

Forest & Wildlife Department, Haryana
office of Divisional Wildlife Officer, Rohtak


Zoo, Tilyar Lake, Rohtak-124001, Contact No. 01262274377 email ID – dwlorohtak@yahoo.com

DETAIL NOTICE INVITING e-TENDER

e-Tenders are 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	Description of work Items	Estimated cost	EMD to be deposited by Bidder / Society	Tender document Fee & e-service Fee (Rs.)	Start Date & Time of Bid Preparation and Submission	Expiry date & Time of Bid of EMD Submission	Time limit	Opening time and date of Technical Bid
1	INSTALLATION OF SOLAR PANEL SYSTEM AT DWLO, ROHTAK AND BHINDAWAS WILDLIFE SANCTUARY, JHAJJAR	237000.00	5000 2500	1000/- + 1180/-	22-12-2021 9.00 AM	27-12-2021 05.00 PM	15 Days	28.12.2021 at 11.00 AM

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 Applicant whose PQQ/Technical Applications are responsive to eligibility and qualifications requirements as per Tender document. The tenderer should read the terms & conditions and specification in tender documents strictly before submission of e-tender. Tender documents can be downloaded/uploaded online on the Portal: <https://etenders.hry.nic.in>


Divisional Wildlife Officer,
Rohtak.

ELIGIBILITY CRITERIA

1. The firm/agency / contractor should have a minimum one year similar nature works experience
2. The firm/agency / contractor should be registered for payment of GST
3. The firm/agency / contractor should be registered for payment of Income Tax
4. The firm/agency / contractor should have proven good track record of providing service of similar nature in Govt. / PSU (Good conduct certificate from Govt./PSU as proof where the service is being provided, and an affidavit stating that no court criminal case is pending against firm/any of the Directors of the company and has never been blacklisted or debarred by any Govt. organization or public sector undertaking)
5. The applicant shall produce performance certificate duly issued & signed by the authorized officer.
6. Tenderer/s should enclose documents and certificates to show that he/they has/have satisfactorily carried out works of the type involved in the construction of the work that too in stipulated time without delay being tendered for. He/they should also produce proof to the satisfaction of the DWLO Rohtak of his/their technical ability and financial stability to undertake the work of the magnitude tendered for.
7. The approval of the acceptance of tender will rest with PCCF/CF who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of tenders received without assigning any reason.

SUBMISSION OF THE BID

1. The payment for Tender Document Fee, e-Service Fee & EMD shall be made by eligible bidders online directly through Internet Banking Accounts or by generating RTGS/NEFT challan, to make payment in 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>
2. Intending bidders will be mandatorily required to Online Sign-up (create user account) on the website <https://etenders.hry.nic.in> to be eligible to participate in the e-Tender. He/She will be required to make online payment 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.

The interested bidders shall have to pay mandatorily e-Service fee & document fees (Non refundable) mentioned in DNIT 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:-

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date and time
1		Tender Document Download and Bid Preparation/Submission	22-12- 2021 9:00 AM	27-12-2021 05.00 PM
2	Technical Bid Opening		28-12-2021	
3	Financial Bid Opening		28-12-2021	

Important Note:

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'.

Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.

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.

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: Financial Bid

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

Address.....

Tel No.....

Instructions to Bidders

1. Bidding documents can be downloaded online from the portal:

<https://etenders.hry.nic.in>.

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 (DSE).
3. All the bidders intending to participate in the Bidders processed online are required to get registered on the centralized e-Procurement Portal i.e. <https://etenders.hry.nic.in>. Please visit the website for details.
4. The bidder should quote their rates inclusive of applicable VAT/ Sales Tax & Surcharge etc in price bid format.
5. Conditional offer will not be considered in any circumstances.
6. Any fraudulent document submitted with the Bidder and any misleading information furnished will be invite penal action to tune of cancellation os sale order, forfeiture of security amount deposited with the Bidder & blacklisting/debarring of firms (Pvt. Ltd. Or Ltd.) or proprietorship firm for doing future business.
7. The bidders shall have to pay EMD online.
8. The bidders shall have a valid licence of supply from concerned Municipality.
9. The bidders shall have PAN/TIN No. as applicable.
10. Undertaking is required from the bidder.
11. The bidder should have adequate experience in implementing e-Governance projects for Government departments or Agencies in India with minimum experience.
12. Bidders should not have been black listed as on date of submission of Bid.
13. The Bids should be submitted in two parts i.e. Technical Bid and Financial Bid.
14. The Department reserves the right for negotiation with the bidders as per the prevailing purchase procedures/policy of the State.

Instructions to bidders on Electronic Tendering System

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

Registration of agency, bidder / firm on E-tendering Portal:-

1. All the agency, / firm intending to participate in the tenders processed online, are required to get registered on the Electronic Tendering System on the Portal <https://etenders.hry.nic.in>

2. Obtaining a Digital Certificate:

- 2.1. The Bids submitted online are required to be signed electronically with a Digital Certificate to establish the identity of the bidder online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.
- 2.2. 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 HSVP tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
- 2.3. 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.
- 2.4. The same procedure holds true for the authorized users in a private/Public limited company or L&C Society. In this case, the authorization certificate will have to be signed by the directors of the company.

3. Set up of machine:

In order to operate on the electronic tender management system, the user's machine is required to be set up. A help file on setting up of the system can be downloaded from the home page of the website - <https://etenders.hry.nic.in>

4. Online Viewing of Detailed Notice Inviting Tenders:

The agency, bidder / firm can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the electronic tendering system on the Forest Department's e-tenders website <https://etenders.hry.nic.in>

5. Download of Tender Documents:

The tender documents can be downloaded by the registered user from the Electronic Tendering System through the Portal <https://etenders.hry.nic.in> and read them very carefully.

6. Key Dates:

The agency, bidder / firm are strictly advised to follow dates and times as indicated in the Notice Inviting Tenders. The date and time will be binding on all agency, bidder / firm. All online activities are time