b></p>	<p><b>Do's</b></p> <ul style="list-style-type: none"> <li>• It is the bidder's responsibility to ensure that RTGS/NEFT payments are made to the exact details as mentioned in the challan which are:</li> </ul> <ol style="list-style-type: none"> <li>1) Beneficiary account no: &lt;client code&gt; + &lt;random number&gt;</li> <li>2) Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders)</li> <li>3) Amount: As mentioned on the challan. It is specific for every tender/transaction</li> <li>4) Beneficiary bank branch: ICICI Bank Ltd, CMS</li> <li>5) Beneficiary name: As per the challan</li> </ol> <ul style="list-style-type: none"> <li>• For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD</li> <li>• It is advised that all the bidders make payment via RTGS/NEFT at least one day in advance to the last day of tender submission as certain amount of time is required for settlement and various parities are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender</li> <li>• Bidder has to make only single payment against a challan as per the amount mentioned on the challan.</li> <li>• Bidder must do the payment before tender validity gets expired</li> </ul> <p><b>Don't's</b></p> <ul style="list-style-type: none"> <li>• Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise:</li> </ul> <ol style="list-style-type: none"> <li>1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account</li> <li>2) Incorrect Beneficiary account number mentioned(&lt;client code&gt; + &lt;random number&gt;):-       <ol style="list-style-type: none"> <li>a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.</li> </ol> </li> <li>3) Incorrect Amount mentioned: The amount would be rejected if the amount mentioned in while making the payment is incorrect. Such cases will be captured as unreconciled transactions and will be auto-refunded directly to bidder's account.</li> </ol> <p>In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.</p> <ul style="list-style-type: none"> <li>• Bidder is not supposed to use challan generated in one tender for payment against another tender since details in the challan are unique to the tender and bidder combination.</li> <li>• Bidder must not make multiple or split payments against a particular challan. Any split payment received against the same challan will be refunded back to the bidder.</li> <li>• Bidder would not be entitled to claim that he is deprived of participating in the tender because his funds are blocked with the division on account of incorrect payment made by the bidder.</li> </ul>



**REQUEST FOR PROPOSAL (RFP) FOR THE SUPPLY / SALE OF PACKAGED SAFE DRINKING WATER IN STATE TRANSPORT, HARYANA.**

**Directorate of State Transport, Haryana** invites Proposals / Bids from manufacturers/franchise of Packaged Safe Drinking Water.

The manufacturers/franchise would be required to supply / sale of packaged safe drinking water under its brand name along with co-branding of "Parivahan Neer, Haryana Roadways" of State Transport, Haryana.

**1.0 SCOPE OF WORK**

1.1 State Transport, Haryana, having 23 bus depots, 13 Sub depots & 105 Bus Stands on its own across the State is transporting approx. 1.3 million passengers per day. These passengers use bus station facilities, and are strong consumers of various items including drinking water, which they procure from vendors available at the bus Stations. Haryana Roadways in order to provide quality drinking water to its passengers makes consistent effort to install water coolers and purifiers along with other conventional drinking water sources like use of hand pumps etc.. This endeavor for expansion of providing assured quality purified drinking water, to its bona fide passengers/Staff of the department.

The selected bidder during the period of contract/agreement will get the possession of all these facilities and will have to maintain it under service level agreement and related penal provisions as specified in the RFP.

1.2 The selected bidder will have the exclusive rights for a fixed term of five years to supply / sell its brand of water, with co-branding of "Parivahan Neer" and no other mineral water or packaged safe drinking water will be allowed to be sold within the premises of bus stands, depots and in the buses after 31.03.2019 till the validity period of the contract/ agreement.

1.3 The contract will be effective w.e.f. 01.04.2019, which will be valid for next 60 months.

1.3A The selected bidder will have to supply / sell its brand under following options:-

- a) 2 litre bottle cost   RS. 23 per bottle
- b) 1 litre bottle cost   RS. 13 per bottle
- c) 500 ml bottle cost   RS. 7 per bottle
- d) 250 ml.                 RS. 4 per bottle
- e. To provide pure drinking water through R.O. vending machine @ not more than **Rs 3/-** per litre without bottle and with bottle @ not more than **Rs.6/-** per litre which is optional for the bidder. The bidder may also install safe drinking water ATM's units on its own.
- f. The department and bidder shall ensure the supply / sale of the selected / approved brand / co-brand in its buses and bus stations/sub-stations.

Note :- The selected bidder will have to make sure that its brand must not be sold above the rates finalized by the department and if it is found violating the terms, the bidder shall be responsible for that and his contract will be terminated.

- 1.4 The prices finalized at the time of agreement may be reviewed on the request of the selected bidder after every year from the date of signing of agreement/contract subject to the manufacturing cost and the effect of Whole Sale Price Index (WPI) only.
- 1.5 The selected bidder will be required to comply with all the applicable standards of bottling / packaging and the packed/bottled water as per FSSAI (Food Safety & Standards Authority of India) or ISI / BIS's (Bureau of Indian Standards) norms and must be displayed prominently on the bottle packaging in font size of not less than 8.
- 1.6 The bidder must have experience for the supply of safe drinking water to any State Govt./ Central Govt. /PSUs during the last three years .
- 1.7 The average annual turnover should be min. RS.1.5 Crore per annum during last three years.
- 1.8 The average annual net worth should be minimum RS. 50 lacs per annum during last three years
- 1.9 The selected bidder will have to provide the valid certificate of packaged safe drinking water issued by FSSAI (Food Safety & Standards Authority of India) or ISI / BIS's (Bureau of Indian Standards) in the technical bid.
- 1.10 *The selected bidder will have the **right to use floor space upto maximum 120sq feet** at the bus stations/stands for creating / erecting kiosk / stall of standard design for selling, storing its product(s) approved by State Transport, Haryana and allied equipment and peripherals within the assigned area only at monthly lease rental of Rs. 1 per square feet. The selected bidder will have the rights to use the space on erected kiosk / stall for advertisement of this product and not for any other products. The selected bidder will have to create the kiosk / stall on his own expenses and he has to pay for the electricity consumption. The electric connection will be the responsibility of bidder.*
- 1.11 For co-branding, the selected bidder will have to wrap the bottle with the sticker / print area of not less than appropriation of 60% against manufacturers/franchise branding once or in all packing options for 2 litre, 1 litre, 500 ml & 250ml. bottles. The selected bidder will have to use enclosed format for Haryana Roadways branding (Annexure-II) and has to adjust according to size of the bottles as per the norms of BIS & FSSAI and should get approved by State Transport, Haryana.
- 1.12 The bidder should have at least one plant(s) of packaged safe drinking water in the State of Haryana or the bidder who have franchise of any brand is also eligible in the tender. However the supply could be accepted directly from the manufacturer / franchise or his sole selling distributors appointed by the bidder.

- 1.13 *The selected bidder will be given 60 days installation time from the date of the signing of the agreement.* No additional time shall be granted after that. However the selected bidder will have to provide the schedule and numbers of kiosk with location at the time of signing of the agreement. If the selected bidder withdraw from the tender during the given 60 days installation time, in such case the amount of Earnest Money Deposit (EMD) submitted by the firm will be forfeited.
- 1.14 In case the quality of water supplied is found to be sub-standard or any complaint is received about the quality of drinking water below the 'FSSAI' or BIS or ISI standards, the bidder will be fully responsible and liable for any legal and /or financial implications including termination of the agreement. Haryana Roadways shall not be responsible in such circumstances.
- 1.15 The quality of drinking water is the sole responsibility of the bidder. A random sample from the lot of supplied water will be taken in the presence of authorized representative of the General Manager Haryana Roadways and the representative of the selected bidder and would be sent to Govt. Approved Testing laboratory for the testing of quality of the drinking water as per FSSAI/ISI/BIS standards on monthly basis and the report of the same will be submitted in the office of designated Authority (General Manager of Haryana Roadways / FSO / DTC). The cost of sample testing will be borne by the bidder. Consecutive three failures of the testing reports will invite termination of the Agreement.
- 1.16 The successful bidder will have to supply the 500 ml. Packaged Safe Drinking Water to depots of Haryana Roadways, Chandigarh, and Gurugram for distribution to its passengers of Super Luxury A.C Buses or to those depots likely to start operating AC buses in future @ Rs.7/- per bottle.

## **2.0 BIDDING PROCESS**

A pre bid meeting will be held with all prospective bidders in the office of Director General, State Transport, Haryana, 30, Bays Building, Sector-17C, Chandigarh-160017 for feedback/suggestions, the date and timing for which will be informed by publishing the notice in the newspapers as well as by uploading the notice on the official website of the department i.e. [www.hartrans.gov.in](http://www.hartrans.gov.in).

The bidder is required to upload the tender documents online on the website of Govt. Portal i.e. <https://haryanaeprocurement.gov.in/> as per instructions issued given in e-portal.

Further the bidder is required to upload the financial bid online separately on the website of Govt. as per Annexure-III. The bidder must ensure not to mention the financial rates anywhere in the technical bids / documents.

The bidders are required to deposit the fee as under:-

- i. Earnest Money Deposit amounting to Rs.2.00 lacs (Haryana based MSEs are exempted from payment of EMD) to be deposited online only.
- ii. Rs.5000/- as tender fee (Haryana based MSEs are exempted from payment of tender fees) to be deposited online only.
- iii. e-Procurement fee in favour of "Society for IT Initiative Fund for e-Governance" amounting Rs.1,000/- to be deposited online only.

- 3.0 The bidder is required to submit the balance sheets of the firm duly attested by the Chartered Accountant showing the financial performance for the period (Financial year) of 2014-15, 2015-16 and 2016-17 and ITR for the Assessment year of 2014-15, 2015-16 & 2016-17 which is mandatory requirement of Technical Bid.

NOTE- The tender documents in physical form shall not be accepted.

**Other Terms & Conditions for submitting tender documents for the supply / sale of Packaged Safe Drinking Water in State Transport, Haryana.**

1. **Place of Delivery:**Depots of Haryana Roadways / Field offices of the State Transport Haryana..
2. **Goods and Services Tax (GST):** GST applicable as per latest Govt. of India /State Govt. notification effective from 01.07.2017 or amended time to time.
3. **Validity of offer:** Valid for 6 months from the date of opening of technical bid of tender.
4. **Validity of Contract:** The validity of contract will be for 60 months from the date of issue of initial supply order/ date of agreement.
5. **Performance Bank Guarantee/Security:** Successful bidder has to deposit within two weeks a Bank Guarantee amounting Rs.50,00,000/- valid for 70 months from the date of issue of supply order / date of agreement. This is liable to be revoked/ forfeited in case of failure to meet the contractual obligations, including timely supply of the safe drinking water. The firm has to extend the validity of the Bank Guarantee deposited, if required by the department without assigning any reason.
6. **Risk Purchase:** In case of Non-supply of safe drinking water to any location in the depots of Haryana Roadways / Field offices, the safe drinking water will be purchased of the same specifications/quality and terms & conditions from other sources at the risk and cost of the firm. The excess cost thus incurred will be recovered from the supplier from his pending bills/EMD/BG/through legal action. The procedure of risk and cost purchase will be adopted after serving registered notice to supply stores within 15 days.
7. **Price Variation:** Fixed price for one year after decision/Date of Agreement. After one year of the Agreement, the prices may be reviewed on the request of the selected bidder after every year from the date of agreement subject to the manufacturing cost.
8. **Fall Clause:** The price offered in the tender for the safe drinking water shall not exceed in any way from the lowest price at which the tenderer supply the store of the identical description to DGS&D New Delhi/ State Govt./ Institution/Undertaking/any STUs/other person during the delivery period/currency period of the supply order. If at any time during the delivery period/currency period, the successful tenderer supplies safe drinking water to any person/Institution at the price lower than the price chargeable under this supply order/contract, the tenderer shall forthwith notify such reduction and inform this office. 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 tenderer shall also submit a certificate in the office of State Transport Haryana that the rates charged by them are not in any way higher to those quoted by them to the DGS&D, New Delhi/ Institution/ Undertaking/ any STUs/ other PSU/ State Govt. etc., during the corresponding period.
9. The tender would be decided on the basis of the best/highest valid rates for royalty offered. As per policy of the department of Industries & Commerce Department, Govt. of Haryana for procurement of stores & goods and turnkey contracts-negotiation regarding issued vide its

circular No.2/2/2010-4/IB-II dated 16.6.2014, the negotiations could be held up to L3 bidder, if the difference between L1 quoted rate and those quoted by L2 & L3 is within 5% of the L1 quoted rate. In cases where the L1 bidder refuses to further revise his offered price and the L2 or L3 bidders come forward to offer a price which is better than the price offered by L1 bidder, the bidder whose price is accepted becomes the L1 bidder. However, in such a situation, the original L1 bidder may be given one more opportunity to improve upon the discovered price. In case, the original L1 bidder further improves upon the price discovered during the negotiations, he would be treated as the L1 bidder

10. As per policy of the department of Industries & Commerce Department, Govt. of Haryana for procurement of stores & goods vide order G.O. no. 2/2/2016-4IBII(I) dated 20.10.2016 –
  - i. Preference would be given to MSEs as 50% of the total tendered quantity provided quoting price within band of L-I+15% by bringing up/down their price to L-I and subject to condition that it agrees to fulfilment of other terms & conditions of the tender and further subject to fulfilment of conditions as per eligibility.
  - ii. Preference would be given to Medium Enterprises as 10% of the total tendered quantity provided quoting price within band of L-I+15% by bringing up/down their price to L-I and subject to condition that it agrees to fulfilment of other terms & conditions of the tender and further subject to fulfilment of conditions as per eligibility.
  - iii. Negotiations will be held only with L-I+5% firms. MSMEs within the price range of L-I+15% will be counter offered to match the finally arrived L-I rate. In case MSMEs within L-I+15% refuse to match the finally arrived L-I rate then the entire 60% (50% of MSEs & 10% for Medium Enterprises) of purchase preference will be transferred to L-I+5% category firms.
  - iv. In case, no Micro and Small Enterprises (MSEs) and Medium Enterprises (MEs) as per the eligibility criteria specified in the above instruction are within L-I+15% range, the entire 100% tendered quantity will be distributed as per existing guidelines.
  - v. In case, there are no Micro & Small Enterprises (MEs) within L1+15% range, the Purchase Preference quota of 50% of MSEs will stand transferred to open category making it from 40% to 90%.
  - vi. In case there are no Medium Enterprises (MEs) within L1+15% range, the Purchase Preference quota of 10% of MSEs will stand transferred to open category making it from 40% to 50%.
  - vii. In case, no MSMEs in within L1+5% range and there is one MSE & one ME in L1+15% range and further agree to match the arrived Li rate, the quantity distribution will be upto 40% for firm other than MSME, upto 50% for MSE and upto 10% for ME and so on.
  - viii. In case, there are MSMEs (both or either MSEs and MEs) within L1+5% range and there are MSEs & MEs in L1+15% range. Negotiations will be carried out with all firms within L1+5% as per the existing guidelines to arrive at finally arrived L1 rate. The finally arrived firm can be-any other firm/MSE/ME or any/more of these-other firm/MSE/ME matches the finally arrived price; in such a situation, appointment will be done as per the existing instructions of ration of 70:30 or 50:25:25 & so on. Thereafter, offer will be given to MSE and MEs within L+15% range to match the finally arrived L1 rate and if they agree to match the arrived L1 rate, the appointment of quantity will have many scenarios for the distribution of tendered quantities.

11. Special Concessions for Haryana based Micro and Small Enterprises - As per Govt. of Haryana, Industry and Commerce Department vide order no. 2/2/2010-4-IB-II dated 20.10.2016, Haryana based Micro and Small Enterprises are also allowed to participate in the Tender. However the bidders wishing to participate in the Tender must fulfill the eligibility criteria as already detailed in the tender documents.
12. Any firm that has been blacklisted during the last 3 years by Central Govt./ any State Govt./ PSU/STUs on the basis of submitting of the forged documents/non supply of material/failure of random sample/non-complying the contract obligations etc. shall not be allowed to participate in future tenders. All the participating firms will be required to submit an affidavit along with tender that the participating firms have not been blacklisted by any Central Govt./ any State Govt./ PSU/STUs during the last three years. In case, contents of affidavit are not found correct during the course of decision making the offer of the firm will not be considered. In case of being found not correct during supply of ordered stores, supply of balance order will be cancelled along with encashment the EMD/BG deposited by the firm. However, balance ordered quantity will be purchased from other alternate source at the risk and cost of firm and extra cost involved will be recovered from encashed EMD/BG or through law of Court.
13. Q.Rs applicable at the time of tender should remain valid during the validity period of tender or supply orders. If due to any reason, status of the firm gets lowered than Q.Rs applicable at the time of tender, Director General, State Transport, Haryana will have discretion either to revoke/reject the tender or cancel the pending order.
14. In case bidder withdraws/modifies its offer within the validity period, submit forged /fake documents or do any unethical/un-business like activity, do not accept the supply order/refuse to sign the agreement/do not submit Bank Guarantee , EMD of the firm will be forfeited and other departmental penal action, as deemed fit, will be taken.
15. The department reserves the right to modify/revoke the order at any point of time without assigning any reason.
16. Any conditional terms and conditions mentioned by the firm in their covering letter or in the tender documents will not be considered.
17. Tender documents should be duly paged and photocopies of relevant documents enclosed should be duly signed and stamped by the authorized representative of firm
18. Balance terms & conditions, if any, shall be as per standard terms & conditions issued by Directorate of Supplies & Disposals, Haryana (may be seen at website i.e. [www.dsndharyana.gov.in](http://www.dsndharyana.gov.in) / website of Govt. of Haryana).

19 **VALIDITY OF PROPOSAL**

The proposal submitted by the Bidding Firm shall be valid for a period of 6 (Six) months from the last date of submission of tender documents online.

- 20 (i) The selected bidder is required to deposit the royalty amount in the Directorate of State Transport, Haryana as under:-

Sr. no.	Particular	Period	Total amount to be deposited for a particular year
1	Royalty to be deposited by the bidder*	1st year of the contract	25% of the total royalty value
2		2nd year of the contract	25% of the total royalty value
3		3rd year of the contract	20% of the total royalty value
4		4th year of the contract	20% of the total royalty value
5		5th year of the contract	10% of the total royalty value

**\*Note:- The financial bid format and the royalty amount has been simplified so that the bidder may easily understand the calculation of the royalty amount while submitting the financial bid format.**

(ii) The selected bidder is required to deposit the minimum advance royalty in the State Transport Haryana within 15 days from the date of agreement of every year as under:-

Sr. No.	Particulars	Advance Offered Value (In Rs. ) of the total Royalty	
1	Minimum advance Royalty Offered to Haryana Roadways (In the beginning of every year during validity period of the agreement)	1 <sup>st</sup> Year	25%
		2 <sup>nd</sup> Year	25%
		3 <sup>rd</sup> Year	20%
		4 <sup>th</sup> Year	20%
		5 <sup>th</sup> Year	10%

(iii) Balance Royalty amount is required to be deposited within next 2 months from the date of agreement every year.

## 21 HARYANA ROADWAYS RIGHT TO ACCEPT OR REJECT PROPOSALS

Notwithstanding anything contained in the Proposals, Haryana Roadways reserves the right to accept or reject any Proposal, and to cancel the bid process and reject all Proposals, 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.

## 22 ACCEPTANCE OF BID

After evaluation of the bids and approval of the award by State Transport Haryana, a letter of award (LOA) will be issued to the selected bidder, who in turn will revert within 15 days conforming the acceptance at the time of the signing agreement.

## 23 SIGNING OF AGREEMENT

The agreement shall be signed by the successful bidder and the officer(s) designated/authorized by Director General, State Transport Haryana to do so on behalf of the State Transport Haryana.

## 24 DEFAULT OF SELECTED BIDDER AND PENAL PROVISIONS

As referred in scope of work the selected bidder will have the responsibility of maintaining the water points - water cooler, purifiers or other normal tap water provisions to ensure free



of cost drinking water facilities to public and bus passengers in general. However, for any minor or major fault repair in them, he will be allowed two days (from the time of receiving written or e-mail intimation) time to make them operative at his cost. In case of failure to do so the following penal provisions shall be applicable-

- |  |             |
|--|-------------|
| a) First instance of undue delay<br>in rectification & making operative(after 48 hours)  | Rs 1500/-   |
| b) Second instance of undue delay<br>in rectification & making operative(after 48 hours) | Rs 5000/-   |
| c) Third instance of undue delay<br>in rectification & making operative(after 48 hours)  | Rs 10,000/- |

For all such penalty awards General Managers of Haryana Roadways will issue written orders with endorsement to Director General, State Transport Haryana. After exhausting above options, Director General, State Transport Haryana will have the right to stop the operations for that particular point and make fresh arrangements for it or even extend it further by cancelling the agreement and blacklisting the selected bidder.

## **25 STAMP DUTY & TAXES:**

The stamp duty shall be charged as per prevailing Act. Any expenditure on stamp duty, documentation etc., incurred on registration would be borne by the successful bidder and any form of taxes, surcharge, levy or any statutory payment due towards any government agency shall be borne by the bidder.

## **26 TERMINATION OF CONTRACT:**

- a) Both the parties shall be free to terminate the agreement by giving three months advance notice.
- b) If the selected bidder fails to fulfill any or all its obligations, the agreement shall be terminated and the Earnest Money/Bank Guarantee shall be forfeited.

## **27 EXCEPTIONAL CIRCUMSTANCES AND FORCE-MAJEURE:**

In circumstances such as wars, invasion, armed conflict or act of enemy, riot, insurrections, act of terrorism, sabotage, criminal, damage or threat of such act, nuclear explosion, radioactive or chemical contamination, any effect of the natural elements, including geological conditions which are not possible to foresee and to resist, and which are beyond the control of either party to the agreement shall be grounds enough for seeking relief in monthly due amount of annual charges.

## **28 REGULATORY FRAMEWORK:**

The BIDDER will be obliged to protect the national interests like national security whenever necessary and required. They will abide by various statutory requirements relating to protection of environment, safety etc., and also abide by the directives issued by the Government or

Implementing Agency of various rules and regulations and or Haryana Roadways in this regard from time to time, in accordance with the provisions of the operation of the Agreement or the laws for the time being in force.

- 29 The compliance with all the labor laws and other statutory laws shall be the responsibility of the bidder.
- 30 All statutory taxes shall be paid by the bidder including any tax imposed by the bidder during the currency of contract.
- 31 Before commencing, all statutory clearances or certificates have to be obtained by the bidder.

32 **PROHIBITED ACTIVITIES**

The successful bidder(s) shall not be permitted to use on the print matter, any immoral adverse sentiment provoking religious, communal or political sentiments display which is contrary to the national interest or detrimental to the integrity or sovereignty of the country and as per the applicable Law of the state Govt. and Govt. of India. The decision of the corporation shall be final and binding. For any objection on quality or contents of display, by any competent authority, Haryana Roadways will only endorse and acknowledge the legal status of the contractor, who in turn will ensure compliance for its rectification however no rebate or monetary compensation will be allowed for the same.

- 33 **Arbitrator:** All disputes and differences arising out of or concerning whatsoever, shall be referred to the sole Arbitrator or an officer appointed by the Additional Chief Secretary (Transport) to Government, Haryana, acting as such at the time of the reference. There will be no objection to such appointment, that the Arbitrator so appointed is a Govt. servant, that he has to deal with such matters in the course of duties as Govt. servant and might have expressed views on all or any of the matters in disputes or differences. The award of such Arbitrator shall be final and binding on the parties involved. The Arbitrator has the powers to extend the time for making the award on request from either of the parties.
34. **Jurisdiction:** Any dispute or difference or claim etc., shall be subject to the exclusive jurisdiction of the courts situated at Chandigarh only. No other court shall have the jurisdiction to entertain or try any matter concerning this supply tender/agreement.

**Evaluation Criteria for qualification of bidders:**

Sr. No.	Evaluation Criteria	Parameters	Marks
1.	Average Annual Turn Over during the last three years	Rs.1.50 Crore to Rs.3.00 crore	5
		Rs.3.00Crore to Rs.5.00 crore	7
		Above Rs.5.00 crore	10
2	Average net worth during the last	Rs.50.00 lacs	5

	three years	Rs.50.00 lacs to Rs.1.00 crore	7
		Above Rs.one crore	10
3	No. of manufacturing plants in Haryana	1 no.	5
		2 nos.	7
		More than 2 nos.	10
4	Experience of supply to Central Govt./ State Govt./PSUs of safe drinking water	Central/State Govt./PSU-1 year	5
		Central/State Govt./PSU-2year	7
		Central/State Govt./PSU-More than 2 years	10

To be eligible for the Financial Bid opening / downloading, the bidder is required to obtain minimum 25 marks as per above evaluation criteria.

**FORMAT - X****STRUCTURE AND ORGANISATION AND PRESENT BUSINESS**

1.	Name and address of Bidder along with Email address & Phone No.	
2.	Number of years in Operation in the manufacturing of safe drinking water	
3.	Brand name	
4.	Names of Govt./organizations, to whom, the manufacturer/franchise supply & details of supply	
6.	Detail of Distribution network in Haryana	
7.	Water Quality certification, if any	
8.	Any other certificate, give detail	
9.	Any other certificate indicating quality certification w.r.t. drinking water	

**Bidder is required to submit the following documents:**

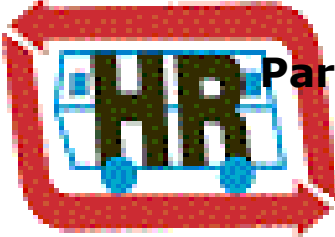
1. Documents certifying Bidder's legal status.
2. Certificate of incorporation / registration.
3. Latest brochures/ organization profiles etc., in support of above information.
4. ISO: 9001 certificate shall also be mandatory for the tenderer/bidder.
5. The factory inspection will be carried out by the representative of State Transport Haryana time to time to check the quality of safe packaged drinking water.

Apart from above other criteria, the department will also consider the following parameters to finalize the tender:-

- 1) Technical and maintenance of standards capabilities.
- 2) Financial capabilities.
- 3) Distribution / supply network of the company.
- 4) Present manufacturing capacities and capacity utilization of the firm.
- 5) Optimization of pricing.
- 6) Circulation of firm's packaged drinking water in various states of India.

Necessary details in separate sheets and copies of certificates must be provided along with tender documents.

Annexure-I

 <p><b>Parivahan Neer</b> <b>Haryana Roadways</b></p>	<p>(45 font)</p> <p>(16 font)</p>
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**Annexure-II**

**Tender No:-\_\_\_\_\_ / Dated \_\_\_\_\_ for the supply of safe drinking water to Depots / Field Offices of State Transport, Haryana.**

***CHECKLIST FOR PARTICULARS OF THE TENDERER***

Sr. No.	Name and Address of the Firm/Company/LLP		
		Yes	No
1.	Whether EMD has been submitted ?		
2.	Whether tender fees has been submitted		
3.	Whether I.T.R. of 2014-15, 15-16, 16-17 is provided (duly certified by Chartered Accountant).		
4.	Whether Balance Sheet of the Financial Year 2014-15, 15-16, 16-17 is provided (duly certified by Chartered Accountant).		
5.	Whether the P/L of 2014-15, 15-16, 16-17 is provided (duly certified by Chartered Accountant).		
6.	Are you a Haryana based micro and small Enterprises		
7.	Whether Experience Certificate is provided.		
8.	Have submitted the financial bid as per annexure		
9.	Whether Notarized Affidavit stating that the Firm / Company/LLP is not black listed is provided.		
10.	Whether Minimum average annual turnover is Rs.1.5crores per annum for last three financial years i.e. 2014-15, 15-16, 16-17		
11.	Whether all the pages of tender form duly signed with seal.		
12.	Whether the valid certificate issued by FSSAI for the safe packaged drinking water is attached with the technical bid.		

**Note: Required proof must be enclosed.**

**Signature of the Tenderer**

**Name**

**Designation**

**Date**

**Stamp**

:  
**FINANCIAL BID FORMAT**

**ANNEXURE-III**

The bidder is required to submit the financial detail in the format as under:-

Sr No.	Particulars	Offered Value (In RS. )	Offered value in words (in RS.)
1	Name of the firm/company		
2	Total Royalty offered to Haryana Roadways for a period of five years.		

**Authorized Representative**

**Name of the Firm/Bidder**