

**CCS Haryana Agricultural University, Hisar**  
(Established by Parliament Act 16 of 1970)

**Tender Notice**

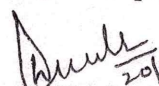
CCS Haryana Agricultural University, Hisar is inviting Tenders for the purchase of following items:-

1. Purchase of SC/ST training material i.e. (Category-A) Cutting & Tailoring: Table mounted foot, hand and motor operated Sewing machine with accessories like Screw driver (small & big), Seam ripper, Scissors (brass handle 10"), Bobbin, Bobbin case, Needle Clamp, Machine oil bottle, Sewing Needles (No. 16), Thread cutter, Lint brush and measuring tape for Director Extension Education (SPO-931).
2. Purchase of SC/ST training material i.e. (Category-B) i) Juicer Mixer Grinder, ii) Pressure Cooker S.Steel 5Litre, iii) Patila Heavy Bottom Base 5 Litre (Sandwich Bottom), iv) Kadai Heavy Bottom Base 5Litre (Sandwich Bottom) for Director Extension Education (SPO-932).
3. Purchase of Items of Spray Technique (Category-C) & Nursery raising (Category-E) for Director Extension Education (SPO-933)
  - Power Operated Knap Sack Sprayer 20 Litre
  - Balti 10 Litre Plastic
  - Khurpa
  - Secateur
  - Budding & Grafting Knife
  - Spade/Kassi
4. Purchase of SC/ST training material i.e. (Category-D) OTG Oven minimum 30 Litre or above (Indian Product only) including baking sheet and muffin tray with accessories for Director Extension Education (SPO-934)
5. Purchase of Automatic Fertigation Unit (along with accessories) for Cotton Section, Department of Genetics & Plant Breeding (SPO-935)
6. Purchase of 02 No's Water Tanker (5000 L Capacity each) O/o Landscape Unit (SPO-936)
7. Purchase of Tractor Trolley for CCSHAU, Regional Research Station, Karnal (SPO-937)
8. Purchase of Tractor 30 HP for CCSHAU, Regional Research Station, Karnal (SPO-938)
9. Purchase of Water Tanker for CCSHAU, Regional Research Station, Karnal (SPO-939).
10. Purchase of Thermomixer Cooling for Oilseed Section (SPO-940)
11. Purchase of Elisa Reader for Oilseed Section SPO-941)
12. Purchase of Refrigerated Centrifuge for Oilseed Section (SPO-942).
13. Purchase of 10 Desktops for the Internet Lab. Of Nehru Library (SPO-943).
14. Purchase of Conferencing Facility for Nehru Library (SPO-944)
15. Purchase of Ozone Generator for the Department of RBEE (SPO-945)

For detail information and e-tendering schedule, please visit the website <http://etenders.hry.nic.in> and University website <http://hau.ac.in>

Date of start of bid preparation and submission on 22.01.2026 (09:00 hours) and Closing on 11.02.2026 upto 17:00 hours. Opening of Technical Bid on 12.02.2026 at 11.00 A.M. Opening of Financial Bid on 16.02.2026 at 11.00 AM.

- Note:**
1. All updates, amendments, Corrigenda etc. (if any) will be posted only on the CCS HAU Website/Tender website. There will not be any publication of the same through Newspapers or any other media.
  2. Interested bidders are advised to deposit bid security/EMD on or before 48:00 hrs of expiring date and time of bid online so as to get the payment verified

  
20/01/2026  
Director (S&P)





## CCSHAU, Hisar

**Director (Store & Purchase)**

**CCSHAU, Hisar**

**Ph. No.01662-255419**

**Email: [directorspo@gmail.com](mailto:directorspo@gmail.com), [spo@hau.ac.in](mailto:spo@hau.ac.in)**

**STANDARD BIDDING DOCUMENT PROCUREMENT of SC/ST training material i.e. (Category – A) Cutting & Tailoring: Table mounted foot, hand and motor operated sewing machine with accessories like Screw driver (small & big), Seam ripper, Scissors (brass handle 10”), Bobbin, Bobbin case, Needle Clamp, Machine oil bottle, Sewing Needles (No.16), Thread cutter, Lint brush and Measuring tape**

### **PART 1: COMPLETE BIDDING DOCUMENT**

**NAME OF WORK: - Purchase of SC/ST training material i.e. (Category – A) Cutting & Tailoring: Table mounted foot, hand and motor operated sewing machine with accessories like Screw driver (small & big), Seam ripper, Scissors (brass handle 10”), Bobbin, Bobbin case, Needle Clamp, Machine oil bottle, Sewing Needles (No.16), Thread cutter, Lint brush and Measuring tape**

**DNIT Amount: Rs. 1,26,17,850/-**

*Ally*  
Director Extension Education  
CCS Haryana Agricultural University  
Hisar-125004

*Ally*



**PART 1: COMPLETE BIDDING DOCUMENT**

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Director Extension Education  
CCS Haryana Agricultural University  
Hisar-125004





**Director(Store & Purchase)**  
**Ch. Charan Singh Haryana Agricultural University, Hisar**  
(Established by Parliament Act No. 16 of 1970)

**TENDER NOTICE**

The Bids/tenders are invited from the eligible bidders through online bids in the website:  
<http://etenders.hry.nic.in> for the work detailed in the table.

Sr. No.	Description of Job Work	Appr. Esti. cost Rs.	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Time of opening T/Fin. bids
1.	Purchase of SC/ST training material i.e. (Category – A) Cutting & Tailoring: Table mounted foot, hand and motor operated sewing machine with accessories like Screw driver (small & big), Seam ripper, Scissors (brass handle 10”), Bobbin, Bobbin case, Needle Clamp, Machine oil bottle, Sewing Needles (No.16), Thread cutter, Lint brush and Measuring tape	1,26,17,850/-	250000/-	e-Service Fee Rs. 1180/- + Document Fee Rs. 5000/-	22/01/2026 (09:00 hours)	11/02/2026 upto 16:30 hours	11/02/2026 upto 16:30 hours	Tech. Bid 12/2/2026 at 10:00 A.M Financial Bid 16/2/2026 at 10:00 A.M.

- (i) Cost of Bid document (to be paid Online) is above mentioned (non refundable) for bid to be deposited through Debit Cards & Internet Banking Accounts.
- (ii) The further details and e-tendering schedule visit <http://etenders.hry.nic.in> & University Website <https://hau.ac.in>
- (iii) E-Service fee Rs. 1180/- required to be filled/provided at the time of online bid preparation stage.

*[Signature]*  
20/01/2026  
**Director (Store & Purchase)**  
**CCSHAU, Hisar**

*[Signature]*  
**Director Extension Education**  
**CCS Haryana Agricultural University**  
Hisar-125004

*[Signature]*



### Detailed Specifications

The items will be delivered at their destination (FOR) as per list. Engraving/Stamping on each item with CCSHAU-2025-26. The samples should be submitted for evaluation in the store of Directorate of Extension Education, CCS HAU, Hisar before closing date

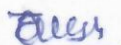
Sr. no	Name and Specifications of items	
Category - A		
1	<b>Table mounted foot and motor operated sewing machine</b> <ul style="list-style-type: none"><li>• Manufacturer should have ISI/ISO certificate.</li><li>• Made in India</li><li>• Only Indian manufacturer or their authorized dealer should quote</li><li>• 3 Years manufacturing experience certificate</li><li>• Supply credentials for same kind of articles for last two years to Govt./Semi Govt. institute/organization</li><li>• Service centers across Haryana State</li></ul>	
<b>Specifications</b>		
Sr. No	Parameter/ specification/features of the product	Requirement
1	Machine Body	Heavy duty metal frame
2	Lighting facility	Fixed light facility
3	Operating system	Motor, Hand & Foot operated
4	Bobbin winding	Automatic trip
5	Stitch regulation	Variable stitch length and width facility, Reverse stitch control
6	Body type	Square/ Round arm
7	Motor	RPM at least 5000 with high quality lamination, copper winding, power of motor at least 1/20 H.P. and two year warranty of motor
8	Tool kit containing the following accessories	i. Screw drive: 02 (small & big) ii. Seam ripper: 01 iii. Scissors: Brass handle (10") iv. Bobbin: 02 v. Bobbin case: 02 vi. Needle clamp: 02 vii. Machine oil bottle: 01 viii. Sewing Needles: 01 packet (No. 16) ix. Thread cutter: 01 x. Measuring tape: 01 xi. Lint brush: 01
9	Warranty	2 years
10	Machine should be assembled in all respect and installed at respective location of CCS HAU, Hisar	



### Detailed Specifications

The items will be delivered at their destination (FOR) as per list. Engraving/ Stamping on each item with CCSHAU-2025-26. The samples should be submitted for evaluation in the store of Directorate of Extension Education, CCS HAU, Hisar before closing date.

Sr. No.	Name of Station	Approximate no. of Items
1.	Faridabad	60 +1
2.	Jind	60+1
3.	Yamunanager	60 +1
4.	Kurukshetra	60+1
5.	Sonipat	60 +1
6.	Rohtak	60+1
7.	Sirsa	60 +1
8.	Mohindergarh	60+1
9.	Jhajjar	60 +1
10.	Ambala	60+1
11.	Bawal	60 +1
12.	Mandkola	60+1
13.	ADT, Hisar	60 +1
14.	Bhiwani	60+1
15.	Sadalpur	60 +1
16.	Fatehabad	60+1
17.	Panchkula	60 +1
18.	Painpat	60+1
19.	Kaithal	60 +1
20.	Karnal	60+1
21.	Chhepra	60 +1
	Total	1260 + 21

  
Director Extension Education  
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## 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 Job Work	Appr. Esti. cost Rs.	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Time of opening T/Fin. bids
1.	Purchase of SC/ST training material i.e. (Category – A) Cutting & Tailoring: Table mounted foot, hand and motor operated sewing machine with accessories like Screw driver (small & big), Seam ripper, Scissors (brass handle 10”), Bobbin, Bobbin case, Needle Clamp, Machine oil bottle, Sewing Needles (No.16), Thread cutter, Lint brush and Measuring tape	1,26,17,850/-	250000/-	e-Service Fee Rs. 1180/- + Document Fee Rs. 5000/-	22/01/2026 (09:00 hours)	11/02/2026 upto 16:30 hours	11/02/2026 upto 16:30 hours	Tech. Bid 12/2/2026 at 10:00 A.M Financial Bid 16/2/2026 at 10:00 A.M.

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.

- The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**
- 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 (Mention EMD Amount) 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 must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. **on or before (11/2/26 upto 16:30 hrs); and make payment via RTGS /NEFT**

*[Signature]*

**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 <http://etenders.hry.nic.in>**

The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non refundable) of Rs.1180/- (Rupee One Thousand One Hundred Eighty 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 Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

  
Director Extension Education  
CCU Haryana Agricultural University  
Hisar-125004





### 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	22/01/2026 (09:00 hours)	11/02/2026 upto 16:30 hours
2	Technical Bid Opening		12/2/2026 at 10:00 A.M.	
3	Financial Bid Opening		16/2/2026 at 10:00 A.M.	

### 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.

  
Director Extension Education  
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HISAR





## Terms & conditions

1. The quotations received after due date/or time will be summarily rejected.
2. The security/earnest money equivalent to five per cent of the cost of material i.e. an amount of 5% of the total cost of the offered material rounded off to nearest Rs.10/- in the name of Director (Stores & Purchases), CCS HAU, Hisar *whereby the security money equiv. is minimum 2.50 lakh or 1% (two percent) of the total cost of the material whichever is higher for the material/equipments above Rs. 50.00 lakh for tender/c-tender* *Arvind Kumar*
3. The material shall be supplied by the supplier within the time limit specified in the supply order. The delivery period can be extended by the Central Purchase Committee/or Store Purchase Officer only in exceptional cases on written request of the supplier explaining reasons/circumstances due to which the delivery period could not be adhered to. In case the material is not supplied within the delivery period, the supplier shall be liable to pay us compensation amount equivalent to one percent each day or such amount as the CPC/ Store Purchase Officer may decide that the quantity remains incomplete including installation, provided that entire amount of compensation shall not exceed 10% of the total amount of the cost of the material supplied. An appeal against these orders shall, however, lie with the Vice-Chancellor, CCS HAU, Hisar whose decision shall be final.
4. In case the supplier/contractor fails to execute the supply order/contract on the rates, terms & conditions as contained in the supply order within the stipulated period, the security/earnest money shall be forfeited besides any other action as may be considered necessary by the CPC
5. The rates should be quoted on price list less discount, FOR University Campus or offices situated at outstations as the case may be. The rates quoted Ex-Godown may be rejected. All charges payable by the University such as Sales Tax, Packing & Forwarding and other levies like Excise duty, Custom Duty, Octroi, etc. should be mentioned in the quotation/tender. The charges not mentioned in the quotation/tender shall not be paid by the University. The University does not issue Form 'C' or 'D'.
6. The supplies should be offered from ready stock. All supplies will have to be executed within 15 days of the issue of supply order failing which the order is likely to be withdrawn.
7. The validity period of the quotation/tender and Guarantee/Warranty period of the material, if any, should be mentioned specifically. The offer must be valid for a period of atleast three months from the date of opening of quotation/tender.
8. The University/its Offices at Hisar and outstations do not make payment in advance or against documents through Bank. However, as a matter of general policy we try to make the payment within 30 days of the delivery subject to proper installation, wherever applicable and satisfaction of the Inspection Committee.
9. The quantity can be increased/decreased by the University.
10. The current price list duly authenticated by the manufacturer with date, signature and seal along with literature/pamphlets may also be supplied along with the offer.

*Arvind Kumar*  
Director Extension Education  
CCS Haryana Agricultural University  
Hisar

*Arvind Kumar*



11. If you or your principals are on rate contract with DGS&D, DS&D, Haryana, Controller of Stores, this may be mentioned specifically in your offer and the same duly attested may also be attached.
12. The University is situated outside the municipal limits and as such no octroi is payable by us if the material is sent by rail/full truck load. In case the material is received through goods transport company by road, the transport companies charged delivery charges, labour charges and octroi charges. It may be mentioned specifically as to whether the material will be sent by rail or by road through goods transport company.
13. The make and complete specifications of the material should be clearly mentioned and catalogue if any be sent. (make/specification will be given by the HAU).
14. The acceptance of the material is subject to approval of our Inspection Committee/Technical Committee or Experts.
15. The acceptance of the quotation/tender will rest with the CPC which does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore. The CPC reserves the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest.
16. It is our policy to make all purchases from the manufacturers or through their authorized dealers. If you are manufacturer/authorized dealer, proof thereof may kindly be given along with the quotation/tender failing which the same is likely to be rejected without assigning any reason. A copy of the letter from the manufacturers may kindly be attached being authorized dealer/stockist/distributor or agent etc.
17. The University is registered with the Department of Science and Industrial Research, Ministry of Science and Technology, New Delhi in terms of Govt. Notification No. Notification No.10/97-Central Excise dated 1 March, 1997 and Notification No.51/96-Custom dated 23 July, 1996 vide Registration No. TU/V/RG-CDE (74)/2015 dated 5.11.2015 upto 31.08.2020. Thus the University is exempted from payment of Custom duty and Excise duty. The consignee will issue necessary certificate duly countersigned by the Registrar, CCS HAU, Hisar.
18. It may be certified that you have not been debarred/black listed for any reason by DGS&D, DS&D Haryana or any State Govt./University/PSU etc. If so particulars of the same be furnished. Concealing of facts will not only lead to cancellation of the supply order but may also warrant legal action.
19. For any enquiry, the undersigned can be contacted at Phone No.01662-284317 & or 01662-255419 on working days (Monday to Saturday except 2<sup>nd</sup> & 4<sup>th</sup> Saturday) during office hours (9.00 A.M. to 4.30 P.M. during August to April and 7.00 A.M. to 2.00 P. M. during May to July).
20. The family members of the university employees are not allowed to send their quotations/tenders. Such quotations/tenders, if received, will outrightly be rejected.
21. The disputes, if any, shall be subject to jurisdiction of Hisar Courts. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/dealers etc. shall be invalid and shall have no legal sanctity.

  
Director Extension Education  
CCS Haryana Agricultural University  
HISAR





### Terms and conditions for the material to be imported

1. Country of origin should be mentioned.
2. Goods supplied should conform to the standards mentioned in the technical specifications or as latest standards issued by the concerned institution.
3. **Performance security:** The responsive bidder shall be required to deposit Performance security equivalent to **five per cent** of the cost of material ordered valid for guarantee/warranty period plus 75 days.
4. The material supplied shall be fully insured in a freely convertible currency against loss or damage Incidental to manufacture or acquisition, transportation, storage and delivery of material. The insurance shall be in an amount equal to 110 percent of CIF or CIP value of goods.
5. **Warranty/Guarantee:** the material be quoted with Warranty/Guarantee period of 12 months after the date of delivery and acceptance at final destination or 18 months after the date of shipment from the port or place of loading whichever is earlier.
6. **Payment:** On shipment 90% of the cost of material shall be paid through Letter of Credit established in a Bank of its country and upon submission of the documents as specified below. Letter of credit shall be established in a bank of its country and the standard conditions as per Reserve Bank of India Policy shall be applicable.
7. **Balance Payment:** Balance 10 percent payment shall be paid within 30 days of receipt of claim supported by the acceptance certificate issued by the Purchaser's representative.  
**Payment of local currency portion including Agency commission, if any, including AMC shall be made in Indian currency within 30 days of presentation of claim supported by a Certificate from the purchaser declaring that the goods have been delivered and all other contract services have been performed.**
8. **Conversion Rates:** The conversion rates of foreign currency shall be taken into consideration as applicable on the date of opening of the tenders.
9. **Bid Security :** Bid security should be valid for 45 days beyond the validity of the bids
10. **Validity :** The tender should be valid at least 45 days from the date of opening of tenders.
11. **Clarifications on tenders:** During evaluation of the tenders, the purchaser may, at its discretion, ask the bidder for clarification of bids. The request for clarification and the response shall be in writing, and no change in prices or substance of the tender will be sought, offered or permitted.
12. **Purchaser's right to accept/or reject any or all the tenders:** The purchaser reserves the right to accept/or reject any or all the bids and to annul the bidding process and reject all the bids at any



time prior of placing the supply order without assigning any reasons therefore without any obligations to inform the affected bidders.

13. **Taxes & Duties:** It will be the responsibility of the supplier for the payment of all taxes and duties to their respective Govt.

14. **Custom Duty:** Chaudhary Charan Singh Haryana Agricultural University, Hisar is exempted from payment of Custom Duty as per notification issued by the Govt. of India. Hence no custom duty shall be paid except to the extent payable. However necessary documents, certificate in this regard shall be supplied by the Purchaser well in time only on receipt of information /documents regarding shipment of material.

15. **Liquidated damages:** The applicable rate of liquidated damages is 0.5% per week or part thereof and a maximum deduction/recovery is 10% of the contract price. This will be applicable when the material is not supplied during delivery period mentioned in the supply order and/or not installed within the stipulated period.

16. **Right to cancel the execution of supply order/contract:** When the required material is not supplied by the supplier within the delivery period as per contract/supply order and the liquid damages cross the limit of 10% the purchaser reserves the right to cancel the execution of supply order/contract and reserves the right to recover the Liquid damages out of the EMD/or Performance security besides other action as deemed proper.

17. **Delivery Documents** Within 24 hours of shipment, the supplier shall notify. The purchaser and the Insurance Company by cable or telex or Fax the full of the shipment including contract number, Description of Goods, quantity, the vessel, the bill of landing number and date, port of loading, date of shipment, port of discharge etc. The supplier shall mail the following documents to the Purchaser, with a copy to the Insurance Company:

- i) 4 copies of Supplier's Invoice showing Goods description, quantity, unit price and total amount.
- ii) Original and 4 copies of the negotiable, clean, on band bill of landing marked freight prepaid and 4 copies of non-negotiable bill of landing.
- iii) 4 copies of packing list identifying contents of each package.
- iv) Insurance Certificate.
- v) Manufacturer's/Supplier's Certificate.
- vi) Inspection Certificate issued by the nominated Inspection Agency and the Supplier's Factory Inspection Report
- vii) Certificate of Origin.
- viii) Excise Gate Pass (octroi receipts wherever applicable) duly sealed indicating payment made; and
- ix) Any of the documents evidencing payments of Statutory Taxes.

The above documents shall be received by the Purchaser at least one week before arrival of Goods at the port or place of arrival and, if not received, the Supplier will be responsible for any consequent expenses.

  
Director Extension Education  
CCS Haryana Agricultural University  
HISAR





## 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. <http://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.

2.2A 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 – <http://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.

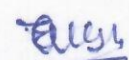
2.4 The bidder must ensure that he/she comply by the online available important guidelines at the portal <http://etenders.hry.nic.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

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.



  
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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 - <http://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 <http://etenders.hry.nic.in>.

5 **Download of Tender Documents:**

The tender documents can be downloaded free of cost from the eProcurement portal <http://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):**

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 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. 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 (<http://etenders.hry.nic.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 04:30 pm

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

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**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 <http://etenders.hry.nic.in>

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



  
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### **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



  
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(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.

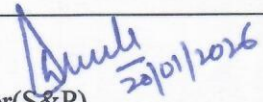
  
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Sr no.	Scenario	Do's / Don't's
1	In the event of making Payment through NEFT/RTGS	<p><b>Do's</b></p> <ul style="list-style-type: none"> <li>• It is the bidder's responsibility to ensure that RTGS/NEFT payments are made to the exact details as mentioned in the challan which are:</li> <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> <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 parties 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> <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;):- <ul 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> </ul> </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> </ul> <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>

  
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 Director(S&P)  
 CCS Haryana Agri. University,  
 Hisar











## CCSHAU, Hisar

**Director (Store & Purchase)**  
**CCSHAU, Hisar**

**Ph. No.01662-255419**

**Email: [directorspo@gmail.com](mailto:directorspo@gmail.com), [spo@hau.ac.in](mailto:spo@hau.ac.in)**

### **STANDARD BIDDING DOCUMENT PROCUREMENT of SC/ST training material i.e. (Category – B)**

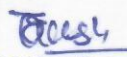
- (i) Juicer Mixer Grinder**
- (ii) Pressure Cooker S. Steel 5 Litre**
- (iii) Patila Heavy Bottom Base 5 Litre (Sandwitch Bottom)**
- (iv) Kadai Heavy Bottom Base 5 Litre (Sandwitch Bottom)**

#### **PART 1: COMPLETE BIDDING DOCUMENT**

#### **NAME OF WORK: - Purchase of SC/ST training material i.e. (Category – B)**

- I) Juicer Mixer Grinder**
- II) Pressure Cooker S. Steel 5 Litre**
- III) Patila Heavey Bottom Base 5 Litre (Sandwitch Bottom)**
- IV) Kadai Heavy Bottom Base 5 Litre (Sandwitch Bottom)**

**DNIT Amount: Rs. 1,26,17,850/-**

  
**Director Extension Education**  
**CCS Haryana Agricultural University**  
**Hisar (Haryana)**





## PART 1: COMPLETE BIDDING DOCUMENT

TABLE OF CONTENTS

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1.	Tender Notice	3
2.	Detailed Specifications	4-6
3.	Detail Notice Inviting Tender	7-9
4.	Terms and conditions	10-14
5.	Instructions to bidder on Electronic Tendering System	15-17
6.	Guidelines for Online Payments in e-tendering	18-20

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 CCS Haryana Agricultural University  
 Hisar (Haryana)

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**Director(Store & Purchase)**  
**Ch. Charan Singh Haryana Agricultural University, Hisar**  
 (Established by Parliament Act No. 16 of 1970)

**TENDER NOTICE**

The Bids/tenders are invited from the eligible bidders through online bids in the website:  
<http://etenders.hry.nic.in> for the work detailed in the table.

Sr. No	Description of Job Work	Appr. Estimated cost Rs.	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Time of opening T/Fin. bids
1.	Purchase of SC/ST training material i.e. (Category – B) Juicer Mixer Grinder ii) Pressure Cooker S. Steel 5Litre iii) PatilaHeavey Bottom Base 5Litre (Sandwitch Bottom) iv) Kadai Heavy Bottom Base 5 Litre (Sandwitch Bottom)	1,26,17,850/-	250000/-	e-Service Fee Rs. 1180/- + Document Fee Rs. 5000/-	22/01/26 (09:00 hours)	11/02/26 upto 16:30 hours	11/02/26 upto 16:30 hours	Tech. Bid 12/02/26 at 10:00 AM Financial Bid 16/02/26 at 10:00 AM

- (i) Cost of Bid document (to be paid Online) is above mentioned (non refundable) for bid to be deposited through Debit Cards & Internet Banking Accounts.
- (ii) The further details and e-tendering schedule visit <http://etenders.hry.nic.in> & University Website <https://hau.ac.in>
- (iii) E-Service fee Rs. 1180/- required to be filled/provided at the time of online bid preparation stage.

*Dr. Ch. Charan Singh*  
 20/01/2026  
**Director (Store & Purchase)**  
**CCSHAU, Hisar**

*Dr. Ch. Charan Singh*  
**Director Extension Education**  
**CCS Haryana Agricultural University**  
**Hisar (Haryana)**

*Dr. Ch. Charan Singh*

### Specifications

The items will be delivered at their destination (FOR) as per list. Engraving/ Stamping on each item with CCSHAU-2025-26. The samples should be submitted for evaluation in the store of Directorate of Extension Education, CCS HAU, Hisar before closing date.

#### **Category B**

##### **Fruit & Vegetable Preservation/Food Processing**

- Manufacturer should have ISI Certificate
- Only Indian original manufacturer or their authorized dealer should quote
- Supply credentials for same kind of articles for last two years to Govt./Semi Govt. institute/organization
- 3 Year manufacturing experience certificate i.e. NSIC/SSIC

##### **Juicer Mixer Grinder**

##### **Specifications**

- Watt: 500 watt or above , 220 volts or above
- Grinding: Wet and dry blending and grinding facility
- Motor: copper wiring
- Motor: 100% copper
- Blades: SS316, Food grade, Power blade
- Controlling Speed: 3-4
- Grinding stainless steel jars (700 ml or above and 350 ml or above), Liquid Jar of food grade polymer/plastic Jar (capacity approximately 1.5 liter), three Jars required as per specification
- Overload protection for motor
- Non-slip feet: Yes
- Accessories: Yes
- Minimum 5 years warranty
- Make: Sujata, Inalsa, Philips, Maharaja, Bajaj and Kenstar

##### **Pressure Cooker S.Steel 5 Litre**

304 Grade Steel with ISI Mark

##### **Specifications**

- Stamping of 304 Grade Steel with ISI Mark
- Food grade stainless steel (22 SWG)
- Heavy base with lid & handle
- Minimum 5 years warranty
- ISI certificate

##### **Patila Heavy Bottom Base: 5 Litre (Sandwitch bottom)**

##### **Specifications**

- Stamping Stainless steel 304 Grade with ISI Mark
- Heavy flate bottom and lid of stainless steel conforming to the standards
- Handle covered with insulated material
- Made of food grade stainless steel 22 SWG.
- Thickness of sheet for container 0.7 mm minimum
- Weight: Minimum 1 kg 400 g
- ISI certificate



  
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 Hisar-125004



- Warranty 5 years minimum

**Kadai Heavy Bottom Base:**  
**Specifications**

**5 Litre (Sandwich bottom)**

- Stamping of 304 Grade Steel with ISI Mark
- Food grade stainless steel 22 SWG
- Heavy flat bottom and lid of stainless steel conforming to the standards
- Thickness of steel for container 0.7 mm minimum
- Weight: 1 kg 700 g minimum
- With lid and handle
- ISI certificate
- Minimum warranty 5 years

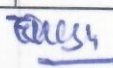
  
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CCS Haryana Agricultural University  
Hisar-125004



### Detailed Specifications

The items will be delivered at their destination (FOR) as per list. Engraving/ Stamping on each item with CCSHAU-2025-26. The samples should be submitted for evaluation in the store of Directorate of Extension Education before closing date.

Sr. No.	Name of Station	Juicer Mixer Grinder	Pressure Cooker S. Steel 5 Litre	Patila Heavey Bottom Base 5 Litre	Kadai Heavy Bottom Base 5 Litre
1.	Faridabad	60+1	60+1	60+1	60+1
2.	Mandkola	60+1	60+1	60+1	60+1
3.	Kaithal	60+1	60+1	60+1	60+1
4.	Sonipat	60+1	60+1	60+1	60+1
5.	Panipat	60+1	60+1	60+1	60+1
6.	Rohtak	60+1	60+1	60+1	60+1
7.	Mohindergarh	60+1	60+1	60+1	60+1
8.	Bhiwani	60+1	60+1	60+1	60+1
9.	Karnal	60+1	60+1	60+1	60+1
10.	Ambala	60+1	60+1	60+1	60+1
11.	Jhajjar	60+1	60+1	60+1	60+1
12.	Sadulpur	60+1	60+1	60+1	60+1
13.	Fatehabad	60+1	60+1	60+1	60+1
14.	Sirsa	60+1	60+1	60+1	60+1
15.	Jind	60+1	60+1	60+1	60+1
16.	Kurukshetra	60+1	60+1	60+1	60+1
17.	Yamunanagar	60+1	60+1	60+1	60+1
18.	Panchkula	60+1	60+1	60+1	60+1
19.	Bawal	60+1	60+1	60+1	60+1
20.	ADT	60+1	60+1	60+1	60+1
21.	Chhapera	60+1	60+1	60+1	60+1
	Total	1260+21	1260+21	1260+21	1260+21

  
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### 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 Job Work	Appr. cost Rs.	Esti. Rs.	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Time of opening T/Fin. bids
1.	Purchase of SC/ST training material i.e. (Category – B) Juicer Mixer Grinder ii) Pressure Cooker S. Steel 5 / iii) Patila Heavey Bottom Base 5 / (Sandwich Bottom) iv) Kadai Heavy Bottom Base 5 / (Sandwich Bottom)	1,26,17,850/-		250000/-	e-Service Fee Rs. 1180/- + Document Fee Rs. 5000/-	22/01/26 (09:00 hours)	11/02/26 upto 16:30 hours	11/02/26 upto 16:30 hours	Tech. Bid 12/02/26 at 10:00 AM Financial Bid 16/02/26 at 10:00 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 Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

- The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**
- Intending bidders will be mandatorily required to online sign-up (create user account) on the website <http://etenders.hry.nic.in> to be eligible to participate in the e-Tender. **He/She will be required to make online payment of (Mention EMD Amount) 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 must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. **on or before ( 11/2/26 upto 16:30 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 <http://etenders.hry.nic.in>.**

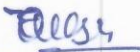
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CCS Haryana Agricultural University  
Hisar (Haryana)

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The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non refundable) of Rs.1180/- (Rupee One Thousand One Hundred Eighty 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 Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

  
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**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>	22/01/2026 (09:00 hours)	11/02/2026 upto 16:30 hours
2	<b>Technical Bid Opening</b>		12/02/2026 at 10:00 AM	
3	<b>Financial Bid Opening</b>		16/02/2026 at 10:00 AM	

**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.

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### Terms & conditions

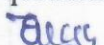
1. The quotations received after due date/or time will be summarily rejected.
2. The security/earnest money equivalent to five per cent of the cost of material i.e. an amount of 5% of the total cost of the offered material rounded off to nearest Rs.10/- in the name, of Director (Stores & Purchases), CCS HAU, Hisar. *whenever the security money equiv. is minimum 2.50 lakhs or 1% (whichever) of the total cost of the material whichever is higher for the material*  
*equipment above Rs.50.00 lakhs for tender/c. tender.*  
*An not same*
3. The material shall be supplied by the supplier within the time limit specified in the supply order. The delivery period can be extended by the Central Purchase Committee/or Store Purchase Officer only in exceptional cases on written request of the supplier explaining reasons/circumstances due to which the delivery period could not be adhered to. In case the material is not supplied within the delivery period, the supplier shall be liable to pay us compensation amount equivalent to one percent each day or such amount as the CPC/ Store Purchase Officer may decide that the quantity remains incomplete including installation, provided that entire amount of compensation shall not exceed 10% of the total amount of the cost of the material supplied. An appeal against these orders shall, however, lie with the Vice-Chancellor, CCS HAU, Hisar whose decision shall be final.
4. In case the supplier/contractor fails to execute the supply order/contract on the rates, terms & conditions as contained in the supply order within the stipulated period, the security/earnest money shall be forfeited besides any other action as may be considered necessary by the CPC
5. The rates should be quoted on price list less discount, FOR University Campus or offices situated at outstations as the case may be. The rates quoted Ex-Godown may be rejected. All charges payable by the University such as Sales Tax, Packing & Forwarding and other levies like Excise duty, Custom Duty, Octroi, etc. should be mentioned in the quotation/tender. The charges not mentioned in the quotation/tender shall not be paid by the University. The University does not issue Form 'C' or 'D'.
6. The supplies should be offered from ready stock. All supplies will have to be executed within 15 days of the issue of supply order failing which the order is likely to be withdrawn.
7. The validity period of the quotation/tender and Guarantee/Warranty period of the material, if any, should be mentioned specifically. The offer must be valid for a period of atleast three months from the date of opening of quotation/tender.
8. The University/its Offices at Hisar and outstations do not make payment in advance or against documents through Bank. However, as a matter of general policy we try to make the payment within 30 days of the delivery subject to proper installation, wherever applicable and satisfaction of the Inspection Committee.
9. The quantity can be increased/decreased by the University.

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10. The current price list duly authenticated by the manufacturer with date, signature and seal along with literature/pamphlets may also be supplied along with the offer.
11. If you or your principals are on rate contract with DGS&D, DS&D, Haryana, Controller of Stores, this may be mentioned specifically in your offer and the same duly attested may also be attached.
12. The University is situated outside the municipal limits and as such no octroi is payable by us if the material is sent by rail/full truck load. In case the material is received through goods transport company by road, the transport companies charged delivery charges, labour charges and octroi charges. It may be mentioned specifically as to whether the material will be sent by rail or by road through goods transport company.
13. The make and complete specifications of the material should be clearly mentioned and catalogue if any be sent. (make/specification will be given by the HAU).
14. The acceptance of the material is subject to approval of our Inspection Committee/Technical Committee or Experts.
15. The acceptance of the quotation/tender will rest with the CPC which does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore. The CPC reserves the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest.
16. It is our policy to make all purchases from the manufacturers or through their authorized dealers. If you are manufacturer/authorized dealer, proof thereof may kindly be given along with the quotation/tender failing which the same is likely to be rejected without assigning any reason. A copy of the letter from the manufacturers may kindly be attached being authorized dealer/stockist/distributor or agent etc.
17. The University is registered with the Department of Science and Industrial Research, Ministry of Science and Technology, New Delhi in terms of Govt. Notification No. Notification No.10/97-Central Excise dated 1 March, 1997 and Notification No.51/96-Custom dated 23 July, 1996 vide Registration No. TU/V/RG-CDE (74)/2015 dated 5.11.2015 upto 31.08.2020. Thus the University is exempted from payment of Custom duty and Excise duty. The consignee will issue necessary certificate duly countersigned by the Registrar, CCS HAU, Hisar.
18. It may be certified that you have not been debarred/black listed for any reason by DGS&D, DS&D Haryana or any State Govt./University/PSU etc. If so particulars of the same be furnished. Concealing of facts will not only lead to cancellation of the supply order but may also warrant legal action.
19. For any enquiry, the undersigned can be contacted at Phone No.01662-284317 & or 01662-255419 on working days (Monday to Saturday except 2<sup>nd</sup> & 4<sup>th</sup> Saturday) during office hours (9.00 A.M. to 04.30 P.M. during August to April and 7.00 A.M. to 2.00 P. M. during May to July).
20. The family members of the university employees are not allowed to send their quotations/tenders. Such quotations/tenders, if received, will outrightly be rejected.

  
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21. The disputes, if any, shall be subject to jurisdiction of Hisar Courts. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/dealers etc. shall be invalid and shall have no legal sanctity.

**Terms and conditions for the material to be imported**

1. Country of origin should be mentioned.
2. Goods supplied should conform to the standards mentioned in the technical specifications or as latest standards issued by the concerned institution.
3. **Performance security:** The responsive bidder shall be required to deposit Performance security equivalent to **five per cent** of the cost of material ordered valid for guarantee/warranty period plus 75 days.
4. The material supplied shall be fully insured in a freely convertible currency against loss or damage Incidental to manufacture or acquisition, transportation, storage and delivery of material. The insurance shall be in an amount equal to 110 percent of CIF or CIP value of goods.
5. **Warranty/Guarantee:** the material be quoted with Warranty/Guarantee period of 12 months after the date of delivery and acceptance at final destination or 18 months after the date of shipment from the port or place of loading whichever is earlier.
6. **Payment:** On shipment 90% of the cost of material shall be paid through Letter of Credit established in a Bank of its country and upon submission of the documents as specified below. Letter of credit shall be established in a bank of its country and the standard conditions as per Reserve Bank of India Policy shall be applicable.
7. **Balance Payment:** Balance 10 percent payment shall be paid within 30 days of receipt of claim supported by the acceptance certificate issued by the Purchaser's representative.  
**Payment of local currency portion including Agency commission, if any, including AMC shall be made in Indian currency within 30 days of presentation of claim supported by a Certificate from the purchaser declaring that the goods have been delivered and all other contract services have been performed.**
8. **Conversion Rates:** The conversion rates of foreign currency shall be taken into consideration as applicable on the date of opening of the tenders.
9. **Bid Security :** Bid security should be valid for 45 days beyond the validity of the bids
10. **Validity :** The tender should be valid at least 45 days from the date of opening of tenders.



11. **Clarifications on tenders:** During evaluation of the tenders, the purchaser may, at its discretion, ask the bidder for clarification of bids. The request for clarification and the response shall be in writing, and no change in prices or substance of the tender will be sought, offered or permitted.
12. **Purchaser's right to accept/or reject any or all the tenders:** The purchaser reserves the right to accept/or reject any or all the bids and to annul the bidding process and reject all the bids at any time prior of placing the supply order without assigning any reasons therefore without any obligations to inform the affected bidders.
13. **Taxes & Duties:** It will be the responsibility of the supplier for the payment of all taxes and duties to their respective Govt.
14. **Custom Duty:** Chaudhary Charan Singh Haryana Agricultural University, Hisar is exempted from payment of Custom Duty as per notification issued by the Govt. of India. Hence no custom duty shall be paid except to the extent payable. However necessary documents, certificate in this regard shall be supplied by the Purchaser well in time only on receipt of information /documents regarding shipment of material.
15. **Liquidated damages:** The applicable rate of liquidated damages is 0.5% per week or part thereof and a maximum deduction/recovery is 10% of the contract price. This will be applicable when the material is not supplied during delivery period mentioned in the supply order and/or not installed within the stipulated period.
16. **Right to cancel the execution of supply order/contract:** When the required material is not supplied by the supplier within the delivery period as per contract/supply order and the liquid damages cross the limit of 10% the purchaser reserves the right to cancel the execution of supply order/contract and reserves the right to recover the Liquid damages out of the EMD/or Performance security besides other action as deemed proper.
17. **Delivery Documents** Within 24 hours of shipment, the supplier shall notify. The purchaser and the Insurance Company by cable or telex or Fax the full of the shipment including contract number, Description of Goods, quantity, the vessel, the bill of landing number and date, port of loading, date of shipment, port of discharge etc. The supplier shall mail the following documents to the Purchaser, with a copy to the Insurance Company:
  - i) 4 copies of Supplier's Invoice showing Goods description, quantity, unit price and total amount.
  - ii) Original and 4 copies of the negotiable, clean, on band bill of landing marked freight prepaid and 4 copies of non-negotiable bill of landing.
  - iii) 4 copies of packing list identifying contents of each package.
  - iv) Insurance Certificate.
  - v) Manufacturer's/Supplier's Certificate.
  - vi) Inspection Certificate issued by the nominated Inspection Agency and the Supplier's Factory Inspection Report

  
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- vii) Certificate of Origin.
- viii) Excise Gate Pass (octroi receipts wherever applicable) duly sealed indicating payment made; and
- ix) Any of the documents evidencing payments of Statutory Taxes.

The above documents shall be received by the Purchaser at least one week before arrival of Goods at the port or place of arrival and, if not received, the Supplier will be responsible for any consequent expenses.

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### 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. <http://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.

2.2A 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 – <http://etenders.hry.nic.in>.

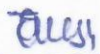
2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

2.4 The bidder must ensure that he/she comply by the online available important guidelines at the portal <http://etenders.hry.nic.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

  
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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 - <http://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 <http://etenders.hry.nic.in>

5 **Download of Tender Documents:**

The tender documents can be downloaded free of cost from the eProcurement portal <http://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):**

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 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. 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)

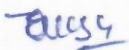
8. **ASSISTANCE TO THE BIDDERS:-**

Technical Support Assistance will be available between 09:00 am To 04:30 pm

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

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

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

  
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### **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.

  
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Sr no.	Scenario	Do's / Don't's
1	In the event of making Payment through NEFT/RTGS	<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> <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> <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> <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;):-</li> <li>a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.</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> <li>In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.</li> <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>

Director(S&P)  
CCS HAU, Hisar

Director Extension Education  
CCS Haryana Agricultural University  
Hisar (Haryana)



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## CCSHAU, Hisar

**Director (Store & Purchase)**

**CCSHAU, Hisar**

**Ph. No.01662-255419**

**Email: directorspo@gmail.com, spo@hau.ac.in**

**STANDARD BIDDING DOCUMENT PROCUREMENT of Spray Technique  
(Category- C) & Nursery raising (Category E)**

1. Power Operated Knap Sack Sprayer 20 Litre
2. Balti 10 Litre Plastic
3. Khurpa
4. Secateur
5. Budding & Grafting Knife
6. Spade / Kassi

**PART 1: COMPLETE BIDDING DOCUMENT**

**NAME OF WORK: - Purchase of items of Spray Technique  
(Category- C) & Nursery raising (Category E)**

- Power Operated Knap Sack Sprayer 20 Litre
- Balti 10 Litre Plastic
- Khurpa
- Secateur
- Budding & Grafting Knife
- Spade / Kassi

**DNIT Amount: Rs. 1,26,26,200/-**

  
Director Extension Education  
CCS Haryana Agricultural University  
Hisar-125004



**PART 1: COMPLETE BIDDING DOCUMENT**

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Director Extension Education  
CCS Haryana Agricultural University  
Hisar-125004

Sheela



**Director(Store & Purchase)**  
**Ch. Charan Singh Haryana Agricultural University, Hisar**  
(Established by Parliament Act No. 16 of 1970)

**TENDER NOTICE**

The Bids/tenders are invited from the eligible bidders through online bids in the website:  
<http://etenders.hry.nic.in> for the work detailed in the table.

Sr. No.	Description of Job Work	Appr. cost (Lakh)	Esti. Rs.	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Time of opening T/Fin. bids
1.	Purchase of 1. Power Opreated Knap Sack Sprayer 20 Litre 2. Balti 10 Litre Plastic 3. Khurpa 4. Secateur 5. Budding & Grafting Knife 6. Spade / Kassi	1,26,26,200/-		250000/-	e-Service Fee Rs. 1180/- + Document Fee Rs. 5000/-	22/01/26 (09:00 hours)	11/02/26 upto 16:30 hours	11/02/26 upto 16:30 hours	Tech. Bid 12/02/26 at 10:00 AM Financial Bid 16/02/26 at 10:00 AM

- (i) Cost of Bid document (to be paid Online) is above mentioned (non refundable) for bid to be deposited through **Debit Cards & Internet Banking Accounts**.
- (ii) The further details and e-tendering schedule visit <http://etenders.hry.nic.in> & University Website <https://hau.ac.in>
- (iii) E-Service fee Rs. 1180/- required to be filled/provided at the time of online bid preparation stage.

*20/1/2026*  
**Director (Store & Purchase)**  
CCSHAU, Hisar

*20/1/2026*  
**Director Extension Education**  
CCS Haryana Agricultural University  
Hisar-125004

*20/1/2026*

## Detailed Specifications

The items will be delivered at their destination (FOR) as per list. Engraving/ Stamping on each item with CCSHAU-2025-26. The samples should be submitted for evaluation in the store of Directorate of Extension Education before closing date.

### Category C & E

#### Spray Techniques & Nursery Raising

##### **i) Power operated Knap-Sack Sprayer-20 litre ( Made in india manufacturer )**

##### **Specifications for Power Opreated Knap-Sack sprayer**

- Fuel tank capacity 900 ml or above
- Type of sprayer: Manual back carrying
- Power source: Petrol engine
- Number of strokes: 4-strokes
- Cooling mechanism of engine: Air-cooled
- Number of engine cylinder: 01
- Starting system: Recoil
- Tank material: HDPE
- Type of pump used: Reciprocating pump
- Availability of bypass cum pressure regulator valve to be provided
- Number of spray nozzle: 01+1(i.e. additional)
- Nozzle material: Stainless steel/Brass
- Hose pipe material: PVC
- Hose pipe length: 1m or above
- Weight of power sprayer: 9 kg or above
- Guarantee/ Warranty: Two year
- Standard tool kit for maintenance and troubleshooting to be provided
- Make: ASPEE, VICTOR, Jagat, Pesto and Neptune

##### **(II) Khurpa**

##### **Specifications:**

- Khurpa 3" Blade Width
- Made of Hardened Iron
- Good quality plastic or wooden handle
- Powder coated Metal Parts for Rust Protection
- Make: Kisan Kraft Machine Tools Pvt. Ltd., Falcon Garden Tools, MTD Product India Private Ltd., Stihl and Neptune

##### **III) Secateur**

##### **Specifications**

- Hardened Steel blades, Solid Steel Handle with grip
- Safety lock, cuts stems up to 15 mm, Brass anvil
- Make: Kisan Kraft Machine Tools Pvt. Ltd., Falcon Garden Tools, MTD Product India Private Ltd., Stihl and Neptune

##### **IV) Budding and Grafting Knife**

- Make: Kisan Kraft Machine Tools Pvt. Ltd., Falcon Garden Tools, MTD Product India Private Ltd., Stihl and Neptune



## V) Spade/Kassi

### Specifications

ii) Carbon coated iron heavy duty Kassi (10"x12" minimum) with wooden handle of minimum 90 cm length

## VI) Balti Plastic 10 Litre

### Detailed Specifications

The items will be delivered at their destination (FOR) as per list. Engraving/ Stamping on each item with CCSHAU-2025-26. The samples should be submitted for evaluation in the store of Directorate of Extension Education before closing date.

Sr. No	Name of Station	Power operated Knap-Sack Sprayer- 20 litre	Khurpa	Secateur	Budding and Grafting Knife	Spade/ Kassi	Balti Plastic 10 Litre
1.	Faridabad	60+1	30+1	30+1	30+1	30+1	30+1
2.	Mandkola	60+1	30+1	30+1	30+1	30+1	30+1
3.	Kaithal	60+1	30+1	30+1	30+1	30+1	30+1
4.	Sonipat	60+1	30+1	30+1	30+1	30+1	30+1
5.	Panipat	60+1	30+1	30+1	30+1	30+1	30+1
6.	Rohtak	60+1	30+1	30+1	30+1	30+1	30+1
7.	Mohindergarh	60+1	30+1	30+1	30+1	30+1	30+1
8.	Bhiwani	60+1	30+1	30+1	30+1	30+1	30+1
9.	Karnal	60+1	30+1	30+1	30+1	30+1	30+1
10.	Ambala	60+1	30+1	30+1	30+1	30+1	30+1
11.	Jhajjar	60+1	30+1	30+1	30+1	30+1	30+1
12.	Sadulpur	60+1	30+1	30+1	30+1	30+1	30+1
13.	Fatehabad	60+1	30+1	30+1	30+1	30+1	30+1
14.	Sirsa	60+1	30+1	30+1	30+1	30+1	30+1
15.	Jind	60+1	30+1	30+1	30+1	30+1	30+1
16.	Kurukshetra	60+1	30+1	30+1	30+1	30+1	30+1
17.	Yamunanagar	60+1	30+1	30+1	30+1	30+1	30+1
18.	Panchkula	60+1	30+1	30+1	30+1	30+1	30+1
19.	Bawal	60+1	30+1	30+1	30+1	30+1	30+1
20.	ADT	60+1	30+1	30+1	30+1	30+1	30+1
21.	Chhapera	60+1	30+1	30+1	30+1	30+1	30+1
	Total	1260+21	630+21	630+21	630+21	630+21	630+21

## 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 Job Work	Appr. cost (Lakh)	Esti. Rs.	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Time of opening T/Fin. bids
1.	Purchase of 1. Power Knap Sack Sprayer 20 Litre  2. Balti 10 Litre Plastic  3. Khurpa  4. Secateur  5. Budding & Grafting Knife  6. Spade / Kassi	1,26,26,200/-		250000/-	e-Service Fee Rs. 1180/- + Document Fee Rs. 1000/-	22/01/26 (09:00 hours)	11/02/26 upto 16:30 hours	11/02/26 upto 16:30 hours	Tech. Bid 12/02/26 at 10:00 AM  Financial Bid 16/02/26 at 10:00 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 Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

- The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**
- 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 (Mention EMD Amount) 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.**



  
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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 ( 11/2/26 upto 16:30 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 (under document fee – Non refundable) of Rs.1180/- (Rupee One Thousand One Hundred Eighty 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 Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-



  
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### 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	24/01/2026 (09:00 hours)	11/02/2026 upto 16:30 hours
2	Technical Bid Opening		12/02/26 at 10:00 AM	
3	Financial Bid Opening		16/02/26 at 10:00 AM	

#### 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.



  
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## Terms & conditions

1. The quotations received after due date/or time will be summarily rejected.
2. The security/earnest money equivalent to **five per cent** of the cost of material i.e. an amount of 5% of the total cost of the offered material rounded off to nearest Rs.10/- in the name of Director (Stores & Purchases), CCS HAU, Hisar *whichever the security money equiv. to minimum 2.50 lakh or 1% (two percent) of the total cost of the material whichever is higher for the material/equipments above Rs. 50.00 lakhs for tender/e-tender.*  
*Approved by*
3. The material shall be supplied by the supplier within the time limit specified in the supply order. The delivery period can be extended by the Central Purchase Committee/or Store Purchase Officer only in exceptional cases on written request of the supplier explaining reasons/circumstances due to which the delivery period could not be adhered to. In case the material is not supplied within the delivery period, the supplier shall be liable to pay us compensation amount equivalent to one percent each day or such amount as the CPC/ Store Purchase Officer may decide that the quantity remains incomplete including installation, provided that entire amount of compensation shall not exceed 10% of the total amount of the cost of the material supplied. An appeal against these orders shall, however, lie with the Vice-Chancellor, CCS HAU, Hisar whose decision shall be final.
4. In case the supplier/contractor fails to execute the supply order/contract on the rates, terms & conditions as contained in the supply order within the stipulated period, the security/earnest money shall be forfeited besides any other action as may be considered necessary by the CPC
5. The rates should be quoted on price list less discount, FOR University Campus or offices situated at outstations as the case may be. The rates quoted Ex-Godown may be rejected. All charges payable by the University such as Sales Tax, Packing & Forwarding and other levies like Excise duty, Custom Duty, Octroi, etc. should be mentioned in the quotation/tender. The charges not mentioned in the quotation/tender shall not be paid by the University. The University does not issue Form 'C' or 'D'.
6. The supplies should be offered from ready stock. All supplies will have to be executed within 15 days of the issue of supply order failing which the order is likely to be withdrawn.
7. The validity period of the quotation/tender and Guarantee/Warranty period of the material, if any, should be mentioned specifically. The offer must be valid for a period of atleast three months from the date of opening of quotation/tender.
8. The University/its Offices at Hisar and outstations do not make payment in advance or against documents through Bank. However, as a matter of general policy we try to make the payment within 30 days of the delivery subject to proper installation, wherever applicable and satisfaction of the Inspection Committee.
9. The quantity can be increased/decreased by the University.
10. The current price list duly authenticated by the manufacturer with date, signature and seal along with literature/pamphlets may also be supplied along with the offer.

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11. If you or your principals are on rate contract with DGS&D, DS&D, Haryana, Controller of Stores, this may be mentioned specifically in your offer and the same duly attested may also be attached.
12. The University is situated outside the municipal limits and as such no octroi is payable by us if the material is sent by rail/full truck load. In case the material is received through goods transport company by road, the transport companies charged delivery charges, labour charges and octroi charges. It may be mentioned specifically as to whether the material will be sent by rail or by road through goods transport company.
13. The make and complete specifications of the material should be clearly mentioned and catalogue if any be sent.(make/specification will be given by the HAU).
14. The acceptance of the material is subject to approval of our Inspection Committee/Technical Committee or Experts.
15. The acceptance of the quotation/tender will rest with the CPC which does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore. The CPC reserves the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest.
16. It is our policy to make all purchases from the manufacturers or through their authorized dealers. If you are manufacturer/authorized dealer, proof thereof may kindly be given alongwith the quotation/tender failing which the same is likely to be rejected without assigning any reason. A copy of the letter from the manufacturers may kindly be attached being authorized dealer/stockist/distributor or agent etc.
17. The University is registered with the Department of Science and Industrial Research, Ministry of Science and Technology, New Delhi in terms of Govt. Notification No. Notification No.10/97-Central Excise dated 1 March, 1997 and Notification No.51/96-Custom dated 23 July, 1996 vide Registration No. TU/V/RG-CDE (74)/2015 dated 5.11.2015 upto 31.08.2020. Thus the University is exempted from payment of Custom duty and Excise duty. The consignee will issue necessary certificate duly countersigned by the Registrar, CCS HAU, Hisar.
18. It may be certified that you have not been debarred/black listed for any reason by DGS&D, DS&D Haryana or any State Govt./University/PSU etc. If so particulars of the same be furnished. Concealing of facts will not only lead to cancellation of the supply order but may also warrant legal action.
19. For any enquiry, the undersigned can be contacted at Phone No.01662-284317 & or 01662-255419 on working days (Monday to Saturday except 2<sup>nd</sup> & 4<sup>th</sup> Saturday) during office hours (9.00 A.M. to 4.30 P.M. during August to April and 7.00 A.M. to 2.00 P. M. during May to July).
20. The family members of the university employees are not allowed to send their quotations/tenders. Such quotations/tenders, if received, will outrightly be rejected.
21. The disputes, if any, shall be subject to jurisdiction of Hisar Courts. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/dealers etc. shall be invalid and shall have no legal sanctity.



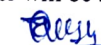
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### Terms and conditions for the material to be imported


1. Country of origin should be mentioned.
2. Goods supplied should conform to the standards mentioned in the technical specifications or as latest standards issued by the concerned institution.
3. **Performance security:** The responsive bidder shall be required to deposit Performance security equivalent to **five per cent** of the cost of material ordered valid for guarantee/warranty period plus 75 days.
4. The material supplied shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery of material. The insurance shall be in an amount equal to 110 percent of CIF or CIP value of goods.
5. **Warranty/Guarantee:** the material be quoted with Warranty/Guarantee period of 12 months after the date of delivery and acceptance at final destination or 18 months after the date of shipment from the port or place of loading whichever is earlier.
6. **Payment:** On shipment 90% of the cost of material shall be paid through Letter of Credit established in a Bank of its country and upon submission of the documents as specified below. Letter of credit shall be established in a bank of its country and the standard conditions as per Reserve Bank of India Policy shall be applicable.
7. **Balance Payment:** Balance 10 percent payment shall be paid within 30 days of receipt of claim supported by the acceptance certificate issued by the Purchaser's representative.  
**Payment of local currency portion including Agency commission, if any, including AMC shall be made in Indian currency within 30 days of presentation of claim supported by a Certificate from the purchaser declaring that the goods have been delivered and all other contract services have been performed.**
8. **Conversion Rates:** The conversion rates of foreign currency shall be taken into consideration as applicable on the date of opening of the tenders.
9. **Bid Security :** Bid security should be valid for 45 days beyond the validity of the bids
10. **Validity :** The tender should be valid at least 45 days from the date of opening of tenders.
11. **Clarifications on tenders:** During evaluation of the tenders, the purchaser may, at its discretion, ask the bidder for clarification of bids. The request for clarification and the response shall be in writing, and no change in prices or substance of the tender will be sought, offered or permitted.



  
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12. **Purchaser's right to accept/or reject any or all the tenders:** The purchaser reserves the right to accept/or reject any or all the bids and to annul the bidding process and reject all the bids at any time prior of placing the supply order without assigning any reasons therefore without any obligations to inform the affected bidders.
13. **Taxes & Duties:** It will be the responsibility of the supplier for the payment of all taxes and duties to their respective Govt.
14. **Custom Duty:** Chaudhary Charan Singh Haryana Agricultural University, Hisar is exempted from payment of Custom Duty as per notification issued by the Govt. of India. Hence no custom duty shall be paid except to the extent payable. However necessary documents, certificate in this regard shall be supplied by the Purchaser well in time only on receipt of information /documents regarding shipment of material.
15. **Liquidated damages:** The applicable rate of liquidated damages is 0.5% per week or part thereof and a maximum deduction/recovery is 10% of the contract price. This will be applicable when the material is not supplied during delivery period mentioned in the supply order and/or not installed within the stipulated period.
16. **Right to cancel the execution of supply order/contract:** When the required material is not supplied by the supplier within the delivery period as per contract/supply order and the liquid damages cross the limit of 10% the purchaser reserves the right to cancel the execution of supply order/contract and reserves the right to recover the Liquid damages out of the EMD/or Performance security besides other action as deemed proper.
17. **Delivery Documents** Within 24 hours of shipment, the supplier shall notify. The purchaser and the Insurance Company by cable or telex or Fax the full of the shipment including contract number, Description of Goods, quantity, the vessel, the bill of landing number and date, port of loading, date of shipment, port of discharge etc. The supplier shall mail the following documents to the Purchaser, with a copy to the Insurance Company:
- i) 4 copies of Supplier's Invoice showing Goods description, quantity, unit price and total amount.
  - ii) Original and 4 copies of the negotiable, clean, on band bill of landing marked freight prepaid and 4 copies of non-negotiable bill of landing.
  - iii) 4 copies of packing list identifying contents of each package.
  - iv) Insurance Certificate.
  - v) Manufacturer's/Supplier's Certificate.
  - vi) Inspection Certificate issued by the nominated Inspection Agency and the Supplier's Factory Inspection Report
  - vii) Certificate of Origin.
  - viii) Excise Gate Pass (octroi receipts wherever applicable) duly sealed indicating payment made; and
  - ix) Any of the documents evidencing payments of Statutory Taxes.



  
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The above documents shall be received by the Purchaser at least one week before arrival of Goods at the port or place of arrival and, if not received, the Supplier will be responsible for any consequent expenses.

  
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## 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. <http://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.

2.2A 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 – <http://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 <http://etenders.hry.nic.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

  
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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 - <http://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 <http://etenders.hry.nic.in>

5 **Download of Tender Documents:**

The tender documents can be downloaded free of cost from the eProcurement portal <http://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):**

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 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. 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 5:00 pm**

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

**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 <http://etenders.hry.nic.in>

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



  
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### 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.




  
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Sr no.	Scenario	Do's / Don't's
1	In the event of making Payment through NEFT/RTGS	<p>Do's</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> <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> <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 parties 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>Don't's</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> <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;):-</li> <li>a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.</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> <li>In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.</li> <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>


  
 Director Extension Education
   
 CCS Haryana Agricultural University
   
 HISAR


  
 Director(S&P)
   
 CCS Haryana Agri. University,
   
 Hisar



# CCSHAU, Hisar

**Director (Store & Purchase)**

**CCSHAU, Hisar**

**Ph. No.01662-255419**


**Email: directorspo@gmail.com, spo@hau.ac.in**

STANDARD BIDDING DOCUMENT PROCUREMENT of SC/ST training material  
i.e. (Category – D) OTG Oven 30 Litre or above With accessories

## PART 1: COMPLETE BIDDING DOCUMENT

**NAME OF WORK: - Purchase of SC/ST training material  
i.e.(Category – D) OTG Oven minimum 30 Litre or above (Indian Product only)  
Including baking sheet and muffin tray with accessories**

**DNIT Amount: Rs.64,12,350/-**

  
Director Extension Education  
CCS Haryana Agricultural University  
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**PART 1: COMPLETE BIDDING DOCUMENT**

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Director Extension Education  
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**Director(Store & Purchase)**  
**Ch. Charan Singh Haryana Agricultural University, Hisar**  
(Established by Parliament Act No. 16 of 1970)

**TENDER NOTICE**

The Bids/tenders are invited from the eligible bidders through online bids in the website:  
<http://etenders.hry.nic.in> for the work detailed in the table.

Sr No	Description of Job Work	Appr. Esti. cost Rs.	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Time of opening T/Fin. bids
	Purchase of SC/ST training material i.e. (Category – D) I) OTG Oven minimum 30 litre or above (Indian Product only) Including baking sheet and muffin tray II) Silicone Spatula III) Silicone Brush IV) Sieve Stainless Steel 10" V) Gloves Cotton (Padded) VI) Circular cake tins of different sizes (AT least two size) VII) Egg beater steel VIII) Biscuit cutter (Round) one Set steel IX) Measuring spoon steel (One set) X) Measuring cup steel (One set) XI) Whisker steel	64,12,350/-	2,50,000/-	e-Service Fee Rs. 1180/- + Document Fee Rs. 3000/-	22/01/2026 (09:00 hours)	11/02/2026 upto 16:30 hours	11/02/2026 upto 16:30 hours	Tech. Bid 12/2/2026 at 10:00 AM Financial Bid 16/2/2026 at 10:00 AM

- (i) Cost of Bid document (to be paid Online) is above mentioned (non refundable) for bid to be deposited through Debit Cards & Internet Banking Accounts.
- (ii) The further details and e-tendering schedule visit <http://etenders.hry.nic.in> & University Website <https://hau.ac.in>
- (iii) E-Service fee Rs. 1000/- required to be filled/provided at the time of online bid preparation stage.

  
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 Director (Store & Purchase)  
 CCSHAU, Hisar





### Detailed Specifications

The items will be delivered at their destination (FOR) as per list. Engraving/ Stamping on each item with CCSHAU-2025-26. The samples should be submitted for evaluation in the store of Directorate of Extension Education, CCS HAU, Hisar before closing date.

#### Category-D

- I) OTG Oven minimum 30 Litre or above (Indian Product only) Including baking sheet and muffin tray
- II) Silicone Spatula
- III) Silicone Brush
- IV) Sieve Stainless Steel 10"
- V) Gloves Cotton (Padded)
- VI) Circular cake tins of different sizes (AT least two size)
- VII) Egg beater steel
- VIII) Biscuit cutter (Round) 1 Set steel
- IX) Measuring spoon steel (One set)
- X) Measuring cup steel (One set)
- XI) Whisker steel

Warranty 2years minimum for item no. I to XI




  
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### Detailed Specifications

The items will be delivered at their destination (FOR) as per list. Engraving/ Stamping on each item with CCSHAU-2025-26. The samples should be submitted for evaluation in the store of Directorate of Extension Education, CCS HAU, Hisar.

Sr. No.	Name of Station	Approximate no. of Items
1	Jhajjar	30+1
2	Jind	30+1
3	Kaithal	30+1
4	Kurukshetra	30+1
5	Yamunanagar	30+1
6	Rohtak	30+1
7	Sadalpur	30+1
8	Panipat	30+1
9	Mohindergarh	30+1
10	Ambala	30+1
11	Bawal	30+1
12	Karnal	30+1
13	Panchkula	30+1
14	Sonapat	30+1
15	Sirsa	30+1
16	Fatehabad	30+1
17	Bhiwani	30+1
18	Faridabad	30+1
19	Mandkola	30+1
20	ADT	30+1
21	Chhapera	30+1
	Total	630+21



  
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## 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 Job Work	Appr. Esti. cost Rs.	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Time of opening T/Fin. bids
1.	Purchase of SC/ST training material i.e. (Category – D) I) OTG Oven minimum 30 litre or above (Indian Product only) Including baking sheet and muffin tray II) Silicone Spatula III) Silicone Brush IV) Sieve Stainless Steel 10" V) Gloves Cotton (Padded) VI) Circular cake tins of different sizes (AT least two size) VII) Egg beater steel VIII) Biscuit cutter (Round) one Set steel IX) Measuring spoon steel (One set) X) Measuring cup steel (One set) XI) Whisker steel	64,12,350/-	2,50,000/-	e-Service Fee Rs. 1180/- + Document Fee Rs. 5000/-	22/01/2026 (09:00 hours)	11/02/2026 upto 16:30 hours	11/02/2026 upto 16:30 hours	Tech. Bid 12/2/2026 at 10:00 AM Financial Bid 16/2/2026 at 10:00 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 Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

- The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**
- 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 (Mention EMD Amount) towards EMD fee in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allowed to submit his / her bids for the respective event / Tenders.**

*(Signature)*

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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 (11/2/26 upto 16:30 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 (under document fee – Non refundable) of Rs.1180/- (Rupee One Thousand One Hundred Eighty 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 Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

  
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### 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>	22/01/2026 (09:00 hours)	11/02/2026 upto 16:30 hours
2	<b>Technical Bid Opening</b>		12/2/2026 at 10:00 AM	
3	<b>Financial Bid Opening</b>		16/2/2026 at 10:00 AM	

#### 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.

  
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## Terms & conditions

1. The quotations received after due date/or time will be summarily rejected.
2. The security/earnest money equivalent to **five per cent** of the cost of material i.e. an amount of 5% of the total cost of the offered material rounded off to nearest Rs.10/- in the name of Director (Stores & Purchases), CCS HAU, Hisar. *Whichever the security money equiv to minimum 2.50 lakh or 1% (two percent) of the total cost of the material whichever is higher for the material/equipments above Rs. 50.00 lakhs for tender/e-tender.*  
Dr. P. H. V.
3. The material shall be supplied by the supplier within the time limit specified in the supply order. The delivery period can be extended by the Central Purchase Committee/or Store Purchase Officer only in exceptional cases on written request of the supplier explaining reasons/circumstances due to which the delivery period could not be adhered to. In case the material is not supplied within the delivery period, the supplier shall be liable to pay us compensation amount equivalent to one percent each day or such amount as the CPC/ Store Purchase Officer may decide that the quantity remains incomplete including installation, provided that entire amount of compensation shall not exceed 10% of the total amount of the cost of the material supplied. An appeal against these orders shall, however, lie with the Vice-Chancellor, CCS HAU, Hisar whose decision shall be final.
4. In case the supplier/contractor fails to execute the supply order/contract on the rates, terms & conditions as contained in the supply order within the stipulated period, the security/earnest money shall be forfeited besides any other action as may be considered necessary by the CPC
5. The rates should be quoted on price list less discount, FOR University Campus or offices situated at outstations as the case may be. The rates quoted Ex-Godown may be rejected. All charges payable by the University such as Sales Tax, Packing & Forwarding and other levies like Excise duty, Custom Duty, Octroi, etc. should be mentioned in the quotation/tender. The charges not mentioned in the quotation/tender shall not be paid by the University. The University does not issue Form 'C' or 'D'.
6. The supplies should be offered from ready stock. All supplies will have to be executed within 15 days of the issue of supply order failing which the order is likely to be withdrawn.
7. The validity period of the quotation/tender and Guarantee/Warranty period of the material, if any, should be mentioned specifically. The offer must be valid for a period of atleast three months from the date of opening of quotation/tender.
8. The University/its Offices at Hisar and outstations do not make payment in advance or against documents through Bank. However, as a matter of general policy we try to make the payment within 30 days of the delivery subject to proper installation, wherever applicable and satisfaction of the Inspection Committee.
9. The quantity can be increased/decreased by the University.
10. The current price list duly authenticated by the manufacturer with date, signature and seal along with literature/pamphlets may also be supplied along with the offer.



11. If you or your principals are on rate contract with DGS&D, DS&D, Haryana, Controller of Stores, this may be mentioned specifically in your offer and the same duly attested may also be attached.
12. The University is situated outside the municipal limits and as such no octroi is payable by us if the material is sent by rail/full truck load. In case the material is received through goods transport company by road, the transport companies charged delivery charges, labour charges and octroi charges. It may be mentioned specifically as to whether the material will be sent by rail or by road through goods transport company.
13. The make and complete specifications of the material should be clearly mentioned and catalogue if any be sent.(make/specification will be given by the HAU).
14. The acceptance of the material is subject to approval of our Inspection Committee/Technical Committee or Experts.
15. The acceptance of the quotation/tender will rest with the CPC which does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore. The CPC reserves the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest.
16. It is our policy to make all purchases from the manufacturers or through their authorized dealers. If you are manufacturer/authorized dealer, proof thereof may kindly be given alongwith the quotation/tender failing which the same is likely to be rejected without assigning any reason. A copy of the letter from the manufacturers may kindly be attached being authorized dealer/stockist/distributor or agent etc.
17. The University is registered with the Department of Science and Industrial Research, Ministry of Science and Technology, New Delhi in terms of Govt. Notification No. Notification No.10/97-Central Excise dated 1 March, 1997 and Notification No.51/96-Custom dated 23 July, 1996 vide Registration No. TU/V/RG-CDE (74)/2015 dated 5.11.2015 upto 31.08.2020. Thus the University is exempted from payment of Custom duty and Excise duty. The consignee will issue necessary certificate duly countersigned by the Registrar, CCS HAU, Hisar.
18. It may be certified that you have not been debarred/black listed for any reason by DGS&D, DS&D Haryana or any State Govt./University/PSU etc. If so particulars of the same be furnished. Concealing of facts will not only lead to cancellation of the supply order but may also warrant legal action.
19. For any enquiry, the undersigned can be contacted at Phone No.01662-284317 & or 01662-255419 on working days (Monday to Saturday except 2<sup>nd</sup> & 4<sup>th</sup> Saturday) during office hours (9.00 A.M. to 04:30 P.M. during August to April and 7.00 A.M. to 2.00 P. M. during May to July).
20. The family members of the university employees are not allowed to send their quotations/tenders. Such quotations/tenders, if received, will outrightly be rejected.
21. The disputes, if any, shall be subject to jurisdiction of Hisar Courts. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/dealers etc. shall be invalid and shall have no legal sanctity.

### Terms and conditions for the material to be imported

1. Country of origin should be mentioned.
2. Goods supplied should conform to the standards mentioned in the technical specifications or as latest standards issued by the concerned institution.
3. **Performance security:** The responsive bidder shall be required to deposit Performance security equivalent to **five per cent** of the cost of material ordered valid for guarantee/warranty period plus 75 days.
4. The material supplied shall be fully insured in a freely convertible currency against loss or damage Incidental to manufacture or acquisition, transportation, storage and delivery of material. The insurance shall be in an amount equal to 110 percent of CIF or CIP value of goods.
5. **Warranty/Guarantee:** the material be quoted with Warranty/Guarantee period of 12 months after the date of delivery and acceptance at final destination or 18 months after the date of shipment from the port or place of loading whichever is earlier.
6. **Payment:** On shipment 90% of the cost of material shall be paid through Letter of Credit established in a Bank of its country and upon submission of the documents as specified below. Letter of credit shall be established in a bank of its country and the standard conditions as per Reserve Bank of India Policy shall be applicable.
7. **Balance Payment:** Balance 10 percent payment shall be paid within 30 days of receipt of claim supported by the acceptance certificate issued by the Purchaser's representative.  
**Payment of local currency portion including Agency commission, if any, including AMC shall be made in Indian currency within 30 days of presentation of claim supported by a Certificate from the purchaser declaring that the goods have been delivered and all other contract services have been performed.**
8. **Conversion Rates:** The conversion rates of foreign currency shall be taken into consideration as applicable on the date of opening of the tenders.
9. **Bid Security :** Bid security should be valid for 45 days beyond the validity of the bids
10. **Validity :** The tender should be valid at least 45 days from the date of opening of tenders.
11. **Clarifications on tenders:** During evaluation of the tenders, the purchaser may, at its discretion, ask the bidder for clarification of bids. The request for clarification and the response shall be in writing, and no change in prices or substance of the tender will be sought, offered or permitted.



12. **Purchaser's right to accept/or reject any or all the tenders:** The purchaser reserves the right to accept/or reject any or all the bids and to annul the bidding process and reject all the bids at any time prior of placing the supply order without assigning any reasons therefore without any obligations to inform the affected bidders.
13. **Taxes & Duties:** It will be the responsibility of the supplier for the payment of all taxes and duties to their respective Govt.
14. **Custom Duty:** Chaudhary Charan Singh Haryana Agricultural University, Hisar is exempted from payment of Custom Duty as per notification issued by the Govt. of India. Hence no custom duty shall be paid except to the extent payable. However necessary documents, certificate in this regard shall be supplied by the Purchaser well in time only on receipt of information /documents regarding shipment of material.
15. **Liquidated damages:** The applicable rate of liquidated damages is 0.5% per week or part thereof and a maximum deduction/recovery is 10% of the contract price. This will be applicable when the material is not supplied during delivery period mentioned in the supply order and/or not installed within the stipulated period.
16. **Right to cancel the execution of supply order/contract:** When the required material is not supplied by the supplier within the delivery period as per contract/supply order and the liquid damages cross the limit of 10% the purchaser reserves the right to cancel the execution of supply order/contract and reserves the right to recover the Liquid damages out of the EMD/or Performance security besides other action as deemed proper.
17. **Delivery Documents** Within 24 hours of shipment, the supplier shall notify. The purchaser and the Insurance Company by cable or telex or Fax the full of the shipment including contract number, Description of Goods, quantity, the vessel, the bill of landing number and date, port of loading, date of shipment, port of discharge etc. The supplier shall mail the following documents to the Purchaser, with a copy to the Insurance Company:
- i) 4 copies of Supplier's Invoice showing Goods description, quantity, unit price and total amount.
  - ii) Original and 4 copies of the negotiable, clean, on band bill of landing marked freight prepaid and 4 copies of non-negotiable bill of landing.
  - iii) 4 copies of packing list identifying contents of each package.
  - iv) Insurance Certificate.
  - v) Manufacturer's/Supplier's Certificate.
  - vi) Inspection Certificate issued by the nominated Inspection Agency and the Supplier's Factory Inspection Report
  - vii) Certificate of Origin.
  - viii) Excise Gate Pass (octroi receipts wherever applicable) duly sealed indicating payment made; and
  - ix) Any of the documents evidencing payments of Statutory Taxes.

The above documents shall be received by the Purchaser at least one week before arrival of Goods at the port or place of arrival and, if not received, the Supplier will be responsible for any consequent expenses.

  
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## 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. <http://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.
- 2.2A 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 – <http://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 <http://etenders.hry.nic.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 - <http://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 <http://etenders.hry.nic.in>

5 **Download of Tender Documents:**

The tender documents can be downloaded free of cost from the eProcurement portal <http://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):**

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 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. 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**

*Aug 4*  
Director Extension  
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HISAR

*Shree*



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 04:30 pm

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

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

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

  
Director Extension Education  
CCS Haryana Agricultural University  
HISAR



## 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.

  
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Sr no.	Scenario	Do's / Don't's
1	In the event of making Payment through NEFT/RTGS	<p>Do's</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> <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> <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 parites 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>Don't's</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> <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;):-</li> <li>a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.</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> <li>In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.</li> <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>





## **CCSHAU, Hisar**

**Director (Store & Purchase)**

**CCSHAU, Hisar**

**Ph. No.01662-255419**


**Email: directorspo@gmail.com, spo@hau.ernet.in**

**STANDARD BIDDING DOCUMENT PROCUREMENT OF  
AUTOMATIC FERTIGATION UNIT (ALONG WITH ACCESSORIES)  
FOR COTTON SECTION, DEPARTMENT OF GENETICS AND  
PLANT BREEDING**

**PART 1: COMPLETE BIDDING DOCUMENT**

**NAME OF WORK: - PURCHASE OF AUTOMATIC  
FERTIGATION UNIT (ALONG WITH ACCESSORIES) FOR  
COTTON SECTION, DEPARTMENT OF GENETICS AND  
PLANT BREEDING**

**DNIT Amount: Rs. 5.0 Lac (APPROX)**

  
Head, Cotton Section,  
Deptt. of Genetics & Plant Breeding  
CCS HAU, HISAR

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**Director(Store & Purchase)**  
**Ch. Charan Singh Haryana Agricultural University, Hisar**  
(Established by Parliament Act No. 16 of 1970)

**TENDER NOTICE**

The Bids/tenders are invited from the eligible bidders through online bids in the website:  
<https://etenders.hry.nic.in> for the work detailed in the table.

Sr. No.	Description of Job Work	Appr. Esti. cost Rs. (Lakh)	EMD Money to be deposited by Bidder (Lakh)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Time of opening T/Fin. bids
1.	Purchase of Automatic Fertigation Unit (Along With Accessories) for Cotton Section, Department of Genetics and Plant Breeding	Rs. 5.25	Rs. 2500/-	e-Service Fee, Processing fee Rs. Rs. 1180/-	22.01.26 9:00 AM 11.02.26 5:00 PM	11.02.26 5:00 PM	11.02.26 5:00 PM	12.02.26 at 11:00 AM 16.02.26 11:00 AM

- (i) Cost of Bid document (to be paid Online) is above mentioned (non refundable) for bid to be deposited through Debit Cards & Internet Banking Accounts.
- (ii) The further details and e-tendering schedule visit <https://etenders.hry.nic.in> & University Website <https://hau.ac.in>
- (iii) E-Service fee, Processing fee Rs. 1180/- required to be filled/provided at the time of online bid preparation stage.

*[Signature]*  
17/01/2026  
**Director (Store & Purchase)**  
**CCSHAU, Hisar**

*[Signature]*  
Head, Cotton Section,  
Deptt. of Genetics & Plant Breeding  
CCS HAU, HISAR

### Particulars of the material to be purchased

Sr. No.	Items to be purchased
1	Purchase of Automatic Fertigation Unit (along with accessories) for cotton section, department of Genetics and Plant Breeding

*[Handwritten signature]*  
2-10-2011

*[Handwritten signature]*  
Head, Cotton Section,  
Deptt. of Genetics & Plant Breeding,  
CCS HAU, HISAR



## DETAIL SPECIFICATIONS

**Purchase of Automatic Fertigation Unit (Along with Accessories) for Cotton Section,  
Department of Genetics and Plant Breeding CCS HAU Hisar.**

Sr. No.	Parameters	Values/Details
1.	Irrigation control system	Automated, minimum 24 volt AC
2.	Air blower	Mandatory
3.	Venturi system	On platform 2+1 system
4.	Disc filter	Mandatory with minimum 7 m <sup>3</sup> /hr capacity
5.	Fertigation valves	On platform, minimum 2 inches solenoid valves
6.	Pressure control	Pressure relief valves minimum 1.5 inches
7.	Booster pump	Mandatory with Electrical panel
8.	Integration and testing checks	Mandatory
9.	Protective conduit	Mandatory
10.	Pipes fitting	CPVC
11.	Earthing	Mandatory earthing
12.	Wiring	Copper wiring minimum 1.5 mm or more
13.	Warranty	Minimum 1 year
14.	Spares	Guaranteed supply upto 5 years after purchase

**Note:**

- All warranty and support must be serviced directly by the OEM or should be from an Authorized System Integrator Partner who is authorized to support the product quoted. CCS HAU, Hisar requires that there be a Single Point of Contact (SPOC) from OEM/Vendor who is responsible for all issues between CCS HAU, Hisar and the OEM.**



## 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	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.	<b>Purchase of Automatic Fertigation Unit (Along with Accessories) for Cotton Section, Department of Genetics and Plant Breeding</b>	<b>Rs. 25000/-</b>	e-Service Fee, Processing fee Rs. <b>Rs. 1180/-</b>	<b>22.01.26</b> <b>9:00AM</b> <b>11:02.26</b> <b>5:00PM</b>	<b>11.02.26</b> <b>5:00PM</b>	<b>11.02.26</b> <b>5:00PM</b>

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 online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT 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://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.**

  
Head, Cotton Section,  
Deptt. of Genetics & Plant Breeding  
CCS HAU, HISAR



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 11/02/2024 at 5:00PM 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>.

The interested bidders shall have to pay mandatorily e-Service fee, processing fee (under document fee – Non refundable) of Rs.1180/- (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 Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.



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		Tender Document Download and Bid Preparation/Submission	22.01.26 9:00AM	11.02.26 5:00PM
2	Technical Bid Opening		12.02.26 at 11:00AM	
3	Financial Bid Opening		16.02.26 at 11:00AM	

#### 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.



## Terms & conditions

1. The quotations received after due date/or time will be summarily rejected.
2. The security/earnest money equivalent to **five per cent** of the cost of material i.e. an amount of 5% of the total cost of the offered material rounded off to nearest Rs.10/- in the name of Director (Stores & Purchases), CCS HAU, Hisar
3. The material shall be supplied by the supplier within the time limit specified in the supply order. The delivery period can be extended by the Central Purchase Committee/or Store Purchase Officer only in exceptional cases on written request of the supplier explaining reasons/circumstances due to which the delivery period could not be adhered to. In case the material is not supplied within the delivery period, the supplier shall be liable to pay us compensation amount equivalent to one percent each day or such amount as the CPC/ Store Purchase Officer may decide that the quantity remains incomplete including installation, provided that entire amount of compensation shall not exceed 10% of the total amount of the cost of the material supplied. An appeal against these orders shall, however, lie with the Vice-Chancellor, CCS HAU, Hisar whose decision shall be final.
4. In case the supplier/contractor fails to execute the supply order/contract on the rates, terms & conditions as contained in the supply order within the stipulated period, the security/earnest money shall be forfeited besides any other action as may be considered necessary by the CPC
5. The rates should be quoted on price list less discount, FOR University Campus or offices situated at outstations as the case may be. The rates quoted Ex-Godown may be rejected. All charges payable by the University such as Sales Tax, Packing & Forwarding and other levies like Excise duty, Custom Duty, Octroi, etc. should be mentioned in the quotation/tender. The charges not mentioned in the quotation/tender shall not be paid by the University. The University does not issue Form 'C' or 'D'.
6. The supplies should be offered from ready stock. All supplies will have to be executed within 15 days of the issue of supply order failing which the order is likely to be withdrawn.
7. The validity period of the quotation/tender and Guarantee/Warranty period of the material, if any, should be mentioned specifically. The offer must be valid for a period of atleast three months from the date of opening of quotation/tender.
8. The University/its Offices at Hisar and outstations do not make payment in advance or against documents through Bank. However, as a matter of general policy we try to make the payment within 30 days of the delivery subject to proper installation, wherever applicable and satisfaction of the Inspection Committee.
9. The quantity can be increased/decreased by the University.
10. The current price list duly authenticated by the manufacturer with date, signature and seal along with literature/pamphlets may also be supplied along with the offer.
11. If you or your principals are on rate contract with DGS&D, DS&D, Haryana, Controller of Stores, this may be mentioned specifically in your offer and the same duly attested may also be attached.
12. The University is situated outside the municipal limits and as such no octroi is payable by us if the material is sent by rail/full truck load. In case the material is received through goods transport company by road, the transport companies charged delivery



charges, labour charges and octroi charges. It may be mentioned specifically as to whether the material will be sent by rail or by road through goods transport company.

13. The make and complete specifications of the material should be clearly mentioned and catalogue if any be sent.(make/specification will be given by the HAU).

14. The acceptance of the material is subject to approval of our Inspection Committee/Technical Committee or Experts.

15. The acceptance of the quotation/tender will rest with the CPC which does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore. The CPC reserves the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest.

16. It is our policy to make all purchases from the manufacturers or through their authorized dealers. If you are manufacturer/authorized dealer, proof thereof may kindly be given alongwith the quotation/tender failing which the same is likely to be rejected without assigning any reason. A copy of the letter from the manufacturers may kindly be attached being authorized dealer/stockist/distributor or agent etc.

17. The University is registered with the Department of Science and Industrial Research, Ministry of Science and Technology, New Delhi in terms of Govt. Notification No. Notification No.10/97-Central Excise dated 1 March, 1997 and Notification No.51/96-Custom dated 23 July, 1996 vide Registration No. TU/V/RG-CDE (74)/2015 dated 5.11.2015 upto 31.08.2020. Thus the University is exempted from payment of Custom duty and Excise duty. The consignee will issue necessary certificate duly countersigned by the Registrar, CCS HAU, Hisar.

18. It may be certified that you have not been debarred/black listed for any reason by DGS&D, DS&D Haryana or any State Govt./University/PSU etc. If so particulars of the same be furnished. Concealing of facts will not only lead to cancellation of the supply order but may also warrant legal action.

19. For any enquiry, the undersigned can be contacted at Phone No.01662-284317 & or 01662-255419 on working days (Monday to Saturday except 2<sup>nd</sup> and 4<sup>th</sup> Saturday) during office hours (9.00 A.M. to 5.00 P.M. during August to April and 7.00 A.M. to 2.00 P. M. during May to July).

20 The family members of the university employees are not allowed to send their quotations/tenders. Such quotations/tenders, if received, will outrightly be rejected.

21. The disputes, if any, shall be subject to jurisdiction of Hisar Courts. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/dealers etc. shall be invalid and shall have no legal sanctity.



### Terms and conditions for the material to be imported

1. Country of origin should be mentioned.
2. Goods supplied should conform to the standards mentioned in the technical specifications or as latest standards issued by the concerned institution.
3. **Performance security:** The responsive bidder shall be required to deposit Performance security equivalent to **five per cent** of the cost of material ordered valid for guarantee/warranty period plus 75 days.
4. The material supplied shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery of material. The insurance shall be in an amount equal to 110 percent of CIF or CIP value of goods.
5. **Warranty/Guarantee:** the material be quoted with Warranty/Guarantee period of 12 months after the date of delivery and acceptance at final destination or 18 months after the date of shipment from the port or place of loading whichever is earlier.
6. **Payment:** On shipment 90% of the cost of material shall be paid through Letter of Credit established in a Bank of its country and upon submission of the documents as specified below. Letter of credit shall be established in a bank of its country and the standard conditions as per Reserve Bank of India Policy shall be applicable.
7. **Balance Payment:** Balance 10 percent payment shall be paid within 30 days of receipt of claim supported by the acceptance certificate issued by the Purchaser's representative.  
**Payment of local currency portion including Agency commission, if any, including AMC shall be made in Indian currency within 30 days of presentation of claim supported by a Certificate from the purchaser declaring that the goods have been delivered and all other contract services have been performed.**
8. **Conversion Rates:** The conversion rates of foreign currency shall be taken into consideration as applicable on the date of opening of the tenders.
9. **Bid Security :** Bid security should be valid for 45 days beyond the validity of the bids
10. **Validity:** The tender should be valid at least 45 days from the date of opening of tenders.
11. **Clarifications on tenders:** During evaluation of the tenders, the purchaser may, at its discretion, ask the bidder for clarification of bids. The request for clarification and the response shall be in writing, and no change in prices or substance of the tender will be sought, offered or permitted.
12. **Purchaser's right to accept/or reject any or all the tenders:** The purchaser reserves the right to accept/or reject any or all the bids and to annul the bidding process and reject all



the bids at any time prior of placing the supply order without assigning any reasons therefore without any obligations to inform the affected bidders.

13. **Taxes & Duties:** It will be the responsibility of the supplier for the payment of all taxes and duties to their respective Govt.

14. **Custom Duty :** Chaudhary Charan Singh Haryana Agricultural University, Hisar is exempted from payment of Custom Duty as per notification issued by the Govt. of India. Hence no custom duty shall be paid except to the extent payable. However necessary documents, certificate in this regard shall be supplied by the Purchaser well in time only on receipt of information /documents regarding shipment of material.

15. **Liquidated damages:** The applicable rate of liquidated damages is 0.5% per week or part thereof and a maximum deduction/recovery is 10% of the contract price. This will be applicable when the material is not supplied during delivery period mentioned in the supply order and/or not installed within the stipulated period.

16. **Right to cancel the execution of supply order/contract:** When the required material is not supplied by the supplier within the delivery period as per contract/supply order and the liquid damages cross the limit of 10% the purchaser reserves the right to cancel the execution of supply order/contract and reserves the right to recover the Liquid damages out of the EMD/or Performance security besides other action as deemed proper.

17. **Delivery Documents** Within 24 hours of shipment, the supplier shall notify The purchaser and the Insurance Company by cable or telex or Fax the full of the shipment including contract number, Description of Goods, quantity, the vessel, the bill of landing number and date, port of loading, date of shipment, port of discharge etc. The supplier shall mail the following documents to the Purchaser, with a copy to the Insurance Company:

- i) 4 copies of Supplier's Invoice showing Goods description, quantity, unit price and total amount.
- ii) Original and 4 copies of the negotiable, clean, on band bill of landing marked freight prepaid and 4 copies of non-negotiable bill of landing.
- iii) 4 copies of packing list identifying contents of each package.
- iv) Insurance Certificate.
- v) Manufacturer's/Supplier's Certificate.
- vi) Inspection Certificate issued by the nominated Inspection Agency and the Supplier's Factory Inspection Report
- vii) Certificate of Origin.
- viii) Excise Gate Pass (octroi receipts wherever applicable) duly sealed indicating payment made; and
- ix) Any of the documents evidencing payments of Statutory Taxes.

The above documents shall be received by the Purchaser at least one week before arrival of Goods at the port or place of arrival and, if not received, the Supplier will be responsible for any consequent expenses.



### **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://etenders.hry.nic.in> 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://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):**

#### 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 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. 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://etenders.hry.nic.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)**

**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://etenders.hry.nic.in>.

For help manual please refer to the 'Home Page' of the e-Procurement website at <https://etenders.hry.nic.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.

  
Head, Cotton Section,  
Deptt. of Genetics & Plant Breeding  
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- 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	In the event of making Payment through NEFT/RTGS	<p>Do's</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> <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> <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 parties 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>



### Don't's


- Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise:
    - 1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account
    - 2) Incorrect Beneficiary account number mentioned(<client code> + <random number>):-
      - a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.
    - 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.
- In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.
- 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.
  - 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.
  - 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

Head, Cotton Section,  
Deptt. of Genetics & Plant Breeding  
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**COTTON SECTION, DEPARTMENT OF GENETICS AND PLANT  
BREEDING, CCS HAU, HISAR**

The specification of the instrument "Automatic Fertigation Unit (along with accessories)" are meeting the basic need of the department/section/office without including superfluous and non-essential features which may result in unwanted expenditures. Also the specifications are generic in nature and do not favour any particular Brand/Manufacturer/Company etc.

  
Head, Cotton Section

Sl 0936



CCS HAU, HISAR

Director (Store & Purchase)  
CCS HAU, HISAR  
Ph. No. 01662-255419

E-mail [directorspo@gmail.com](mailto:directorspo@gmail.com) [spe@hau.ernet.in](mailto:spe@hau.ernet.in)

**STANDARD BIDDING DOCUMENT PROCUREMENT OF  
Water Tanker o/o LANDSCAPE UNIT CCSHAU, Hisar.**

**PART-1 COMPLETE BIDDING DOCUMENT**

**Name of purchase: 02 No's of Water Tanker (5000 L Capacity each)  
o/o LANDSCAPE UNIT CCSHAU, Hisar.**

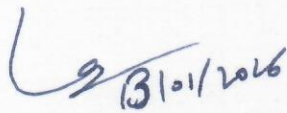
**DNIT Amount 06 Lac (Approx)**

  
13/01/2016  
Controlling Officer  
Landscape Unit  
CCS HAU, HISAR



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 Controlling Officer  
 Landscape Unit  
 CCS HAU, HISAR

**Director (Stores & Purchase)**  
**Ch. Charan Singh Haryana Agricultural University, Hisar**  
 (Established by Parliament Act No. 16 of 1970)

**TENDER NOTICE**

The Bids/tenders are invited from the eligible bidders through online bids in the website:  
<http://etenders.hry.nic.in> for the purchase detailed in the table.

Sr. No.	Description of Job work	Appr. Esti. cost Rs. (Lakh)	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Date/Time of opening T/Fin. bids
1.	Purchase of 02 No's of Water Tanker (5000 Litre capacity each) O/o Landscape Unit CCS HAU, Hisar	Rs. 6.00	30000/-	Tender Document e-Service Fee Rs. 1180/-	22/01/26 12/02/26 9:00AM 11/02/26 5:00PM	upto 17:00 hours	11/02/2026 upto 17:00 hours	Tech. Bid 12/02/2026 at 10:00 A.M & Finance Bid 16/02/2026 at 10:00 A.M

- (i) Cost of Bid document (to be paid Online) is above mentioned (non refundable) for bid to be deposited through Debit Cards & Internet Banking Accounts.
- (ii) The further details and e-tendering schedule visit <https://etenders.hry.nic.in> & University Website <https://hau.ac.in>
- (iii) E-Service fee Rs. 1180/- required to be filled/provided at the time of online bid preparation stage.
- (iv) Corrigendum if any will be issued on the University website only.

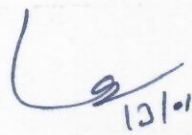
*Anand*  
 19/01/2026  
 Director (Stores & Purchase)  
 CCSHAU, Hisar

*13/01/2026*  
 Controlling Officer  
 Landscape Unit  
 CCS HAU, HISAR



**Particulars of the material to be purchased**

Sr. No.	Items to be purchased
1.	Purchase of 02 No's of Water Tanker (5000 Litre Capacity), O/o Landscape Unit CCS HAU, Hisar

  
12/1/16  
Controlling Officer  
Landscape Unit  
CCS HAU, HISAR

## SPECIFICATIONS

**Water Tanker (5000 Litre Capacity), O/o Landscape Unit CCS HAU, Hisar**

Sr. No.	Items to be purchased	Quantity
1.	<b>Water Tanker (5000 Litre Capacity)</b>	<b>02 Nos.</b>

## Specifications

Sr. No.	Component	Specification
1.	Capacity	At least 5000 L
2.	Overall length of tanker	13 – 15 feet
3.	Overall width of tanker	5.5-6.5 feet
4.	Height of tanker	7-8 feet
5.	Tyre and Rim Size	10.20
6.	No. of Tyres	02
7.	Main chassis frame size	M.S.C – Channel 200 × 75 mm
8.	Axle size	88-90 mm
9.	Gate valve	65mm
10.	Size of Hook	65 mm
11.	Stand	Jack Type
12.	Metal Sheet (Tank)	GI White 3mm
13.	Ladder provision on the back side of the tanker	Yes
14.	Paint on the inner and outer side of the tanker	Yes
15.	Guarantee / Warranty	One year against manufacturing defect

Note:

1. The 02 No's of **Water Tanker (5000 Litre Capacity each)** is required.
2. The offer must be valid for a period of atleast **three months** from the date of opening of tender.

*13/01/2016*  
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### DETAIL NOTICE INVITING E-TENDER

E-tender is invited for below mentioned Security Job 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 Envelop):-

Sr. No.	Description of Work/Items	EMD to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Bid Submission	Expiry date & Time of Bid Preparation & Submission
1	Purchase of 02 No's of Water Tanker (5000 Litre Capacity) o/o Landscape Unit CCS HAU, Hisar	30000/-	Tender Document Fee Rs.1180/-	22/01/2026 (09:00 hrs)	01/02/2026 upto 17:00 hours	01/02/2026 upto 17:00 hours

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.

- The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**
- 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 of (Rs. 250000/-) 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 must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. on or before ( ); 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>.**

The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of

  
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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 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		Tender Document Download and Bid Preparation/Submission	22/01/2026 (09:00 hours)	11/02/2026 upto 17:00 hours
2	Technical Bid Opening		12/02/2026 at 11:00 A.M	
3	Financial Bid Opening		16/02/2026 at 11:00 A.M	

**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.

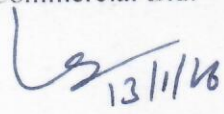
The bids shall be submitted online in two separate envelopes:

**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.

  
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## Terms & conditions

1. The quotations received after due date/or time will be summarily rejected.
2. The security/earnest money equivalent to 5% of the total cost of the material (upto 50.00 lakhs.) whereas the Security/Earnest Money equivalent to minimum 2.50 lakhs or 1% (one percent) of the total cost of the material whichever is higher for the material/equipments above Rs. 50.00 lakhs for tenders/e-tenders. The security will be rounded off to nearest Rs.10/- in the name of Director (Stores & Purchases), CCS HAU, Hisar
3. The material shall be supplied by the supplier within the time limit specified in the supply order. The delivery period can be extended by the Central Purchase Committee/or Store Purchase Officer only in exceptional cases on written request of the supplier explaining reasons/circumstances due to which the delivery period could not be adhered to. In case the material is not supplied within the delivery period, the supplier shall be liable to pay us compensation amount equivalent to one percent each day or such amount as the CPC/ Store Purchase Officer may decide that the quantity remains incomplete including installation, provided that entire amount of compensation shall not exceed 10% of the total amount of the cost of the material supplied. An appeal against these orders shall, however, lie with the Vice-Chancellor, CCS HAU, Hisar whose decision shall be final.
4. In case the supplier/contractor fails to execute the supply order/contract on the rates, terms & conditions as contained in the supply order within the stipulated period, the security/earnest money shall be forfeited besides any other action as may be considered necessary by the CPC
5. The rates should be quoted on price list less discount, FOR University Campus or offices situated at outstations as the case may be. The rates quoted Ex-Godown may be rejected. All charges payable by the University such as Sales Tax, Packing & Forwarding and other levies like Excise duty, Custom Duty, Octroi, etc. should be mentioned in the quotation/tender. The charges not mentioned in the quotation/tender shall not be paid by the University. The University does not issue Form 'C' or 'D'.
6. The supplies should be offered from ready stock. All supplies will have to be executed within 15 days of the issue of supply order failing which the order is likely to be withdrawn.
7. The validity period of the quotation/tender and Guarantee/Warranty period of the material, if any, should be mentioned specifically. The offer must be valid for a period of atleast three months from the date of opening of quotation/tender.
8. The University/its Offices at Hisar and outstations do not make payment in advance or against documents through Bank. However, as a matter of general policy we try to make the payment within 30 days of the delivery subject to proper installation, wherever applicable and satisfaction of the Inspection Committee.
9. The quantity can be increased/decreased by the University.
10. The current price list duly authenticated by the manufacturer with date, signature and seal along with literature/pamphlets may also be supplied along with the offer.
11. If you or your principals are on rate contract with DGS&D, DS&D, Haryana, Controller of Stores, this may be mentioned specifically in your offer and the same duly attested may also be attached.

  
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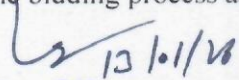
12. The University is situated outside the municipal limits and as such no octroi is payable by us if the material is sent by rail/full truck load. In case the material is received through goods transport company by road, the transport companies charged delivery charges, labour charges and octroi charges. It may be mentioned specifically as to whether the material will be sent by rail or by road through goods transport company.
13. The make and complete specifications of the material should be clearly mentioned and catalogue if any be sent.(make/specification will be given by the HAU).
14. The acceptance of the material is subject to approval of our Inspection Committee/Technical Committee or Experts.
15. The acceptance of the quotation/tender will rest with the CPC which does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore. The CPC reserves the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest.
16. It is our policy to make all purchases from the manufacturers or through their authorized dealers. If you are manufacturer/authorized dealer, proof thereof may kindly be given alongwith the quotation/tender failing which the same is likely to be rejected without assigning any reason. A copy of the letter from the manufacturers may kindly be attached being authorized dealer/stockist/distributor or agent etc.
17. The University is registered with the Department of Science and Industrial Research, Ministry of Science and Technology, New Delhi in terms of Govt. Notification No. Notification No.10/97-Central Excise dated 1 March, 1997 and Notification No.51/96-Custom dated 23 July, 1996 vide Registration No. TU/V/RG-CDE (74)/2015 dated 5.11.2015 upto 31.08.2020. Thus the University is exempted from payment of Custom duty and Excise duty. The consignee will issue necessary certificate duly countersigned by the Registrar, CCS HAU, Hisar.
18. It may be certified that you have not been debarred/black listed for any reason by DGS&D, DS&D Haryana or any State Govt./University/PSU etc. If so particulars of the same be furnished. Concealing of facts will not only lead to cancellation of the supply order but may also warrant legal action.
19. For any enquiry, the undersigned can be contacted at Phone No.01662-284317 & or 01662-255419 on working days (Monday to Saturday except 2<sup>nd</sup> and 4<sup>th</sup> Saturday) during office hours (9.00 A.M. to 5.00 P.M. during August to April and 7.00 A.M. to 2.00 P. M. during May to July).
20. The family members of the university employees are not allowed to send their quotations/tenders. Such quotations/tenders, if received, will outrightly be rejected.
21. The disputes, if any, shall be subject to jurisdiction of Hisar Courts. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/dealers etc. shall be invalid and shall have no legal sanctity.

  
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**Terms and conditions for the material to be imported**

1. Country of origin should be mentioned.
2. Goods supplied should conform to the standards mentioned in the technical specifications or as latest standards issued by the concerned institution.
3. **Performance security:** The responsive bidder shall be required to deposit Performance security equivalent to minimum 2.50 lakhs or 1% (one percent) of the total cost of the material ordered valid for guarantee/ warranty period plus 75 days.
4. The material supplied shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery of material. The insurance shall be in an amount equal to 110 percent of CIF or CIP value of goods.
5. **Warranty/Guarantee:** the material be quoted with Warranty/Guarantee period of 12 months after the date of delivery and acceptance at final destination or 18 months after the date of shipment from the port or place of loading whichever is earlier.
6. **Payment:** On shipment 90% of the cost of material shall be paid through Letter of Credit established in a Bank of its country and upon submission of the documents as specified below. Letter of credit shall be established in a bank of its country and the standard conditions as per Reserve Bank of India Policy shall be applicable.
7. **Balance Payment:** Balance 10 percent payment shall be paid within 30 days of receipt of claim supported by the acceptance certificate issued by the Purchaser's representative. **Payment of local currency portion including Agency commission, if any, including AMC shall be made in Indian currency within 30 days of presentation of claim supported by a Certificate from the purchaser declaring that the goods have been delivered and all other contract services have been performed.**
8. **Conversion Rates:** The conversion rates of foreign currency shall be taken into consideration as applicable on the date of opening of the tenders.
9. **Bid Security :** Bid security should be valid for 45 days beyond the validity of the bids
10. **Validity :** The tender should be valid at least 45 days from the date of opening of tenders.
11. **Clarifications on tenders:** During evaluation of the tenders, the purchaser may, at its discretion, ask the bidder for clarification of bids. The request for clarification and the response shall be in writing, and no change in prices or substance of the tender will be sought, offered or permitted.
12. **Purchaser's right to accept/or reject any or all the tenders:** The purchaser reserves the right to accept/or reject any or all the bids and to annul the bidding process and

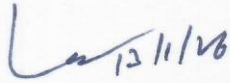
  
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reject all the bids at any time prior of placing the supply order without assigning any reasons therefore without any obligations to inform the affected bidders.

13. **Taxes & Duties:** It will be the responsibility of the supplier for the payment of all taxes and duties to their respective Govt.
14. **Custom Duty :** Chaudhary Charan Singh Haryana Agricultural University, Hisar is exempted from payment of Custom Duty as per notification issued by the Govt. of India. Hence no custom duty shall be paid except to the extent payable. However necessary documents, certificate in this regard shall be supplied by the Purchaser well in time only on receipt of information /documents regarding shipment of material.
15. **Liquidated damages:** The applicable rate of liquidated damages is 0.5% per week or part thereof and a maximum deduction/recovery is 10% of the contract price. This will be applicable when the material is not supplied during delivery period mentioned in the supply order and/or not installed within the stipulated period.
16. **Right to cancel the execution of supply order/contract:** When the required material is not supplied by the supplier within the delivery period as per contract/supply order and the liquid damages cross the limit of 10% the purchaser reserves the right to cancel the execution of supply order/contract and reserves the right to recover the Liquid damages out of the EMD/or Performance security besides other action as deemed proper.
17. **Delivery Documents** Within 24 hours of shipment, the supplier shall notify The purchaser and the Insurance Company by cable or telex or Fax the full of the shipment including contract number, Description of Goods, quantity, the vessel, the bill of landing number and date, port of loading, date of shipment, port of discharge etc. The supplier shall mail the following documents to the Purchaser, with a copy to the Insurance Company:
  - i) 4 copies of Supplier's Invoice showing Goods description, quantity, unit price and total amount.
  - ii) Original and 4 copies of the negotiable, clean, on band bill of landing marked freight prepaid and 4 copies of non-negotiable bill of landing.
  - iii) 4 copies of packing list identifying contents of each package.
  - iv) Insurance Certificate.
  - v) Manufacturer's/Supplier's Certificate.
  - vi) Inspection Certificate issued by the nominated Inspection Agency and the Supplier's Factory Inspection Report
  - vii) Certificate of Origin.
  - viii) Excise Gate Pass (octroi receipts wherever applicable) duly sealed indicating payment made; and
  - ix) Any of the documents evidencing payments of Statutory Taxes.

The above documents shall be received by the Purchaser at least one week before arrival of Goods at the port or place of arrival and, if not received, the Supplier will be responsible for any consequent expenses.

  
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**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:**

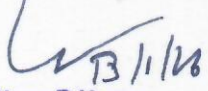
**2.1** The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

**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://etenders.hry.nic.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).

  
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**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://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:**

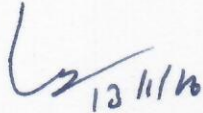
The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://etenders.hry.nic.in>.

**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.

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

i) Online Payment of Tender Document Fee + e-Service fee:

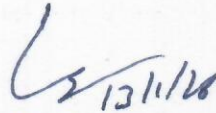
The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee shall be made by bidders/ Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall be made online directly through RTGS / NEFT. 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://etenders.hry.nic.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)**

  
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### 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

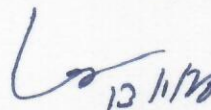
C. RTGS/NEFT

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.



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## **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.

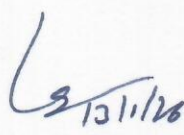
The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same. (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

## **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:

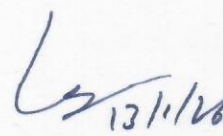
  
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iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.

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.

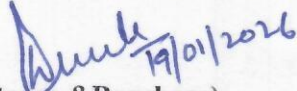
Sr no.	Scenario	Do's / Don't's
1	In the event of making Payment through NEFT/RTGS	<p>Do's</p> <ul style="list-style-type: none"><li>• It is the bidder's responsibility to ensure that RTGS/NEFT payments are made to the exact details as mentioned in the challan which are: 1) Beneficiary account no: &lt;client code&gt; + &lt;random number&gt; 2) Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders) 3) Amount: As mentioned on the challan. It is specific for every tender/transaction 4) Beneficiary bank branch: ICICI Bank Ltd, CMS 5) Beneficiary name: As per the challan</li><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>

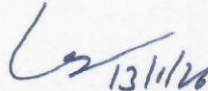
  
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#### Don't's

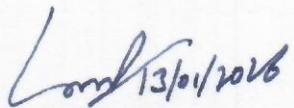
- Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise:
  - 1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account
  - 2) Incorrect Beneficiary account number mentioned(<client code> + <random number>):-
    - a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.
  - 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. In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.
- 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.
- 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.
- 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

  
Director (Stores & Purchase)  
CCSHAU, Hisar

  
Controlling Officer  
Landscape Unit  
CCSHAU, HISAR

**LANDSCAPE UNIT CCS HAU HISAR**

The specifications as provided are meeting the basic need of the Department without including superfluous and non- essential features which may result in unwanted expenditures. Also, the specifications are generic in nature and do not favour any particular Brand/ Manufactures/ Co.

  
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**Landscape Unit**  
**CCS HAU, HISAR**





## **CCSHAU, Hisar**

**Director (Store & Purchase)**

**CCSHAU, Hisar**

**Ph. No.01662-255419**

**Email: directorspo@gmail.com, spo@hau.ernet.in**

### **STANDARD BIDDING DOCUMENT PROCUREMENT OF TRACTOR TROLLY FOR CCSHAU, REGIONAL RESEARCH STATION, KARNAL**

**PART 1: COMPLETE BIDDING DOCUMENT**

**NAME OF WORK: - Purchase of Tractor trolley FOR CCSHAU,  
REGIONAL RESEARCH STATION, KARNAL**

**DNIT Amount: Rs. 3.70 Lakhs (Approx)**

## **PART 1: COMPLETE BIDDING DOCUMENT**

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**Director(Store & Purchase)**  
**Ch. Charan Singh Haryana Agricultural University, Hisar**  
(Established by Parliament Act No. 16 of 1970)

**TENDER NOTICE**

The Bids/tenders are invited from the eligible bidders through online bids in the website:  
<http://haryanaeprocurement.gov.in> for the work detailed in the table.

Sr. No.	Description of Job Work	Appr. Esti. cost Rs. (Lakh)	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Time of opening T/Fin. bids
1.	<b>Purchase of Tractor trolley for CCSHAU, Regional Research Station, Karnal</b>	3.70	18500	e-Service Fee Rs. <del>500/-</del> + Document Fee Rs. <del>1000/-</del> Rs 1180/-	22/1/2026 (09:00 hours)	11/2/2026 upto 17:00 hours	11/2/2026 upto 17:00 hours	Tech. Bid - 12/2/2026 at 10:00 A.M Financial Bid 16/2/2026 at 10:00 A.M

- (i) Cost of Bid document (to be paid Online) is above mentioned (non refundable) for bid to be deposited through Debit Cards & Internet Banking Accounts.
- (ii) The further details and e-tendering schedule visit <https://haryanaeprocurement.gov.in> & University Website <https://hau.ernet.in>
- (iii) E-Service fee Rs. 1000/- required to be filled/provided at the time of online bid preparation stage.

*[Signature]*  
19/01/2026  
**Director (Store & Purchase)**  
**CCSHAU, Hisar**

*[Signature]*  
**Regional Director**  
**CCS HAU RRS Karnal**

Technical Specifications of Tractor Trolley		
Sr. No.	Specification	Parameters/details
1.	Size of the Trailer	Length – 14 feet Width – 7 feet Height - 2.5 feet (2.5 feet Detachable Jall)
2.	Chassis and main Base Frame	Base chassis size should be min 250 mm X 75 mm of C type channel. Atleast fifteen cross members of size 75 mm x 40 mm. Additional suitable member of size 125 X 65 mm may also be provided for support.
3.	Side Wall Sheet	M.S Sheet 3.00 mm (minimum) supported by fifteen number of angle size of 50 x 5 mm.
4.	Floor Sheet	M.S Sheet 6.00 mm (minimum) sheep metal
5.	Axle	Single axle of size 125 x 125 mm
6.	Wheel Hub	02 Nos. wheel hub heavy duty of 08 holes with branded wheel bearings.
7.	Towing hook	Heavy duty
8.	Tyre Assembly & wheel	04 Nos. wheels (Ring type/Kade Wale) and accordingly four tyres of size 10.00 x 20 of Branded make MRF/JK/Apollo/ Good Year.
9.	Trolley leaving stand	Screw type mechanical jack
10.	Painting	One coat of Red Oxide and 2 coats of super synthetic enamel paint of sky blue color.
11.	Tools box with tools	Necessary tools (spanners) and Mechanical jack should be provided for adjustment/repair in the trolley
12.	Should be complete in all respects	



Regional Director  
CCS HAU RRS Karnal



## 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 Job Work	Appr. Esti. cost Rs. (Lakh)	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Time of opening T/Fin. bids
1.	<b>Purchase of Tractor trolley for CCSHAU, Regional Research Station, Karnal</b>	3.70	18500	e-Service Fee Rs. 500/- + Document Fee Rs. 1000/- <b>Rs. 1180/-</b>	<b>22/1/2026</b> (09:00 hours)	<b>11/-2/2026</b> upto 17:00 hours	<b>11/-2/2026</b> upto 17:00 hours	Tech. Bid <b>12/-2/2026</b> at 10:00 A.M Financial Bid <b>16/2/-2026</b> at 10:00 A.M

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.

- The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**
- 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 (Mention EMD Amount) towards EMD fee in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allowed to submit his / her bids for the respective event / Tenders.**
- 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 (22/1/2025 upto 17:00 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 (under document fee – Nonrefundable) of Rs. 500/- (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 Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

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>	22/4/2026 (09:00 hours)	11/5/2026 upto 17:00 hours
2	<b>Technical Bid Opening</b>		12/5/2026 at 10:00 A.M	
3	<b>Financial Bid Opening</b>		16/5/2026 at 10:00 A.M	

#### 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.

#### Terms & conditions



1. The quotations received after due date/or time will be summarily rejected.
2. The security/earnest money equivalent to five per cent of the cost of material i.e. an amount of 5% of the total cost of the offered material rounded off to nearest Rs.10/- in the name of Director (Stores & Purchases), CCS HAU, Hisar
3. The material shall be supplied by the supplier within the time limit specified in the supply order. The delivery period can be extended by the Central Purchase Committee/or Store Purchase Officer only in exceptional cases on written request of the supplier explaining reasons/circumstances due to which the delivery period could not be adhered to. In case the material is not supplied within the delivery period, the supplier shall be liable to pay us compensation amount equivalent to one percent each day or such amount as the CPC/ Store Purchase Officer may decide that the quantity remains incomplete including installation, provided that entire amount of compensation shall not exceed 10% of the total amount of the cost of the material supplied. An appeal against these orders shall, however, lie with the Vice-Chancellor, CCS HAU, Hisar whose decision shall be final.
4. In case the supplier/contractor fails to execute the supply order/contract on the rates, terms & conditions as contained in the supply order within the stipulated period, the security/earnest money shall be forfeited besides any other action as may be considered necessary by the CPC
5. The rates should be quoted on price list less discount, FOR University Campus or offices situated at outstations as the case may be. The rates quoted Ex-Godown may be rejected. All charges payable by the University such as Sales Tax, Packing & Forwarding and other levies like Excise duty, Custom Duty, Octroi, etc. should be mentioned in the quotation/tender. The charges not mentioned in the quotation/tender shall not be paid by the University. The University does not issue Form 'C' or 'D'.
6. The supplies should be offered from ready stock. All supplies will have to be executed within 15 days of the issue of supply order failing which the order is likely to be withdrawn.
7. The validity period of the quotation/tender and Guarantee/Warranty period of the material, if any, should be mentioned specifically. The offer must be valid for a period of atleast three months from the date of opening of quotation/tender.
8. The University/its Offices at Hisar and outstations do not make payment in advance or against documents through Bank. However, as a matter of general policy we try to make the payment within 30 days of the delivery subject to proper installation, wherever applicable and satisfaction of the Inspection Committee.
9. The quantity can be increased/decreased by the University.
10. The current price list duly authenticated by the manufacturer with date, signature and seal along with literature/pamphlets may also be supplied along with the offer.





11. If you or your principals are on rate contract with DGS&D, DS&D, Haryana, Controller of Stores, this may be mentioned specifically in your offer and the same duly attested may also be attached.
12. The University is situated outside the municipal limits and as such no octroi is payable by us if the material is sent by rail/full truck load. In case the material is received through goods transport company by road, the transport companies charged delivery charges, labour charges and octroi charges. It may be mentioned specifically as to whether the material will be sent by rail or by road through goods transport company.
13. The make and complete specifications of the material should be clearly mentioned and catalogue if any be sent. (make/specification will be given by the HAU).
14. The acceptance of the material is subject to approval of our Inspection Committee/Technical Committee or Experts.
15. The acceptance of the quotation/tender will rest with the CPC which does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore. The CPC reserves the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest.
16. It is our policy to make all purchases from the manufacturers or through their authorized dealers. If you are manufacturer/authorized dealer, proof thereof may kindly be given alongwith the quotation/tender failing which the same is likely to be rejected without assigning any reason. A copy of the letter from the manufacturers may kindly be attached being authorized dealer/stockist/distributor or agent etc.
17. The University is registered with the Department of Science and Industrial Research, Ministry of Science and Technology, New Delhi in terms of Govt. Notification No. Notification No.10/97-Central Excise dated 1 March, 1997 and Notification No.51/96-Custom dated 23 July, 1996 vide Registration No. TU/V/RG-CDE (74)/2015 dated 5.11.2015 upto 31.08.2020. Thus, the University is exempted from payment of Custom duty and Excise duty. The consignee will issue necessary certificate duly countersigned by the Registrar, CCS HAU, Hisar.
18. It may be certified that you have not been debarred/black listed for any reason by DGS&D, DS&D Haryana or any State Govt./University/PSU etc. If so particulars of the same be furnished. Concealing of facts will not only lead to cancellation of the supply order but may also warrant legal action.
19. For any enquiry, the undersigned can be contacted at Phone No.01662-284317 & or 01662-255419 on working days (Monday to Saturday except 2<sup>nd</sup> Saturday) during office hours (9.00 A.M. to 4.00 P.M. during August to April and 7.00 A.M. to 1.30 P. M. during May to July).
20. The family members of the university employees are not allowed to send their quotations/tenders. Such quotations/tenders, if received, will outrightly be rejected.



21. The disputes, if any, shall be subject to jurisdiction of Hisar Courts. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/dealers etc. shall be invalid and shall have no legal sanctity.

**Terms and conditions for the material to be imported**

1. Country of origin should be mentioned.
2. Goods supplied should conform to the standards mentioned in the technical specifications or as latest standards issued by the concerned institution.
3. **Performance security:** The responsive bidder shall be required to deposit Performance security equivalent to **five per cent** of the cost of material ordered valid for guarantee/warranty period plus 75 days.
4. The material supplied shall be fully insured in a freely convertible currency against loss or damage Incidental to manufacture or acquisition, transportation, storage and delivery of material. The insurance shall be in an amount equal to 110 percent of CIF or CIP value of goods.
5. **Warranty/Guarantee:** the material be quoted with Warranty/Guarantee period of 12 months after the date of delivery and acceptance at final destination or 18 months after the date of shipment from the port or place of loading whichever is earlier.
6. **Payment:** On shipment 90% of the cost of material shall be paid through Letter of Credit established in a Bank of its country and upon submission of the documents as specified below. Letter of credit shall be established in a bank of its country and the standard conditions as per Reserve Bank of India Policy shall be applicable.
7. **Balance Payment:** Balance 10 percent payment shall be paid within 30 days of receipt of claim supported by the acceptance certificate issued by the Purchaser's representative.  
**Payment of local currency portion including Agency commission, if any, including AMC shall be made in Indian currency within 30 days of presentation of claim supported by a Certificate from the purchaser declaring that the goods have been delivered and all other contract services have been performed.**
8. **Conversion Rates:** The conversion rates of foreign currency shall be taken into consideration as applicable on the date of opening of the tenders.
9. **Bid Security:** Bid security should be valid for 45 days beyond the validity of the bids
10. **Validity:** The tender should be valid at least 45 days from the date of opening of tenders.
11. **Clarifications on tenders:** During evaluation of the tenders, the purchaser may, at its discretion, ask the bidder for clarification of bids. The request for clarification and the response shall be in writing, and no change in prices or substance of the tender will be sought, offered or permitted.
12. **Purchaser's right to accept/or reject any or all the tenders:** The purchaser reserves the right to accept/or reject any or all the bids and to annul the bidding process and reject all the



bids at any time prior of placing the supply order without assigning any reasons therefore without any obligations to inform the affected bidders.

13. **Taxes & Duties:** It will be the responsibility of the supplier for the payment of all taxes and duties to their respective Govt.

14. **Custom Duty:** Chaudhary Charan Singh Haryana Agricultural University, Hisar is exempted from payment of Custom Duty as per notification issued by the Govt. of India. Hence no custom duty shall be paid except to the extent payable. However necessary documents, certificate in this regard shall be supplied by the Purchaser well in time only on receipt of information /documents regarding shipment of material.

15. **Liquidated damages:** The applicable rate of liquidated damages is 0.5% per week or part thereof and a maximum deduction/recovery is 10% of the contract price. This will be applicable when the material is not supplied during delivery period mentioned in the supply order and/or not installed within the stipulated period.

16. **Right to cancel the execution of supply order/contract:** When the required material is not supplied by the supplier within the delivery period as per contract/supply order and the liquid damages cross the limit of 10% the purchaser reserves the right to cancel the execution of supply order/contract and reserves the right to recover the Liquid damages out of the EMD/or Performance security besides other action as deemed proper.

17. **Delivery Documents** Within 24 hours of shipment, the supplier shall notify. The purchaser and the Insurance Company by cable or telex or Fax the full of the shipment including contract number, Description of Goods, quantity, the vessel, the bill of landing number and date, port of loading, date of shipment, port of discharge etc. The supplier shall mail the following documents to the Purchaser, with a copy to the Insurance Company:

- i) 4 copies of Supplier's Invoice showing Goods description, quantity, unit price and total amount.
- ii) Original and 4 copies of the negotiable, clean, on band bill of landing marked freight prepaid and 4 copies of non-negotiable bill of landing.
- iii) 4 copies of packing list identifying contents of each package.
- iv) Insurance Certificate.
- v) Manufacturer's/Supplier's Certificate.
- vi) Inspection Certificate issued by the nominated Inspection Agency and the Supplier's Factory Inspection Report
- vii) Certificate of Origin.
- viii) Excise Gate Pass (octroi receipts wherever applicable) duly sealed indicating payment made; and
- ix) Any of the documents evidencing payments of Statutory Taxes.



The above documents shall be received by the Purchaser at least one week before arrival of Goods at the port or place of arrival and, if not received, the Supplier will be responsible for any consequent expenses.

### **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>

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):**

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 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. 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.**

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

#### **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 Pvt.Ltd Municipal Corporation Faridabad Near B.K.Chowk, Opp. B.K.Hospital Faridabad	India Nextenders India Pvt.Ltd Public Health Division No 2 Hisar, Model Town, Opp. N.D Gupta Hospital,	Nextenders (India) Pvt. Ltd. Nirman Sadan (PWD B&R) Plot No.- 01, Basement, Dakshin Marg, Sec- 33 A, Chandigarh - 160020
<b>Contact for Training +91-9310335475</b>	<b>Contact for Training +91-9034357793</b>	<b>Contact for Training -0172-2582008,2009</b>

**Help Desk contact details for Saturday and Sunday are as under for escalation Level-1**

1. **Mr.Lalit Saini – 9034357793**  
**Email – [Chandigarh@nextenders.com](mailto:Chandigarh@nextenders.com)**  
**Timings- 9:00 am to 5:30 pm**

2. **Mr. Tinku Singh-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
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	<p>In the event of making Payment through NEFT/RTGS</p>	<p>Do's</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:             <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> </li> <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'</li> <li>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 the challan.</li> <li>• Bidder must do the payment before tender validity gets expired</li> </ul> <p>Don't</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:             <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> </li> </ul> <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>
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Indenter

  
Director(S&P)  
CCS Haryana Agri. University, Hisar

Regional Director  
  
Regional Director  
CCS HAU RRS Karnal



**OFFICE OF CCSHAU, REGIONAL RESEARCH STATION, UCHANI, KARNAL**

The specifications has provided are meeting the basic need of the department without including superfluous and none essential features which may result in unwanted expenditures. Also the specifications are generic in nature and do not favour any particular brand/manufactures/co.

  
**Regional Director**  
Regional Director  
CCS HAU RRS Karnal



## **CCSHAU, Hisar**

**Director (Store & Purchase)**

**CCSHAU, Hisar**

**Ph. No.01662-255419**

**Email: directorspo@gmail.com, spo@hau.ernet.in**

### **STANDARD BIDDING DOCUMENT PROCUREMENT OF TRACTOR 30 HP FOR CCSHAU, REGIONAL RESEARCH STATION, KARNAL**

**PART 1: COMPLETE BIDDING DOCUMENT**

**NAME OF WORK: - Purchase of Tractor 30 HP FOR CCSHAU,  
REGIONAL RESEARCH STATION, KARNAL**

**DNIT Amount: Rs. 5.65 Lakhs (Approx)**



**PART 1: COMPLETE BIDDING DOCUMENT**

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**Director(Store & Purchase)**  
**Ch. Charan Singh Haryana Agricultural University, Hisar**  
(Established by Parliament Act No. 16 of 1970)

**TENDER NOTICE**

The Bids/tenders are invited from the eligible bidders through online bids in the website:  
<http://haryanaeprocurement.gov.in> for the work detailed in the table.

Sr. No.	Description of Job Work	Appr. Esti. cost Rs. (Lakh)	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Time of opening T/Fin. bids
1.	<b>Purchase of Tractor for CCSHAU, Regional Research Station, Karnal</b>	5.65	28250	e-Service Fee Rs. 500/- + Document Fee Rs. 1000/- Rs. 1180/-	22/1/2026 (09:00 hours)	11/2/2026 upto 17:00 hours	11/2/2026 upto 17:00 hours	Tech. Bid 12/2/2026 at 10:00 A.M Financial Bid 16/2/2026 at 10:00 A.M

- (i) Cost of Bid document (to be paid Online) is above mentioned (non refundable) for bid to be deposited through Debit Cards & Internet Banking Accounts.
- (ii) The further details and e-tendering schedule visit <https://haryanaeprocurement.gov.in> & University Website <https://hau.ernet.in>
- (iii) E-Service fee Rs. 1000/- required to be filled/provided at the time of online bid preparation stage.

*[Signature]*  
19/01/2026  
**Director (Store & Purchase)**  
**CCSHAU, Hisar**

*[Signature]*  
**Regional Director**  
**CCS HAU RRS Karnal**



Technical Specifications of Tractor		
S. No.	Parameters	Specifications
1.	Engine power, hp	30 hp category
2.	No. of cylinder	2-3
3.	Wheel drive	4 WD
4.	PTO power, HP	25 & above
5.	Steering type	Power steering
6.	Transmission type	Sliding Mesh/ Constant Mesh
7.	Clutch	Single /Dual clutch
8.	Hitch category	Cat-I
9.	Hydraulic lifting capacity, kg	800 & above
10.	Brakes	Oil immersed multi disc
11.	Cooling system	Forced feed water cooling
12.	Fuel Tank Capacity. litres	25-35
13.	Tyre size, Front, inch Rear, inch	5.00 x 15 / 6.00-15 9.50 x 24 / 11.2 x 24
14.	Warranty years	02 & above
15.	Certification	Should be tested from authorized FMTTI of Government of India
16.	Should be complete in all respect	

  
 Regional Director  
 CCS HAU RRS Karnal

## 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 Job Work	Appr. Esti. cost Rs. (Lakh)	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Time of opening T/Fin. bids
1.	<b>Purchase of Tractor for CCSHAU, Regional Research Station, Karnal</b>	5.65	28250	e-Service Fee Rs. <del>500/-</del> Document Fee Rs. <del>1000/-</del> <b>Rs. 1180/-</b>	<del>11/1/2026</del> <b>11/2/2026</b> (09:00 hours)	<del>11/2/2026</del> <b>11/2/2026</b> upto 17:00 hours	<del>11/2/2026</del> <b>11/2/2026</b> upto 17:00 hours	Tech. Bid <del>11/2/2026</del> <b>11/2/2026</b> at 10:00 A.M Financial Bid <del>11/2/2026</del> <b>11/2/2026</b> at 10:00 A.M

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.

- The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**
- 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 (Mention EMD Amount) towards EMD fee in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allowed to submit his / her bids for the respective event / Tenders.**
- 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 (11/2/2025 upto 17:00 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 (under document fee – Nonrefundable) of Rs. 500/- (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 Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

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		Tender Document Download and Bid Preparation/Submission	26/4/2026 (09:00 hours)	11/2/2026 upto 17:00 hours
2	Technical Bid Opening		12/2/2026 at 10:00 A.M	
3	Financial Bid Opening		16/2/2026 at 10:00 A.M	

#### 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.

#### Terms & conditions

1. The quotations received after due date/or time will be summarily rejected.



2. The security/earnest money equivalent to five per cent of the cost of material i.e. an amount of 5% of the total cost of the offered material rounded off to nearest Rs.10/- in the name of Director (Stores & Purchases), CCS HAU, Hisar
3. The material shall be supplied by the supplier within the time limit specified in the supply order. The delivery period can be extended by the Central Purchase Committee/or Store Purchase Officer only in exceptional cases on written request of the supplier explaining reasons/circumstances due to which the delivery period could not be adhered to. In case the material is not supplied within the delivery period, the supplier shall be liable to pay us compensation amount equivalent to one percent each day or such amount as the CPC/ Store Purchase Officer may decide that the quantity remains incomplete including installation, provided that entire amount of compensation shall not exceed 10% of the total amount of the cost of the material supplied. An appeal against these orders shall, however, lie with the Vice-Chancellor, CCS HAU, Hisar whose decision shall be final.
4. In case the supplier/contractor fails to execute the supply order/contract on the rates, terms & conditions as contained in the supply order within the stipulated period, the security/earnest money shall be forfeited besides any other action as may be considered necessary by the CPC
5. The rates should be quoted on price list less discount, FOR University Campus or offices situated at outstations as the case may be. The rates quoted Ex-Godown may be rejected. All charges payable by the University such as Sales Tax, Packing & Forwarding and other levies like Excise duty, Custom Duty, Octroi, etc. should be mentioned in the quotation/tender. The charges not mentioned in the quotation/tender shall not be paid by the University. The University does not issue Form 'C' or 'D'.
6. The supplies should be offered from ready stock. All supplies will have to be executed within 15 days of the issue of supply order failing which the order is likely to be withdrawn.
7. The validity period of the quotation/tender and Guarantee/Warranty period of the material, if any, should be mentioned specifically. The offer must be valid for a period of atleast three months from the date of opening of quotation/tender.
8. The University/its Offices at Hisar and outstations do not make payment in advance or against documents through Bank. However, as a matter of general policy we try to make the payment within 30 days of the delivery subject to proper installation, wherever applicable and satisfaction of the Inspection Committee.
9. The quantity can be increased/decreased by the University.
10. The current price list duly authenticated by the manufacturer with date, signature and seal along with literature/pamphlets may also be supplied along with the offer.
11. If you or your principals are on rate contract with DGS&D, DS&D, Haryana, Controller of Stores, this may be mentioned specifically in your offer and the same duly attested may also be attached.



12. The University is situated outside the municipal limits and as such no octroi is payable by us if the material is sent by rail/full truck load. In case the material is received through goods transport company by road, the transport companies charged delivery charges, labour charges and octroi charges. It may be mentioned specifically as to whether the material will be sent by rail or by road through goods transport company.
13. The make and complete specifications of the material should be clearly mentioned and catalogue if any be sent. (make/specification will be given by the HAU).
14. The acceptance of the material is subject to approval of our Inspection Committee/Technical Committee or Experts.
15. The acceptance of the quotation/tender will rest with the CPC which does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore. The CPC reserves the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest.
16. It is our policy to make all purchases from the manufacturers or through their authorized dealers. If you are manufacturer/authorized dealer, proof thereof may kindly be given alongwith the quotation/tender failing which the same is likely to be rejected without assigning any reason. A copy of the letter from the manufacturers may kindly be attached being authorized dealer/stockist/distributor or agent etc.
17. The University is registered with the Department of Science and Industrial Research, Ministry of Science and Technology, New Delhi in terms of Govt. Notification No. Notification No.10/97-Central Excise dated 1 March, 1997 and Notification No.51/96-Custom dated 23 July, 1996 vide Registration No. TU/V/RG-CDE (74)/2015 dated 5.11.2015 upto 31.08.2020. Thus, the University is exempted from payment of Custom duty and Excise duty. The consignee will issue necessary certificate duly countersigned by the Registrar, CCS HAU, Hisar.
18. It may be certified that you have not been debarred/black listed for any reason by DGS&D, DS&D Haryana or any State Govt./University/PSU etc. If so particulars of the same be furnished. Concealing of facts will not only lead to cancellation of the supply order but may also warrant legal action.
19. For any enquiry, the undersigned can be contacted at Phone No.01662-284317 & or 01662-255419 on working days (Monday to Saturday except 2<sup>nd</sup> Saturday) during office hours (9.00 A.M. to 4.00 P.M. during August to April and 7.00 A.M. to 1.30 P. M. during May to July).
20. The family members of the university employees are not allowed to send their quotations/tenders. Such quotations/tenders, if received, will outrightly be rejected.
21. The disputes, if any, shall be subject to jurisdiction of Hisar Courts. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/dealers etc. shall be invalid and shall have no legal sanctity.



### Terms and conditions for the material to be imported

1. Country of origin should be mentioned.
2. Goods supplied should conform to the standards mentioned in the technical specifications or as latest standards issued by the concerned institution.
3. **Performance security:** The responsive bidder shall be required to deposit Performance security equivalent to **five per cent** of the cost of material ordered valid for guarantee/warranty period plus 75 days.
4. The material supplied shall be fully insured in a freely convertible currency against loss or damage Incidental to manufacture or acquisition, transportation, storage and delivery of material. The insurance shall be in an amount equal to 110 percent of CIF or CIP value of goods.
5. **Warranty/Guarantee:** the material be quoted with Warranty/Guarantee period of 12 months after the date of delivery and acceptance at final destination or 18 months after the date of shipment from the port or place of loading whichever is earlier.
6. **Payment:** On shipment 90% of the cost of material shall be paid through Letter of Credit established in a Bank of its country and upon submission of the documents as specified below. Letter of credit shall be established in a bank of its country and the standard conditions as per Reserve Bank of India Policy shall be applicable.
7. **Balance Payment:** Balance 10 percent payment shall be paid within 30 days of receipt of claim supported by the acceptance certificate issued by the Purchaser's representative.  
**Payment of local currency portion including Agency commission, if any, including AMC shall be made in Indian currency within 30 days of presentation of claim supported by a Certificate from the purchaser declaring that the goods have been delivered and all other contract services have been performed.**
8. **Conversion Rates:** The conversion rates of foreign currency shall be taken into consideration as applicable on the date of opening of the tenders.
9. **Bid Security:** Bid security should be valid for 45 days beyond the validity of the bids
10. **Validity:** The tender should be valid at least 45 days from the date of opening of tenders.
11. **Clarifications on tenders:** During evaluation of the tenders, the purchaser may, at its discretion, ask the bidder for clarification of bids. The request for clarification and the response shall be in writing, and no change in prices or substance of the tender will be sought, offered or permitted.
12. **Purchaser's right to accept/or reject any or all the tenders:** The purchaser reserves the right to accept/or reject any or all the bids and to annul the bidding process and reject all the bids at any time prior of placing the supply order without assigning any reasons therefore without any obligations to inform the affected bidders.
13. **Taxes & Duties:** It will be the responsibility of the supplier for the payment of all taxes and duties to their respective Govt.



14. **Custom Duty:** Chaudhary Charan Singh Haryana Agricultural University, Hisar is exempted from payment of Custom Duty as per notification issued by the Govt. of India. Hence no custom duty shall be paid except to the extent payable. However necessary documents, certificate in this regard shall be supplied by the Purchaser well in time only on receipt of information /documents regarding shipment of material.

15. **Liquidated damages:** The applicable rate of liquidated damages is 0.5% per week or part thereof and a maximum deduction/recovery is 10% of the contract price. This will be applicable when the material is not supplied during delivery period mentioned in the supply order and/or not installed within the stipulated period.

16. **Right to cancel the execution of supply order/contract:** When the required material is not supplied by the supplier within the delivery period as per contract/supply order and the liquid damages cross the limit of 10% the purchaser reserves the right to cancel the execution of supply order/contract and reserves the right to recover the Liquid damages out of the EMD/or Performance security besides other action as deemed proper.

17. **Delivery Documents** Within 24 hours of shipment, the supplier shall notify. The purchaser and the Insurance Company by cable or telex or Fax the full of the shipment including contract number, Description of Goods, quantity, the vessel, the bill of landing number and date, port of loading, date of shipment, port of discharge etc. The supplier shall mail the following documents to the Purchaser, with a copy to the Insurance Company:

- i) 4 copies of Supplier's Invoice showing Goods description, quantity, unit price and total amount.
- ii) Original and 4 copies of the negotiable, clean, on band bill of landing marked freight prepaid and 4 copies of non-negotiable bill of landing.
- iii) 4 copies of packing list identifying contents of each package.
- iv) Insurance Certificate.
- v) Manufacturer's/Supplier's Certificate.
- vi) Inspection Certificate issued by the nominated Inspection Agency and the Supplier's Factory Inspection Report
- vii) Certificate of Origin.
- viii) Excise Gate Pass (octroi receipts wherever applicable) duly sealed indicating payment made; and
- ix) Any of the documents evidencing payments of Statutory Taxes.

The above documents shall be received by the Purchaser at least one week before arrival of Goods at the port or place of arrival and, if not received, the Supplier will be responsible for any consequent expenses.



Regional Director  
CCS HAU RRS Karnal



## **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>

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):**

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 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. 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)**

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

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

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

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

#### **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 Pvt.LtdMunicipal FaridabadNear Opp. Faridabad	India Corporation B.K.Chowk, B.K.HospitalNIT, Hospital,	Nextenders India Pvt.Ltd Public Health Division No 2 Hisar, Model Town, Opp. N.D Gupta Hospital,	Nextenders (India) Pvt. Ltd. NirmanSadan (PWD B&R) Plot No.- 01, Basement, Dakshin Marg,Sec- 33 A, Chandigarh - 160020
<b>Contact for Training +91-9310335475</b>	<b>Contact for Training +91-9034357793</b>	<b>Contact for Training +91-9034357793</b>	<b>Contact for Training -0172-2582008,2009</b>

**Help Desk contact details for Saturday and Sunday are as under for escalation Level-1**

**1. Mr.Lalit Saini – 9034357793**

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

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

**2. Mr. Tinku Singh-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.

**Regional Director  
CCS HAU RRS Kamal**



### **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
	In the event of making Payment through NEFT/RTGS	<p>Do's</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:<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></li><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'</li></ul> <p style="text-align: right;">EMD</p>



- 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 parties are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender
- Bidder has to make only single payment against a challan as per the amount mentioned on the challan.
- Bidder must do the payment before tender validity gets expired

**Don't** • Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise:

- 1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account
- 2) Incorrect Beneficiary account number mentioned(<client code> + <random number>):-

a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.

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.

In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.

- 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.

- 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.

- 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

Director(S&P) 19/01/2026  
CCS Haryana Agri. University, Hisar

Indenter

Regional Director

Regional Director  
CCS HAU RRS Karnal

**OFFICE OF CCSHAU, REGIONAL RESEARCH STATION, UCHANI, KARNAL**

The specifications has provided are meeting the basic need of the department without including superfluous and none essential features which may result in unwanted expenditures. Also the specifications are generic in nature and do not favour any particular brand/manufactures/co.

  
**Regional Director**  
Regional Director  
CCS HAU RRS Karnal





## **CCSHAU, Hisar**

**Director (Store & Purchase)**

**CCSHAU, Hisar**

**Ph. No.01662-255419**

**Email: [directorspo@gmail.com](mailto:directorspo@gmail.com), [spo@hau.ernet.in](mailto:spo@hau.ernet.in)**

### **STANDARD BIDDING DOCUMENT PROCUREMENT OF WATER TANKER FOR CCSHAU, REGIONAL RESEARCH STATION, KARNAL**

**PART 1: COMPLETE BIDDING DOCUMENT**

**NAME OF WORK: - Purchase of Water Tanker FOR CCSHAU,  
REGIONAL RESEARCH STATION, KARNAL**

**DNIT Amount: Rs. 2.60 Lakhs (Approx)**

**PART 1: COMPLETE BIDDING DOCUMENT**

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**Director(Store & Purchase)**  
**Ch. Charan Singh Haryana Agricultural University, Hisar**  
(Established by Parliament Act No. 16 of 1970)

**TENDER NOTICE**

The Bids/tenders are invited from the eligible bidders through online bids in the website:  
<http://haryanaeprocurement.gov.in> for the work detailed in the table.

Sr. No.	Description of Job Work	Appr. Esti. cost Rs. (Lakh)	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Time of opening T/Fin. bids
1.	<b>Purchase of Water Tanker for CCSHAU, Regional Research Station, Karnal</b>	2.60	13000	e-Service Fee Rs. <del>1500/-</del> + Document Fee Rs. <del>1000/-</del> Rs 1180/-	30/01/2026 (09:00 hours)	11/02/2026 upto 17:00 hours	11/02/2026 upto 17:00 hours	Tech. Bid 12/02/2026 at 10:00 A.M Financial Bid 16/02/2026 at 10:00 A.M

- (i) Cost of Bid document (to be paid Online) is above mentioned (non refundable) for bid to be deposited through **Debit Cards & Internet Banking Accounts**.
- (ii) The further details and e-tendering schedule visit <https://haryanaeprocurement.gov.in> & University Website <https://hau.ernet.in>
- (iii) E-Service fee Rs. 1000/- required to be filled/provided at the time of online bid preparation stage.

*(Signature)*  
**Director (Store & Purchase)**  
**CCSHAU, Hisar**

*(Signature)*  
**Regional Director**  
**CCS HAU RRS Karnal**

Technical Specifications of Water Tanker		
Sr. No.	Name of part	Specification
1.	Capacity	5000 - 5500 Litre
2.	Overall length of tanker	13 - 15 Feet
3.	Overall width of tanker between extreme points	5 - 6 feet
4.	Overall height of tanker from supporting surface	7 - 8 feet
5.	Material used for fabrication of water tank	M S Plate conforming the IS:1730 Latest
6.	Tank Sheet thickness	4 - 5 mm
7.	Paint on Tanker	One coat of Red Oxide and 2 coats of super synthetic enamel paint
8.	Ladder provision on back side of tank	Yes
9.	Water filling mechanism	A tractor PTO driven Centrifugal pump of Size 4 Inches should be provided at front side of Tanker.
10.	Main Chassis	200 mm
11.	Axle	75 - 90 mm
12.	No. of tyre	2
13.	Tyre and tube size	10.00 x 20
14.	RIM	Ring type/ Kade Wale
15.	Mud guard and roof jaal over the tanker	Should be provided
16.	Drain pipes	One 2-3 Inches and One 1 Inches
17.	Flexible drain pipe	2 Inch, 20 feet Minimum
18.	Fountain system for drain	Should be provided
19.	Should be complete in all respects	

*[Handwritten signature]*

*[Handwritten signature]*  
Regional Director  
CCS HAU RRS Karnal



### 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 Job Work	Appr. Esti. cost Rs. (Lakh)	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Time of opening T/Fin. bids
1.	Purchase of Tractor trolley for CCSHAU, Regional Research Station, Karnal	2.60	13000	e-Service Fee Rs. 500/- + Document Fee Rs. 1000/- Rs. 1180/-	12/4/2026 (09:00 hours)	11/2/2026 upto 17:00 hours	11/2/2026 upto 17:00 hours	Tech. Bid 12/2/2026 at 10:00 A.M Financial Bid 16/2/2026 at 10:00 A.M

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.

- The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**
- 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 (Mention EMD Amount) towards EMD fee in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allowed to submit his / her bids for the respective event / Tenders.**
- 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 11/2/2026 upto 17:00 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 (under document fee – Nonrefundable) of Rs. 500/- (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 Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

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>	31-1/2026 (09:00 hours)	1-2/2026 upto 17:00 hours
2	<b>Technical Bid Opening</b>		12-2/2026 at 10:00 A.M	
3	<b>Financial Bid Opening</b>		16-2/2026 at 10:00 A.M	

#### 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.

### Terms & conditions

1. The quotations received after due date/or time will be summarily rejected.
2. The security/earnest money equivalent to **five per cent** of the cost of material i.e. an amount of 5% of the total cost of the offered material rounded off to nearest Rs.10/- in the name of Director (Stores & Purchases), CCS HAU, Hisar
3. The material shall be supplied by the supplier within the time limit specified in the supply order. The delivery period can be extended by the Central Purchase Committee/or Store Purchase Officer only in exceptional cases on written request of the supplier explaining reasons/circumstances due to which the delivery period could not be adhered to. In case the material is not supplied within the delivery period, the supplier shall be liable to pay us compensation amount equivalent to one percent each day or such amount as the CPC/ Store Purchase Officer may decide that the quantity remains incomplete including installation, provided that entire amount of compensation shall not exceed 10% of the total amount of the cost of the material supplied. An appeal against these orders shall, however, lie with the Vice-Chancellor, CCS HAU, Hisar whose decision shall be final.
4. In case the supplier/contractor fails to execute the supply order/contract on the rates, terms & conditions as contained in the supply order within the stipulated period, the security/earnest money shall be forfeited besides any other action as may be considered necessary by the CPC
5. The rates should be quoted on price list less discount, FOR University Campus or offices situated at outstations as the case may be. The rates quoted Ex-Godown may be rejected. All charges payable by the University such as Sales Tax, Packing & Forwarding and other levies like Excise duty, Custom Duty, Octroi, etc. should be mentioned in the quotation/tender. The charges not mentioned in the quotation/tender shall not be paid by the University. The University does not issue Form 'C' or 'D'.
6. The supplies should be offered from ready stock. All supplies will have to be executed within 15 days of the issue of supply order failing which the order is likely to be withdrawn.
7. The validity period of the quotation/tender and Guarantee/Warranty period of the material, if any, should be mentioned specifically. The offer must be valid for a period of atleast three months from the date of opening of quotation/tender.
8. The University/its Offices at Hisar and outstations do not make payment in advance or against documents through Bank. However, as a matter of general policy we try to make the payment within 30 days of the delivery subject to proper installation, wherever applicable and satisfaction of the Inspection Committee.
9. The quantity can be increased/decreased by the University.
10. The current price list duly authenticated by the manufacturer with date, signature and seal along with literature/pamphlets may also be supplied along with the offer.



11. If you or your principals are on rate contract with DGS&D, DS&D, Haryana, Controller of Stores, this may be mentioned specifically in your offer and the same duly attested may also be attached.
12. The University is situated outside the municipal limits and as such no octroi is payable by us if the material is sent by rail/full truck load. In case the material is received through goods transport company by road, the transport companies charged delivery charges, labour charges and octroi charges. It may be mentioned specifically as to whether the material will be sent by rail or by road through goods transport company.
13. The make and complete specifications of the material should be clearly mentioned and catalogue if any be sent. (make/specification will be given by the HAU).
14. The acceptance of the material is subject to approval of our Inspection Committee/Technical Committee or Experts.
15. The acceptance of the quotation/tender will rest with the CPC which does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore. The CPC reserves the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest.
16. It is our policy to make all purchases from the manufacturers or through their authorized dealers. If you are manufacturer/authorized dealer, proof thereof may kindly be given alongwith the quotation/tender failing which the same is likely to be rejected without assigning any reason. A copy of the letter from the manufacturers may kindly be attached being authorized dealer/stockist/distributor or agent etc.
17. The University is registered with the Department of Science and Industrial Research, Ministry of Science and Technology, New Delhi in terms of Govt. Notification No. Notification No.10/97-Central Excise dated 1 March, 1997 and Notification No.51/96-Custom dated 23 July, 1996 vide Registration No. TU/V/RG-CDE (74)/2015 dated 5.11.2015 upto 31.08.2020. Thus, the University is exempted from payment of Custom duty and Excise duty. The consignee will issue necessary certificate duly countersigned by the Registrar, CCS HAU, Hisar.
18. It may be certified that you have not been debarred/black listed for any reason by DGS&D, DS&D Haryana or any State Govt./University/PSU etc. If so particulars of the same be furnished. Concealing of facts will not only lead to cancellation of the supply order but may also warrant legal action.
19. For any enquiry, the undersigned can be contacted at Phone No.01662-284317 & or 01662-255419 on working days (Monday to Saturday except 2<sup>nd</sup> Saturday) during office hours (9.00 A.M. to 4.00 P.M. during August to April and 7.00 A.M. to 1.30 P. M. during May to July).
20. The family members of the university employees are not allowed to send their quotations/tenders. Such quotations/tenders, if received, will outrightly be rejected.



21. The disputes, if any, shall be subject to jurisdiction of Hisar Courts. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/dealers etc. shall be invalid and shall have no legal sanctity.

**Terms and conditions for the material to be imported**

1. Country of origin should be mentioned.
  2. Goods supplied should conform to the standards mentioned in the technical specifications or as latest standards issued by the concerned institution.
  3. **Performance security:** The responsive bidder shall be required to deposit Performance security equivalent to **five per cent** of the cost of material ordered valid for guarantee/warranty period plus 75 days.
  4. The material supplied shall be fully insured in a freely convertible currency against loss or damage Incidental to manufacture or acquisition, transportation, storage and delivery of material. The insurance shall be in an amount equal to 110 percent of CIF or CIP value of goods.
  5. **Warranty/Guarantee:** the material be quoted with Warranty/Guarantee period of 12 months after the date of delivery and acceptance at final destination or 18 months after the date of shipment from the port or place of loading whichever is earlier.
  6. **Payment:** On shipment 90% of the cost of material shall be paid through Letter of Credit established in a Bank of its country and upon submission of the documents as specified below. Letter of credit shall be established in a bank of its country and the standard conditions as per Reserve Bank of India Policy shall be applicable.
  7. **Balance Payment:** Balance 10 percent payment shall be paid within 30 days of receipt of claim supported by the acceptance certificate issued by the Purchaser's representative.
- Payment of local currency portion including Agency commission, if any, including AMC shall be made in Indian currency within 30 days of presentation of claim supported by a Certificate from the purchaser declaring that the goods have been delivered and all other contract services have been performed.**
8. **Conversion Rates:** The conversion rates of foreign currency shall be taken into consideration as applicable on the date of opening of the tenders.
  9. **Bid Security:** Bid security should be valid for 45 days beyond the validity of the bids
  10. **Validity:** The tender should be valid at least 45 days from the date of opening of tenders.
  11. **Clarifications on tenders:** During evaluation of the tenders, the purchaser may, at its discretion, ask the bidder for clarification of bids. The request for clarification and the response shall be in writing, and no change in prices or substance of the tender will be sought, offered or permitted.
  12. **Purchaser's right to accept/or reject any or all the tenders:** The purchaser reserves the right to accept/or reject any or all the bids and to annul the bidding process and reject all the



bids at any time prior of placing the supply order without assigning any reasons therefore without any obligations to inform the affected bidders.

13. **Taxes & Duties:** It will be the responsibility of the supplier for the payment of all taxes and duties to their respective Govt.

14. **Custom Duty:** Chaudhary Charan Singh Haryana Agricultural University, Hisar is exempted from payment of Custom Duty as per notification issued by the Govt. of India. Hence no custom duty shall be paid except to the extent payable. However necessary documents, certificate in this regard shall be supplied by the Purchaser well in time only on receipt of information /documents regarding shipment of material.

15. **Liquidated damages:** The applicable rate of liquidated damages is 0.5% per week or part thereof and a maximum deduction/recovery is 10% of the contract price. This will be applicable when the material is not supplied during delivery period mentioned in the supply order and/or not installed within the stipulated period.

16. **Right to cancel the execution of supply order/contract:** When the required material is not supplied by the supplier within the delivery period as per contract/supply order and the liquid damages cross the limit of 10% the purchaser reserves the right to cancel the execution of supply order/contract and reserves the right to recover the Liquid damages out of the EMD/or Performance security besides other action as deemed proper.

17. **Delivery Documents** Within 24 hours of shipment, the supplier shall notify. The purchaser and the Insurance Company by cable or telex or Fax the full of the shipment including contract number, Description of Goods, quantity, the vessel, the bill of landing number and date, port of loading, date of shipment, port of discharge etc. The supplier shall mail the following documents to the Purchaser, with a copy to the Insurance Company:

- i) 4 copies of Supplier's Invoice showing Goods description, quantity, unit price and total amount.
- ii) Original and 4 copies of the negotiable, clean, on band bill of landing marked freight prepaid and 4 copies of non-negotiable bill of landing.
- iii) 4 copies of packing list identifying contents of each package.
- iv) Insurance Certificate.
- v) Manufacturer's/Supplier's Certificate.
- vi) Inspection Certificate issued by the nominated Inspection Agency and the Supplier's Factory Inspection Report
- vii) Certificate of Origin.
- viii) Excise Gate Pass (octroi receipts wherever applicable) duly sealed indicating payment made; and
- ix) Any of the documents evidencing payments of Statutory Taxes.



The above documents shall be received by the Purchaser at least one week before arrival of Goods at the port or place of arrival and, if not received, the Supplier will be responsible for any consequent expenses.

### **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>

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):**

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 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. 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.

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

**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 Pvt.LtdMunicipal FaridabadNear Opp. Faridabad	India Corporation B.K.Chowk, B.K.Hospital NIT, Hospital,	Nextenders India Pvt.Ltd Public Health Division No 2 Hisar, Model Town, Opp. N.D Gupta Hospital,	Nextenders (India) Pvt. Ltd. NirmanSadon (PWD B&R) Plot No.- 01, Basement, Dakshin Marg,Sec- 33 A, Chandigarh - 160020
Contact for Training +91-9310335475	Contact for Training +91-9034357793	Contact for Training +91-2582008,2009	Contact for Training -0172-2582008,2009

**Help Desk contact details for Saturday and Sunday are as under for escalation Level-1**

1. **Mr.Lalit Saini – 9034357793**

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

Timings- 9:00 am to 5:30 pm

2. **Mr. Tinku Singh-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.

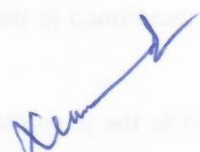
vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

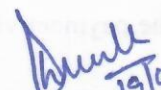
Sr.No.	Scenario	Do's / Don't's
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<p>In the event of making Payment through NEFT/RTGS</p>	<p>Do's</p> <ul style="list-style-type: none"> <li>• It is the bidder's responsibility to ensure that RTGS/NEFT payments are made to the exact details as mentioned in the challan which are:             <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> </li> <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 parites 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>Don't</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:             <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> </li> </ul> <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>
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Indenter

  
Director(S&P) 19/01/2026  
CCS Haryana Agri. University, Hisar

Regional Director

Regional Director   
CCS HAU RRS Karnal



**OFFICE OF CCSHAU, REGIONAL RESEARCH STATION, UCHANI, KARNAL**

The specifications has provided are meeting the basic need of the department without including superfluous and none essential features which may result in unwanted expenditures. Also the specifications are generic in nature and do not favour any particular brand/manufactures/co.

  
**Regional Director**  
Regional Director  
CCS HAU RRS Karnal



## **CCSHAU, Hisar**

**Director (Store & Purchase)**

**CCSHAU, Hisar**

**Ph. No.01662-255419**

**Email: directorspo@gmail.com, spo@hau.ernet.in**

### **STANDARD BIDDING DOCUMENT PROCUREMENT OF THERMOMIXER COOLING FOR OILSEED SECTION, CCSHAU, HISAR**

**PART 1: COMPLETE BIDDING DOCUMENT**

**NAME OF WORK: - PURCHASE OF THERMOMIXER  
COOLING FOR OILSEED SECTION, CCSHAU, HISAR**

**DNIT Amount: Rs. 4.50 lakhs (Approx.)**



**PART 1: COMPLETE BIDDING DOCUMENT****TABLE OF CONTENTS**

<b>Sr. No.</b>	<b>Name of Contents</b>	<b>Page No.</b>
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3.	<b>Detail Notice Inviting Tender</b>	<b>5</b>
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Head (Oilseeds Section)  
Deptt. of Genet. & Plant Breeding  
CCS Haryana Agril. University, Hisar

**Director (Store & Purchase)**  
**Ch. Charan Singh Haryana Agricultural University, Hisar**  
 (Established by Parliament Act No. 16 of 1970)

**TENDER NOTICE**

The Bids/tenders are invited from the eligible bidders through online bids in the website:  
<http://haryanaeprocurement.gov.in> for the work detailed in the table.

Sr. No.	Description of Job Work	Appr. Esti. cost Rs. (Lakh)	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Time of opening T/Fin. bids
1.	THERMOMIXER COOLING FOR OILSEED SECTION, CCSHAU, HISAR	4.50	22,500.00	e-Service Fee Rs. 1000/- + Document Fee Rs. 3000/-	--/--/2026 (09:00 hours)	--/--/2026 upto 17:00 hours	--/--/2026 upto 17:00 hours	Tech. Bid --/--/2026 at 10:00 A.M Financial Bid --/--/2026 at 10:00 A.M

- (i) Cost of Bid document (to be paid Online) is above mentioned (nonrefundable) for bid to be deposited through Debit Cards & Internet Banking Accounts.
- (ii) The further details and e-tendering schedule visit <https://haryanaeprocurement.gov.in> & University Website <https://hau.ernet.in>
- (iii) E-Service fee Rs. 1000/- required to be filled/provided at the time of online bid preparation stage.

**Director (Store & Purchase)**  
**CCSHAU, Hisar**

Head (Oilseeds Section)  
 Deptt. of Genet. & Plant Breeding  
 CCS Haryana Agril. University, Hisar



## TECHNICAL SPECIFICATION FOR THE PURCHASE OF THERMOMIXER COOLING

Peltier driven thermal device for excellent temperature control with user controllable mixing function for complete, dependable and reproducible sample preparation

- System should have heating, mixing and cooling for tubes and plate formats with choice of blocks for 5  $\mu$ L to 50 mL (0.2ml tubes or strips, 0.5, 1.5, 2, 5, 15, 50 mL tubes, 96, 384 well plates)
- System should have both vortex and mixing functions. Vortex with radius of 1.5 mm and mixing speed ranging 300 to 3000 rpm
- System should be programmable for temperature and time with capability to store 20 programs
- System should have a temperature control range from 15 °C below RT to 100 °C with temperature settings ranging from 1 °C to 100 °C with accuracy of  $\pm 0.5$  °C at 20 – 45 °C
- System should have heating rate of max. 7 °C/min and cooling rate max. 2.5 °C/min between 100 °C and RT
- System should be able to set from 15 secs to 99:30 h or continuous mode
- System should have a large display to show set and actual parameters
- System should ensure prevention of lid wetting or cross-contamination
- System should have provision for heated lid to prevent condensation on the lid
- System should have maximum flexibility for user exchangeable blocks for various formats of tubes and plates
- System should possess automatic block recognition and set to its maximum speed limit
- System should have both interval mixing and short mixing functions
- System must be CE Certified
- System should have USB interface for software upgrade

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Head (Oilseeds Section)  
Deptt. of Genet. & Plant Breeding  
CCS Haryana Agril. University, Hisar

### 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 Job Work	Appr. Esti. cost Rs. (Lakh)	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Time of opening T/Fin. bids
1.	THERMOMIXER COOLING FOR OILSEED SECTION, CCSHAU, HISAR	4.50	22,500.00	e-Service Fee Rs. 1000/- + Document Fee Rs. 3000/-	--/--/2025 (09:00 hours)	--/--/2025 upto 17:00 hours	--/--/2025 upto 17:00 hours	Tech. Bid --/--/2025 at 10:00 A.M Financial Bid --/--/2025 at 10:00 A.M

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.

- The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**
- 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 (Mention EMD Amount) 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 must remit the funds at least T+1 working day (Transaction Day + One working Day) in advance i.e. **on or before (--/--/2025 upto 17:00 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 (under document fee – Nonrefundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The

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Deptt. of Genet. & Plant Breeding  
CCS Haryana Agril. University, Hisar



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 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>	--/--/2026 (09:00 hours)	--/--/2026 upto 17:00 hours
2	<b>Technical Bid Opening</b>		--/--/2026 at 10:00 A.M	
3	<b>Financial Bid Opening</b>		--/--/2026 at 10:00 A.M	

#### 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.

Nid

Head (Oilseeds Section)  
Deptt. of Genet. & Plant Breeding  
CCS Haryana Agril. University, Hisar

## Terms & conditions

1. The quotations received after due date/or time will be summarily rejected.
2. The security/earnest money equivalent to **five per cent** of the cost of material i.e. an amount of 5% of the total cost of the offered material rounded off to nearest Rs.10/- in the name of Director (Stores & Purchases), CCS HAU, Hisar
3. The material shall be supplied by the supplier within the time limit specified in the supply order. The delivery period can be extended by the Central Purchase Committee/or Store Purchase Officer only in exceptional cases on written request of the supplier explaining reasons/circumstances due to which the delivery period could not be adhered to. In case the material is not supplied within the delivery period, the supplier shall be liable to pay us compensation amount equivalent to one percent each day or such amount as the CPC/ Store Purchase Officer may decide that the quantity remains incomplete including installation, provided that entire amount of compensation shall not exceed 10% of the total amount of the cost of the material supplied. An appeal against these orders shall, however, lie with the Vice-Chancellor, CCS HAU, Hisar whose decision shall be final.
4. In case the supplier/contractor fails to execute the supply order/contract on the rates, terms & conditions as contained in the supply order within the stipulated period, the security/earnest money shall be forfeited besides any other action as may be considered necessary by the CPC
5. The rates should be quoted on price list less discount, FOR University Campus or offices situated at outstations as the case may be. The rates quoted Ex-Godown may be rejected. All charges payable by the University such as Sales Tax, Packing & Forwarding and other levies like Excise duty, Custom Duty, Octroi, etc. should be mentioned in the quotation/tender. The charges not mentioned in the quotation/tender shall not be paid by the University. The University does not issue Form 'C' or 'D'.
6. The supplies should be offered from ready stock. The material shall be supplied by the supplier within the time limit specified in the supply order failing which the order is likely to be withdrawn.
7. The validity period of the quotation/tender and Guarantee/Warranty period of the material, if any, should be mentioned specifically. The offer must be valid for a period of atleast three months from the date of opening of quotation/tender.
8. The University/its Offices at Hisar and outstations do not make payment in advance or against documents through Bank. However, as a matter of general policy we try to make the payment within 30 days of the delivery subject to proper installation, wherever applicable and satisfaction of the Inspection Committee.
9. The quantity can be increased/decreased by the University.
10. The current price list duly authenticated by the manufacturer with date, signature and seal along with literature/pamphlets may also be supplied along with the offer.
11. If you or your principals are on rate contract with DGS&D, DS&D, Haryana, Controller of Stores, this may be mentioned specifically in your offer and the same duly attested may also be attached.

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Head (Oilseeds Section)  
Deptt. of Genet. & Plant Breeding  
CCS Haryana Agril. University, Hisar



12. The University is situated outside the municipal limits and as such no octroi is payable by us if the material is sent by rail/full truck load. In case the material is received through goods transport company by road, the transport companies charged delivery charges, labour charges and octroi charges. It may be mentioned specifically as to whether the material will be sent by rail or by road through goods transport company.
13. The make and complete specifications of the material should be clearly mentioned and catalogue if any be sent. (make/specification will be given by the HAU).
14. The acceptance of the material is subject to approval of our Inspection Committee/Technical Committee or Experts.
15. The acceptance of the quotation/tender will rest with the CPC which does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore. The CPC reserves the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest.
16. It is our policy to make all purchases from the manufacturers or through their authorized dealers. If you are manufacturer/authorized dealer, proof thereof may kindly be given along with the quotation/tender failing which the same is likely to be rejected without assigning any reason. A copy of the letter from the manufacturers may kindly be attached being authorized dealer/stockist/distributor or agent etc.
17. The University is registered with the Department of Science and Industrial Research, Ministry of Science and Technology, New Delhi in terms of Govt. Notification No. Notification No.10/97-Central Excise dated 1 March, 1997 and Notification No.51/96-Custom dated 23 July, 1996 vide Registration No. TU/V/RG-CDE (74)/2015 dated 5.11.2015 upto 31.08.2020. Thus the University is exempted from payment of Custom duty and Excise duty. The consignee will issue necessary certificate duly countersigned by the Registrar, CCS HAU, Hisar.
18. It may be certified that you have not been debarred/black listed for any reason by DGS&D, DS&D Haryana or any State Govt./University/PSU etc. If so particulars of the same be furnished. Concealing of facts will not only lead to cancellation of the supply order but may also warrant legal action.
19. For any enquiry, the undersigned can be contacted at Phone No.01662-284317 & or 01662-255419 on working days (Monday to Saturday except 2<sup>nd</sup> Saturday) during office hours (9.00 A.M. to 4.00 P.M. during August to April and 7.00 A.M. to 1.30 P. M. during May to July).
20. The family members of the university employees are not allowed to send their quotations/tenders. Such quotations/tenders, if received, will outrightly be rejected.
21. The disputes, if any, shall be subject to jurisdiction of Hisar Courts. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/dealers etc. shall be invalid and shall have no legal sanctity.

**Terms and conditions for the material to be imported**

1. Country of origin should be mentioned.
2. Goods supplied should conform to the standards mentioned in the technical specifications or as latest standards issued by the concerned institution.

3. **Performance security:** The responsive bidder shall be required to deposit Performance security equivalent to **five per cent** of the cost of material ordered valid for guarantee/warranty period plus 75 days.
4. The material supplied shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery of material. The insurance shall be in an amount equal to 110 percent of CIF or CIP value of goods.
5. **Warranty/Guarantee:** the material be quoted with Warranty/Guarantee period of 12 months after the date of delivery and acceptance at final destination or 18 months after the date of shipment from the port or place of loading whichever is earlier.
6. **Payment:** On shipment 90% of the cost of material shall be paid through Letter of Credit established in a Bank of its country and upon submission of the documents as specified below. Letter of credit shall be established in a bank of its country and the standard conditions as per Reserve Bank of India Policy shall be applicable.
7. **Balance Payment:** Balance 10 percent payment shall be paid within 30 days of receipt of claim supported by the acceptance certificate issued by the Purchaser's representative.  
**Payment of local currency portion including Agency commission, if any, including AMC shall be made in Indian currency within 30 days of presentation of claim supported by a Certificate from the purchaser declaring that the goods have been delivered and all other contract services have been performed.**
8. **Conversion Rates:** The conversion rates of foreign currency shall be taken into consideration as applicable on the date of opening of the tenders.
9. **Bid Security:** Bid security should be valid for 45 days beyond the validity of the bids
10. **Validity:** The tender should be valid at least 45 days from the date of opening of tenders.
11. **Clarifications on tenders:** During evaluation of the tenders, the purchaser may, at its discretion, ask the bidder for clarification of bids. The request for clarification and the response shall be in writing, and no change in prices or substance of the tender will be sought, offered or permitted.
12. **Purchaser's right to accept/or reject any or all the tenders:** The purchaser reserves the right to accept/or reject any or all the bids and to annul the bidding process and reject all the bids at any time prior of placing the supply order without assigning any reasons therefore without any obligations to inform the affected bidders.
13. **Taxes & Duties:** It will be the responsibility of the supplier for the payment of all taxes and duties to their respective Govt.
14. **Custom Duty:** Chaudhary Charan Singh Haryana Agricultural University, Hisar is exempted from payment of Custom Duty as per notification issued by the Govt. of India. Hence no custom duty shall be paid except to the extent payable. However necessary documents, certificate in this regard shall be supplied by the Purchaser well in time only on receipt of information /documents regarding shipment of material.
15. **Liquidated damages:** The applicable rate of liquidated damages is 0.5% per week or part thereof and a maximum deduction/recovery is 10% of the contract price. This will be applicable

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when the material is not supplied during delivery period mentioned in the supply order and/or not installed within the stipulated period.

16. **Right to cancel the execution of supply order/contract:** When the required material is not supplied by the supplier within the delivery period as per contract/supply order and the liquid damages cross the limit of 10% the purchaser reserves the right to cancel the execution of supply order/contract and reserves the right to recover the Liquid damages out of the EMD/or Performance security besides other action as deemed proper.

17. **Delivery Documents** Within 24 hours of shipment, the supplier shall notify. The purchaser and the Insurance Company by cable or telex or Fax the full of the shipment including contract number, Description of Goods, quantity, the vessel, the bill of landing number and date, port of loading, date of shipment, port of discharge etc. The supplier shall mail the following documents to the Purchaser, with a copy to the Insurance Company:

- i) 4 copies of Supplier's Invoice showing Goods description, quantity, unit price and total amount.
- ii) Original and 4 copies of the negotiable, clean, on band bill of landing marked freight prepaid and 4 copies of non-negotiable bill of landing.
- iii) 4 copies of packing list identifying contents of each package.
- iv) Insurance Certificate.
- v) Manufacturer's/Supplier's Certificate.
- vi) Inspection Certificate issued by the nominated Inspection Agency and the Supplier's Factory Inspection Report
- vii) Certificate of Origin.
- viii) Excise Gate Pass (octroi receipts wherever applicable) duly sealed indicating payment made; and
- ix) Any of the documents evidencing payments of Statutory Taxes.

The above documents shall be received by the Purchaser at least one week before arrival of Goods at the port or place of arrival and, if not received, the Supplier will be responsible for any consequent expenses.

*Nisi*  
 Head (Oilseeds Section)  
 Deptt. of Genet. & Plant Breeding  
 CCS Haryana Agril. University, Hisar

## 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 tender's 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.



### **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>

### **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):**

#### **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 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. 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)**

### **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.

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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
	In the event of making Payment through NEFT/RTGS	<p>Do's</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> <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> <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'</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 parties 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</li> </ul>

mentioned on the challan.  
 • Bidder must do the payment before tender validity gets expired

**Don't** • Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise:

- 1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account
- 2) Incorrect Beneficiary account number mentioned(<client code> + <random number>):-

a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.

- 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.

In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.

- 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 combination.

- 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.

- 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

Director(S&P)  
 CCS Haryana Agri. University, Hisar

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Head (Oilseeds Section)  
 Deptt. of Genet. & Plant Breeding  
 CCS Haryana Agril. University, Hisar



### Certificate

This is to certify that the technical specifications provided for the proposed procurement of equipment are generic, broad-based, and performance-oriented, and do not refer to or favor any specific brand, manufacturer, or company.

The specifications have been prepared solely to meet the functional, operational, and academic/research requirements of the department and are intended to allow fair and open competition among eligible suppliers complying with the stated criteria.

Name of Indenter: Dr. NISHA KUMARI  
Designation: Assistant Scientist  
Department: Oilseeds Section, GAPB

Head (Oilseeds Section)  
Deptt. of Genet. & Plant Breeding  
CCS Haryana Agril. University, Hisar

Signature: [Signature]  
Date: 12/11/26

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## **CCSHAU, Hisar**

**Director (Store & Purchase)**

**CCSHAU, Hisar**

**Ph. No.01662-255419**

**Email: [directorspo@gmail.com](mailto:directorspo@gmail.com), [spo@hau.ernet.in](mailto:spo@hau.ernet.in)**

### **STANDARD BIDDING DOCUMENT PROCUREMENT OF ELISA READER FOR OILSEED SECTION, CCSHAU, HISAR**

**PART 1: COMPLETE BIDDING DOCUMENT**

**NAME OF WORK: - PURCHASE OF ELISA READER FOR  
OILSEED SECTION, CCSHAU, HISAR**

**DNIT Amount: Rs. 5.0 lakhs (Approx.)**



**PART 1: COMPLETE BIDDING DOCUMENT****TABLE OF CONTENTS**

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4.	<b>Terms and conditions</b>	<b>7-10</b>
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Head (Oilseeds Section)  
Deptt. of Genet. & Plant Breeding  
CCS Haryana Agril. University, Hisar

**Director (Store & Purchase)**  
**Ch. Charan Singh Haryana Agricultural University, Hisar**  
 (Established by Parliament Act No. 16 of 1970)

**TENDER NOTICE**

The Bids/tenders are invited from the eligible bidders through online bids in the website:  
<http://haryanaeprocurement.gov.in> for the work detailed in the table.

Sr. No.	Description of Job Work	Appr. cost Rs. (Lakh)	Esti. Rs.	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Time of opening T/Fin. bids
1.	PURCHASE OF ELISA READER FOR OILSEED SECTION, CCSHAU, HISAR	5.0		25,000.00	e-Service Fee Rs. <del>1000/-</del> Document Fee Rs. <del>3000/-</del> 1150/-	22/1/2025 (09:00 hours)	11/2/2025 upto 17:00 hours	11/2/2025 upto 17:00 hours	Tech. Bid 12/2-2025 at 10:00 A.M Financial Bid 16/02/2025 at 10:00 A.M

- (i) Cost of Bid document (to be paid Online) is above mentioned (nonrefundable) for bid to be deposited through Debit Cards & Internet Banking Accounts.
- (ii) The further details and e-tendering schedule visit <https://haryanaeprocurement.gov.in> & University Website <https://hau.ernet.in>
- (iii) E-Service fee Rs. ~~4000/-~~ required to be filled/provided at the time of online bid preparation stage.  
 1150/-

*[Signature]*  
 Director (Store & Purchase)  
 CCSHAU, Hisar

*Nish*

Head (Oilseeds Section)  
 Deptt. of Genet. & Plant Breeding  
 CCS Haryana Agril. University, Hisar



## Detailed Specifications

### TECHNICAL SPECIFICATION FOR THE PURCHASE OF ELISA READER

- Filter based ELISA reader with halogen lamp as light source and single channel optics / single detector with silicon photo detectors for reliable results.
- Halogen Lamp should have minimum usage option, i.e. it's should get 'on' while reading and should be 'off' mode even the instrument is on standby mode.
- Should be compatible to wavelength range from 340 to 850nm, which is must for various ELISA applications.
- Should have easy access 8 position filter wheel.
- Instrument should be supplied with 3 standard filters of 405nm, 450nm and 620nm.
- Should have automatic calibration and self-diagnostics of any possible error in optical alignment before each program reading.
- Should be able to read 96 well format microwell plate in 6 seconds.
- The instrument should run in stand-alone mode OR with computer & software controlled.
- Internal software (standalone mode) should have all the basic application related to ELISA like quality control, qualitative classification, standard graph etc.
- Computer software should be supplied with unlimited user licenses and should have reading as well as data analysis option including standard curve fit, qualitative classifications, quality control etc.
- System should be able to run in stand-alone mode using 4.5-inch color display and keypad.
- The instrument should have a memory of 99 inbuilt protocols in stand-alone mode and 100 result memory.
- The instrument should have 2 USB ports, one for the easy data transfer and another to connect printer directly to the unit.
- System should have USB port for external printer connectivity option for the data printout.
- Instrument should be CE mark.
- Warranty 01 Year

#### Data Analysis Software:

- Software should have option for area selection. i.e., different protocols at different area of the same plate.
- Database based software to run backups of all data, restore back up data (in case of hardware failure of original computer).
- Single software program should allow any number of measurement steps within the program.
- Data should be able to export in formats such as excel, pdf, xml, or note.

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Head (Oilseeds Section)  
Deptt. of Genet. & Plant Breeding  
CCS Haryana Agril. University, Hisar



### 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 Job Work	Appr. Esti. cost Rs. (Lakh)	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Time of opening T/Fin. bids
1.	PURCHASE OF ELISA READER FOR OILSEED SECTION, CCSHAU, HISAR	5.00	25,000.00	e-Service Fee Rs. <del>1000/-</del> Document Fee Rs. <del>3000/-</del> <b>1180/-</b>	<b>11/2/2025</b> (09:00 hours)	<b>11/2/2025</b> upto 17:00 hours	<b>11/2/2025</b> upto 17:00 hours	Tech. Bid <b>12/02/2025</b> at 10:00 A.M Financial Bid <b>15/02/2025</b> at 10:00 A.M

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.

- The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**
- 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 (Mention EMD Amount) 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 must remit the funds at least T+1 working day (Transaction Day + One working Day) in advance i.e. **on or before (11/2/2025 upto 17:00 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 (under document fee – Nonrefundable) 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 Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

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>	<u>22/1/2025</u> (09:00 hours)	<u>1/2/2025</u> upto 17:00 hours
2	<b>Technical Bid Opening</b>		<u>12/02/2025</u> at 10:00 A.M	
3	<b>Financial Bid Opening</b>		<u>16/02/2025</u> at 10:00 A.M	

#### 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.

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Head (Oilseeds Section)  
Deptt. of Genet. & Plant Breeding  
CCS Haryana Agril. University, Hisar



## ● Terms & conditions

1. The quotations received after due date/or time will be summarily rejected.
2. The security/earnest money equivalent to five per cent of the cost of material i.e. an amount of 5% of the total cost of the offered material rounded off to nearest Rs.10/- in the name of Director (Stores & Purchases), CCS HAU, Hisar
3. The material shall be supplied by the supplier within the time limit specified in the supply order. The delivery period can be extended by the Central Purchase Committee/or Store Purchase Officer only in exceptional cases on written request of the supplier explaining reasons/circumstances due to which the delivery period could not be adhered to. In case the material is not supplied within the delivery period, the supplier shall be liable to pay us compensation amount equivalent to one percent each day or such amount as the CPC/ Store Purchase Officer may decide that the quantity remains incomplete including installation, provided that entire amount of compensation shall not exceed 10% of the total amount of the cost of the material supplied. An appeal against these orders shall, however, lie with the Vice-Chancellor, CCS HAU, Hisar whose decision shall be final.
4. In case the supplier/contractor fails to execute the supply order/contract on the rates, terms & conditions as contained in the supply order within the stipulated period, the security/earnest money shall be forfeited besides any other action as may be considered necessary by the CPC
5. The rates should be quoted on price list less discount, FOR University Campus or offices situated at outstations as the case may be. The rates quoted Ex-Godown may be rejected. All charges payable by the University such as Sales Tax, Packing & Forwarding and other levies like Excise duty, Custom Duty, Octroi, etc. should be mentioned in the quotation/tender. The charges not mentioned in the quotation/tender shall not be paid by the University. The University does not issue Form 'C' or 'D'.
6. The supplies should be offered from ready stock. The material shall be supplied by the supplier within the time limit specified in the supply order failing which the order is likely to be withdrawn.
7. The validity period of the quotation/tender and Guarantee/Warranty period of the material, if any, should be mentioned specifically. The offer must be valid for a period of atleast three months from the date of opening of quotation/tender.
8. The University/its Offices at Hisar and outstations do not make payment in advance or against documents through Bank. However, as a matter of general policy we try to make the payment within 30 days of the delivery subject to proper installation, wherever applicable and satisfaction of the Inspection Committee.
9. The quantity can be increased/decreased by the University.
10. The current price list duly authenticated by the manufacturer with date, signature and seal along with literature/pamphlets may also be supplied along with the offer.
11. If you or your principals are on rate contract with DGS&D, DS&D, Haryana, Controller of Stores, this may be mentioned specifically in your offer and the same duly attested may also be attached.

*Handwritten signature*

Head (Oilseeds Section)  
Deptt. of Genet. & Plant Breeding  
CCS Haryana Agril. University, Hisar



12. The University is situated outside the municipal limits and as such no octroi is payable by us if the material is sent by rail/full truck load. In case the material is received through goods transport company by road, the transport companies charged delivery charges, labour charges and octroi charges. It may be mentioned specifically as to whether the material will be sent by rail or by road through goods transport company.

13. The make and complete specifications of the material should be clearly mentioned and catalogue if any be sent. (make/specification will be given by the HAU).

14. The acceptance of the material is subject to approval of our Inspection Committee/Technical Committee or Experts.

15. The acceptance of the quotation/tender will rest with the CPC which does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore. The CPC reserves the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest.

16. It is our policy to make all purchases from the manufacturers or through their authorized dealers. If you are manufacturer/authorized dealer, proof thereof may kindly be given along with the quotation/tender failing which the same is likely to be rejected without assigning any reason. A copy of the letter from the manufacturers may kindly be attached being authorized dealer/stockist/distributor or agent etc.

17. The University is registered with the Department of Science and Industrial Research, Ministry of Science and Technology, New Delhi in terms of Govt. Notification No. Notification No.10/97-Central Excise dated 1 March, 1997 and Notification No.51/96-Custom dated 23 July, 1996 vide Registration No. TU/V/RG-CDE (74)/2015 dated 5.11.2015 upto 31.08.2020. Thus the University is exempted from payment of Custom duty and Excise duty. The consignee will issue necessary certificate duly countersigned by the Registrar, CCS HAU, Hisar.

18. It may be certified that you have not been debarred/black listed for any reason by DGS&D, DS&D Haryana or any State Govt./University/PSU etc. If so particulars of the same be furnished. Concealing of facts will not only lead to cancellation of the supply order but may also warrant legal action.

19. For any enquiry, the undersigned can be contacted at Phone No.01662-284317 & or 01662-255419 on working days (Monday to Saturday except 2<sup>nd</sup> Saturday) during office hours (9.00 A.M. to 4.00 P.M. during August to April and 7.00 A.M. to 1.30 P. M. during May to July).

20. The family members of the university employees are not allowed to send their quotations/tenders. Such quotations/tenders, if received, will outrightly be rejected.

21. The disputes, if any, shall be subject to jurisdiction of Hisar Courts. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/dealers etc. shall be invalid and shall have no legal sanctity.

#### **Terms and conditions for the material to be imported**

1. Country of origin should be mentioned.
2. Goods supplied should conform to the standards mentioned in the technical specifications or as latest standards issued by the concerned institution.

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Head (Onseeds Section)  
Deptt. of Genet. & Plant Breeding  
CCS Haryana Agri. University, Hisar

3. **Performance security:** The responsive bidder shall be required to deposit Performance security equivalent to **five per cent** of the cost of material ordered valid for guarantee/warranty period plus 75 days.
4. The material supplied shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery of material. The insurance shall be in an amount equal to 110 percent of CIF or CIP value of goods.
5. **Warranty/Guarantee:** the material be quoted with Warranty/Guarantee period of 12 months after the date of delivery and acceptance at final destination or 18 months after the date of shipment from the port or place of loading whichever is earlier.
6. **Payment:** On shipment 90% of the cost of material shall be paid through Letter of Credit established in a Bank of its country and upon submission of the documents as specified below. Letter of credit shall be established in a bank of its country and the standard conditions as per Reserve Bank of India Policy shall be applicable.
7. **Balance Payment:** Balance 10 percent payment shall be paid within 30 days of receipt of claim supported by the acceptance certificate issued by the Purchaser's representative.  
**Payment of local currency portion including Agency commission, if any, including AMC shall be made in Indian currency within 30 days of presentation of claim supported by a Certificate from the purchaser declaring that the goods have been delivered and all other contract services have been performed.**
8. **Conversion Rates:** The conversion rates of foreign currency shall be taken into consideration as applicable on the date of opening of the tenders.
9. **Bid Security:** Bid security should be valid for 45 days beyond the validity of the bids
10. **Validity:** The tender should be valid at least 45 days from the date of opening of tenders.
11. **Clarifications on tenders:** During evaluation of the tenders, the purchaser may, at its discretion, ask the bidder for clarification of bids. The request for clarification and the response shall be in writing, and no change in prices or substance of the tender will be sought, offered or permitted.
12. **Purchaser's right to accept/or reject any or all the tenders:** The purchaser reserves the right to accept/or reject any or all the bids and to annul the bidding process and reject all the bids at any time prior of placing the supply order without assigning any reasons therefore without any obligations to inform the affected bidders.
13. **Taxes & Duties:** It will be the responsibility of the supplier for the payment of all taxes and duties to their respective Govt.
14. **Custom Duty:** Chaudhary Charan Singh Haryana Agricultural University, Hisar is exempted from payment of Custom Duty as per notification issued by the Govt. of India. Hence no custom duty shall be paid except to the extent payable. However necessary documents, certificate in this regard shall be supplied by the Purchaser well in time only on receipt of information /documents regarding shipment of material.
15. **Liquidated damages:** The applicable rate of liquidated damages is 0.5% per week or part thereof and a maximum deduction/recovery is 10% of the contract price. This will be applicable



when the material is not supplied during delivery period mentioned in the supply order and/or not installed within the stipulated period.

16. Right to cancel the execution of supply order/contract: When the required material is not supplied by the supplier within the delivery period as per contract/supply order and the liquid damages cross the limit of 10% the purchaser reserves the right to cancel the execution of supply order/contract and reserves the right to recover the Liquid damages out of the EMD/or Performance security besides other action as deemed proper.

17. **Delivery Documents** Within 24 hours of shipment, the supplier shall notify. The purchaser and the Insurance Company by cable or telex or Fax the full of the shipment including contract number, Description of Goods, quantity, the vessel, the bill of landing number and date, port of loading, date of shipment, port of discharge etc. The supplier shall mail the following documents to the Purchaser, with a copy to the Insurance Company:

- i) 4 copies of Supplier's Invoice showing Goods description, quantity, unit price and total amount.
- ii) Original and 4 copies of the negotiable, clean, on band bill of landing marked freight prepaid and 4 copies of non-negotiable bill of landing.
- iii) 4 copies of packing list identifying contents of each package.
- iv) Insurance Certificate.
- v) Manufacturer's/Supplier's Certificate.
- vi) Inspection Certificate issued by the nominated Inspection Agency and the Supplier's Factory Inspection Report
- vii) Certificate of Origin.
- viii) Excise Gate Pass (octroi receipts wherever applicable) duly sealed indicating payment made; and
- ix) Any of the documents evidencing payments of Statutory Taxes.

The above documents shall be received by the Purchaser at least one week before arrival of Goods at the port or place of arrival and, if not received, the Supplier will be responsible for any consequent expenses.

*Handwritten signature*

Head (Oilseeds Section)  
Deptt. of Genet. & Plant Breeding  
CCS Haryana Agril. University, Hisar

## **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 tender's 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.



**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>

**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):****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 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. 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)**

## **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.

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- 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
	In the event of making Payment through NEFT/RTGS	<p>Do's</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:               <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> </li> <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'</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 parties 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</li> </ul>

mentioned on the challan.  
 • Bidder must do the payment before tender validity gets expired

**Don't** • Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise:

1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account  
 2) Incorrect Beneficiary account number mentioned(<client code> + <random number>):-

a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.  
 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.

In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.

• 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.

• 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.

• 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

Director(S&P)  
 CCS Haryana Agri. University, Hisar

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Head (Oilseeds Section)  
 Deptt. of Genet. & Plant Breeding  
 CCS Haryana Agri. University, Hisar



### Certificate

This is to certify that the technical specifications provided for the proposed procurement of equipment are generic, broad-based, and performance-oriented, and do not refer to or favor any specific brand, manufacturer, or company.

The specifications have been prepared solely to meet the functional, operational, and academic/research requirements of the department and are intended to allow fair and open competition among eligible suppliers complying with the stated criteria.

Name of Indenter: Dr. NISHA KUMARI

Designation: Assistant Scientist

Department: oilseeds Section, G&PB

Signature: Nisha

Date: 12/1/26

Head (Oilseeds Section)  
Dept. of Genet. & Plant Breeding  
CCS Haryana Agril. University, Hisar



## **CCSHAU, Hisar**

**Director (Store & Purchase)**

**CCSHAU, Hisar**

**Ph. No.01662-255419**

**Email: directorspo@gmail.com, spo@hau.ernet.in**

### **STANDARD BIDDING DOCUMENT PROCUREMENT OF REFRIGERATED CENTRIFUGE FOR OILSEED SECTION, CCSHAU, HISAR**

**PART 1: COMPLETE BIDDING DOCUMENT**

**NAME OF WORK: - PURCHASE OF REFRIGERATED  
CENTRIFUGE FOR OILSEED SECTION, CCSHAU, HISAR**

**DNIT Amount: Rs. 8.00 lakhs (Approx.)**



**PART 1: COMPLETE BIDDING DOCUMENT****TABLE OF CONTENTS**

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1/12

Head (Oilseeds Section)  
Deptt. of Genet. & Plant Breeding  
CCS Haryana Agril. University, Hisar

**Director (Store & Purchase)**  
**Ch. Charan Singh Haryana Agricultural University, Hisar**  
 (Established by Parliament Act No. 16 of 1970)

**TENDER NOTICE**

The Bids/tenders are invited from the eligible bidders through online bids in the website:  
<http://haryanaeprocurement.gov.in> for the work detailed in the table.

Sr. No.	Description of Job Work	Appr. Esti. cost Rs. (Lakh)	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Time of opening T/Fin. bids
1.	REFRIGERATED CENTRIFUGE FOR OILSEED SECTION, CCSHAU, HISAR	8.00	40,000.00	e-Service Fee Rs. <del>1000/-</del> + Document Fee Rs. <del>3000/-</del> <b>1180/-</b>	<del>12/1/2025</del> <b>11/1/2025</b> (09:00 hours)	<del>11/1/2025</del> <b>11/1/2025</b> upto 17:00 hours	<del>11/1/2025</del> <b>11/1/2025</b> upto 17:00 hours	Tech. Bid <del>12/1/2025</del> at 10:00 A.M Financial Bid <del>16/1/2025</del> at 10:00 A.M

- (i) Cost of Bid document (to be paid Online) is above mentioned (nonrefundable) for bid to be deposited through Debit Cards & Internet Banking Accounts.
- (ii) The further details and e-tendering schedule visit <https://haryanaeprocurement.gov.in> & University Website <https://hau.ernet.in>
- (iii) E-Service fee Rs. ~~1000/-~~ required to be filled/provided at the time of online bid preparation stage.

**1180/-**

**Director (Store & Purchase)**  
**CCSHAU, Hisar**

Head (Oilseeds Section)  
 Deptt. of Genet. & Plant Breeding  
 CCS Haryana Agril. University, Hisar



## Detailed Specification

### TECHNICAL SPECIFICATION FOR THE PURCHASE OF REFRIGERATED CENTRIFUGE

- Max speed: more than 17,000 rpm or more & 30,000 g or more.
- Temperature range: -10°C to 40°C
- Microprocessor-controlled system with direct brushless induction drive.
- Max timer range: 99 h 59 min, continuous
- The centrifuge must offer Swing-Bucket plate rotor, fixed angle rotor for 1.5 / 2 ml, 5 ml., 15 ml and 50 ml. rotors or adaptors to meet current and future sample processing needs of the lab.
- UL Listed, European CE Marked / US FDA approved.
- The centrifuge must be capable to run 4 Standard or 2 deep well micro plates, PCR strips.
- Rotor should be made of Anodized aluminum and easy to remove and install the rotor.
- Machine must have automatic rotor recognition and imbalance detection to operate the machine in a safe manner.
- The centrifuge must be capable to run 48 x 1.5/2 ml tubes with Bio containment or aerosol-tight rotor lid.
- The centrifuge must be capable of running 24 - 30 spin columns tube fixed-angle rotor with bio-containment lid or aerosol-tight lid.
- The centrifuge must be capable of spinning at least 24-30 or more micro-Centrifuge tubes in a swinging bucket rotor with a minimum g-force of 12,500 x g
- The centrifuge must have a low profile for easy access by the end-user.
- Instrument with have an in-built condensate drain or equivalent facility to prevent water accumulation within the chamber.
- The centrifuge should have 5 or more program keys for easy access to Programs.
- Warranty: 3 year.

#### Following rotor/adapters required to quote along with centrifuge:

1. Metallic fixed angle rotor for 30 x 1.5 / 2 ml with Min. speed 14,000 rpm or more and RCF: 20,000 x g or more.
2. Metallic combined fixed angle rotor for min 6 - 8 x 50ml conical tubes & 6 - 8 x 15 ml conical tubes with speed: 7,500 rpm or more and RCF: 7,500 x g or more

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### 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 Job Work	Appr. Esti. cost Rs. (Lakh)	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Time of opening T/Fin. bids
1.	REFRIGERATED CENTRIFUGE FOR OILSEED SECTION, CCSHAU, HISAR	8.00	40,000.00	e-Service Fee Rs. <del>1000/-</del> Document Fee Rs. <del>3000/-</del> 1150/-	22/7/2025 (09:00 hours)	4/2/2026 upto 17:00 hours	4/2/2026 upto 17:00 hours	Tech. Bid 12/2/2025 at 10:00 A.M Financial Bid 14/2/2025 at 10:00 A.M

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.

- The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.
- 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 (Mention EMD Amount) 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 must remit the funds at least T+1 working day (Transaction Day + One working Day) in advance i.e. on or before (12/2/2025 upto 17:00 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 (under document fee – Nonrefundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The

Head (Oilseeds Section)  
Deptt. of Genet. & Plant Breeding  
CCS Haryana Agril. University, Hisar



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 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		Tender Document Download and Bid Preparation/Submission	12/12/2025 (09:00 hours)	14/12/2025 upto 17:00 hours
2	Technical Bid Opening		12/12/2025 at 10:00 A.M	
3	Financial Bid Opening		16/12/2025 at 10:00 A.M	

#### 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.

Head (Oilseeds Section)  
Deptt. of Genet. & Plant Breeding  
CCS Haryana Agril. University, Hisar

Envelope 1: Technical Bid



## Terms & conditions

1. The quotations received after due date/or time will be summarily rejected.
2. The security/earnest money equivalent to five per cent of the cost of material i.e. an amount of 5% of the total cost of the offered material rounded off to nearest Rs.10/- in the name of Director (Stores & Purchases), CCS HAU, Hisar
3. The material shall be supplied by the supplier within the time limit specified in the supply order. The delivery period can be extended by the Central Purchase Committee/or Store Purchase Officer only in exceptional cases on written request of the supplier explaining reasons/circumstances due to which the delivery period could not be adhered to. In case the material is not supplied within the delivery period, the supplier shall be liable to pay us compensation amount equivalent to one percent each day or such amount as the CPC/ Store Purchase Officer may decide that the quantity remains incomplete including installation, provided that entire amount of compensation shall not exceed 10% of the total amount of the cost of the material supplied. An appeal against these orders shall, however, lie with the Vice-Chancellor, CCS HAU, Hisar whose decision shall be final.
4. In case the supplier/contractor fails to execute the supply order/contract on the rates, terms & conditions as contained in the supply order within the stipulated period, the security/earnest money shall be forfeited besides any other action as may be considered necessary by the CPC
5. The rates should be quoted on price list less discount, FOR University Campus or offices situated at outstations as the case may be. The rates quoted Ex-Godown may be rejected. All charges payable by the University such as Sales Tax, Packing & Forwarding and other levies like Excise duty, Custom Duty, Octroi, etc. should be mentioned in the quotation/tender. The charges not mentioned in the quotation/tender shall not be paid by the University. The University does not issue Form 'C' or 'D'.
6. The supplies should be offered from ready stock. The material shall be supplied by the supplier within the time limit specified in the supply order failing which the order is likely to be withdrawn.
7. The validity period of the quotation/tender and Guarantee/Warranty period of the material, if any, should be mentioned specifically. The offer must be valid for a period of atleast three months from the date of opening of quotation/tender.
8. The University/its Offices at Hisar and outstations do not make payment in advance or against documents through Bank. However, as a matter of general policy we try to make the payment within 30 days of the delivery subject to proper installation, wherever applicable and satisfaction of the Inspection Committee.
9. The quantity can be increased/decreased by the University.
10. The current price list duly authenticated by the manufacturer with date, signature and seal along with literature/pamphlets may also be supplied along with the offer.
11. If you or your principals are on rate contract with DGS&D, DS&D, Haryana, Controller of Stores, this may be mentioned specifically in your offer and the same duly attested may also be attached.

*N. Jha*

Head (Oilseeds Section)  
Deptt. of Genet. & Plant Breeding  
CCS Haryana Agri. University, Hisar



12. The University is situated outside the municipal limits and as such no octroi is payable by us if the material is sent by rail/full truck load. In case the material is received through goods transport company by road, the transport companies charged delivery charges, labour charges and octroi charges. It may be mentioned specifically as to whether the material will be sent by rail or by road through goods transport company.

13. The make and complete specifications of the material should be clearly mentioned and catalogue if any be sent. (make/specification will be given by the HAU).

14. The acceptance of the material is subject to approval of our Inspection Committee/Technical Committee or Experts.

15. The acceptance of the quotation/tender will rest with the CPC which does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore. The CPC reserves the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest.

16. It is our policy to make all purchases from the manufacturers or through their authorized dealers. If you are manufacturer/authorized dealer, proof thereof may kindly be given along with the quotation/tender failing which the same is likely to be rejected without assigning any reason. A copy of the letter from the manufacturers may kindly be attached being authorized dealer/stockist/distributor or agent etc.

17. The University is registered with the Department of Science and Industrial Research, Ministry of Science and Technology, New Delhi in terms of Govt. Notification No. Notification No.10/97-Central Excise dated 1 March, 1997 and Notification No.51/96-Custom dated 23 July, 1996 vide Registration No. TU/V/RG-CDE (74)/2015 dated 5.11.2015 upto 31.08.2020. Thus the University is exempted from payment of Custom duty and Excise duty. The consignee will issue necessary certificate duly countersigned by the Registrar, CCS HAU, Hisar.

18. It may be certified that you have not been debarred/black listed for any reason by DGS&D, DS&D Haryana or any State Govt./University/PSU etc. If so particulars of the same be furnished. Concealing of facts will not only lead to cancellation of the supply order but may also warrant legal action.

19. For any enquiry, the undersigned can be contacted at Phone No.01662-284317 & or 01662-255419 on working days (Monday to Saturday except 2<sup>nd</sup> Saturday) during office hours (9.00 A.M. to 4.00 P.M. during August to April and 7.00 A.M. to 1.30 P. M. during May to July).

20. The family members of the university employees are not allowed to send their quotations/tenders. Such quotations/tenders, if received, will outrightly be rejected.

21. The disputes, if any, shall be subject to jurisdiction of Hisar Courts. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/dealers etc. shall be invalid and shall have no legal sanctity.

#### **Terms and conditions for the material to be imported**

1. Country of origin should be mentioned.
2. Goods supplied should conform to the standards mentioned in the technical specifications or as latest standards issued by the concerned institution.

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Head (Oilseeds Section)  
Deptt. of Genet. & Plant Breeding  
CCS Haryana Agril. University, Hisar

3. **Performance security:** The responsive bidder shall be required to deposit Performance security equivalent to **five per cent** of the cost of material ordered valid for guarantee/warranty period plus 75 days.
4. The material supplied shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery of material. The insurance shall be in an amount equal to 110 percent of CIF or CIP value of goods.
5. **Warranty/Guarantee:** the material be quoted with Warranty/Guarantee period of 12 months after the date of delivery and acceptance at final destination or 18 months after the date of shipment from the port or place of loading whichever is earlier.
6. **Payment:** On shipment 90% of the cost of material shall be paid through Letter of Credit established in a Bank of its country and upon submission of the documents as specified below. Letter of credit shall be established in a bank of its country and the standard conditions as per Reserve Bank of India Policy shall be applicable.
7. **Balance Payment:** Balance 10 percent payment shall be paid within 30 days of receipt of claim supported by the acceptance certificate issued by the Purchaser's representative.  
**Payment of local currency portion including Agency commission, if any, including AMC shall be made in Indian currency within 30 days of presentation of claim supported by a Certificate from the purchaser declaring that the goods have been delivered and all other contract services have been performed.**
8. **Conversion Rates:** The conversion rates of foreign currency shall be taken into consideration as applicable on the date of opening of the tenders.
9. **Bid Security:** Bid security should be valid for 45 days beyond the validity of the bids
10. **Validity:** The tender should be valid at least 45 days from the date of opening of tenders.
11. **Clarifications on tenders:** During evaluation of the tenders, the purchaser may, at its discretion, ask the bidder for clarification of bids. The request for clarification and the response shall be in writing, and no change in prices or substance of the tender will be sought, offered or permitted.
12. **Purchaser's right to accept/or reject any or all the tenders:** The purchaser reserves the right to accept/or reject any or all the bids and to annul the bidding process and reject all the bids at any time prior of placing the supply order without assigning any reasons therefore without any obligations to inform the affected bidders.
13. **Taxes & Duties:** It will be the responsibility of the supplier for the payment of all taxes and duties to their respective Govt.
14. **Custom Duty:** Chaudhary Charan Singh Haryana Agricultural University, Hisar is exempted from payment of Custom Duty as per notification issued by the Govt. of India. Hence no custom duty shall be paid except to the extent payable. However necessary documents, certificate in this regard shall be supplied by the Purchaser well in time only on receipt of information /documents regarding shipment of material.
15. **Liquidated damages:** The applicable rate of liquidated damages is 0.5% per week or part thereof and a maximum deduction/recovery is 10% of the contract price. This will be applicable

*Head (Oilseeds Section)  
Deptt. of Genet. & Plant Breeding  
CCS Haryana Agril. University, Hisar*



when the material is not supplied during delivery period mentioned in the supply order and/or not installed within the stipulated period.

16. Right to cancel the execution of supply order/contract: When the required material is not supplied by the supplier within the delivery period as per contract/supply order and the liquid damages cross the limit of 10% the purchaser reserves the right to cancel the execution of supply order/contract and reserves the right to recover the Liquid damages out of the EMD/or Performance security besides other action as deemed proper.

17. **Delivery Documents** Within 24 hours of shipment, the supplier shall notify. The purchaser and the Insurance Company by cable or telex or Fax the full of the shipment including contract number, Description of Goods, quantity, the vessel, the bill of landing number and date, port of loading, date of shipment, port of discharge etc. The supplier shall mail the following documents to the Purchaser, with a copy to the Insurance Company:

- i) 4 copies of Supplier's Invoice showing Goods description, quantity, unit price and total amount.
- ii) Original and 4 copies of the negotiable, clean, on band bill of landing marked freight prepaid and 4 copies of non-negotiable bill of landing.
- iii) 4 copies of packing list identifying contents of each package.
- iv) Insurance Certificate.
- v) Manufacturer's/Supplier's Certificate.
- vi) Inspection Certificate issued by the nominated Inspection Agency and the Supplier's Factory Inspection Report
- vii) Certificate of Origin.
- viii) Excise Gate Pass (octroi receipts wherever applicable) duly sealed indicating payment made; and
- ix) Any of the documents evidencing payments of Statutory Taxes.

The above documents shall be received by the Purchaser at least one week before arrival of Goods at the port or place of arrival and, if not received, the Supplier will be responsible for any consequent expenses.

*Nil*

Head (Oilseeds Section)  
Deptt. of Genet. & Plant Breeding  
CCS Haryana Agril. University

## **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 tender's 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.

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Head (Oilseeds Section)  
Deptt. of Genet. & Plant Breeding  
CCS Haryana Agril. University, Hisar



### 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>

### 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):**

#### 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 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. 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)**

*Kish*

Head (Oilseeds Section)  
Deptt. of Genet. & Plant Breeding  
CCS Haryana Agril. University, Hisar

### **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.

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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
	<b>In the event of making Payment through NEFT/RTGS</b>	<p>Do's</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> <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> <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'</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 parties 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</li> </ul>

mentioned on the challan.  
 • Bidder must do the payment before tender validity gets expired

**Don't** • Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise:  
 1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account  
 2) Incorrect Beneficiary account number mentioned(<client code> + <random number>):-  
 a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.  
 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.  
 In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.  
 • 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.  
 • 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.  
 • 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

*Amul*  
 Director(S&P) 20/01/2026  
 CCS Haryana Agri. University, Hisar

*MSL*  
 Head (Oilseeds Section)  
 Deptt. of Genet. & Plant Breeding  
 CCS Haryana Agril. University, Hisar



### Certificate

This is to certify that the technical specifications provided for the proposed procurement of equipment are generic, broad-based, and performance-oriented, and do not refer to or favor any specific brand, manufacturer, or company.

The specifications have been prepared solely to meet the functional, operational, and academic/research requirements of the department and are intended to allow fair and open competition among eligible suppliers complying with the stated criteria.

Name of Indenter: Dr. NISHA KUMARI

Designation: Assistant Scientist

Department: Oilseeds Section, GPB

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Head (Oilseeds Section)  
Dept. of Genet. & Plant Breeding  
CCS Haryana Agril. University, Hisar



## CCS HAU, HISAR

Director (Store & Purchase)

CCS HAU, HISAR

Ph. No. 01662-255419

E-mail [directorspo@gmail.com](mailto:directorspo@gmail.com) [spo@hau.ernet.in](mailto:spo@hau.ernet.in)

**STANDARD BIDDING DOCUMENT PROCUREMENT OF 10  
Desktops for the Internt lab of Nehru Library, CCSHAU,  
Hisar.**

### PART-1 COMPLETE BIDDING DOCUMENT

**Name of purchase: Purchase of 10 Desktops for the Internt lab of  
Nehru Librar, CCSHAU, Hisar.**

**DNIT Amount 07.00 Lac (Approx)**

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**Director (Stores & Purchase)**  
**Ch. Charan Singh Haryana Agricultural University, Hisar**  
(Established by Parliament Act No. 16 of 1970)

**TENDER NOTICE**

The Bids/tenders are invited from the eligible bidders through online bids in the website:  
<http://etenders.hry.nic.in> for the purchase detailed in the table.

Sr. No.	Description of Job work	Appr. Esti. costRs. (Lakh)	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Date/Time of opening T/Fin. bids
1.	Purchase of 10 Desktops for the Internet lab of Nehru Library CCSHAU, Hisar	07.00	35,000/-	Tender Document Rs. 1000/- e-Service Fee Rs. 1180/-	22/11/2026	21/11/2026 upto 17:00 hours	11/12/2026 upto 17:00 hours	Tech. Bid 12/12/2026 at 10:00 A.M & Finance Bid 16/12/2026 at 10:00 A.M

- (i) Cost of Bid document (to be paid Online) is above mentioned (non refundable) for bid to be deposited through **Debit Cards & Internet Banking Accounts**.
- (ii) The further details and e-tendering schedule visit <https://etenders.hry.nic.in> & University Website <https://hau.ac.in>
- (iii) E-Service fee Rs. 1180/- required to be filled/provided at the time of online bid preparation stage.
- (iv) Corrigendum if any will be issued on the University website only.

  
19/10/2026  
**Director (Stores & Purchase)**  
**CCSHAU, Hisar**



**Particulars of the material to be purchased**



Sr. No.	Items to be purchased
1.	Purchase of 10 Desktops for the Internet lab of Nehru Library, CCSHAU, Hisar

*Sh. [Signature]*

## SPECIFICATIONS

Purchase of 10 desktops for the Internet lab of Nehru Library, CCSHAU, Hisar

<i>Technical Specification of Desktop</i>		
<i>Sr. No</i>	<i>Parameter</i>	<i>Value/Range/Requirement</i>
1.	<i>Desktop Model</i>	<i>Commercial series (windows based machine)</i>
2.	<i>Processor Make:</i>	<i>Intel</i>
3.	<i>Processor Generation:</i>	<i>13<sup>th</sup> or higher</i>
4.	<i>Number of Cores per Processor:</i>	<i>8 or higher</i>
5.	<i>Processor Description:</i>	<i>Intel Core i5</i>
6.	<i>Processor Base Frequency (GHz)</i>	<i>2.5 or higher</i>
7.	<i>Chipset</i>	<i>Q series</i>
8.	<i>Operating System</i>	<i>Windows 11 Pro or latest version</i>
9.	<i>System Type</i>	<i>64 bit</i>
10.	<i>RAM Size (GB):</i>	<i>16 GB or above</i>
11.	<i>Internal storage:</i>	<i>512 GB SSD or above</i>
12.	<i>Input Device</i>	<i>USB wired keyboard and USB Optical Mouse</i>
13.	<i>LED Backlit Monitor Size (Inches)</i>	<i>21.5 or above</i>
14.	<i>Monitor Resolution (Pixels):</i>	<i>1920x1080</i>
15.	<i>Bluetooth and Wifi enabled</i>	<i>Yes</i>
16.	<i>On Site OEM Warranty (Year)</i>	<i>At least 3</i>
17.	<i>Other Softwares</i>	<i>Microsoft Office 2021</i>
18.	<i>MAF certificate is mandatory</i>	



### DETAIL NOTICE INVITING E-TENDER

E-tender is invited for below mentioned Security Job 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 Envelop):-

Sr. No.	Description of Work/Items	EMD to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Bid Submission	Expiry date & Time of Bid Preparation & Submission
1	Purchase of 10 Desktops for the Internet lab of Nehru Library, CCSHAU, Hisar		Tender Document Rs. <del>1000/-</del> e-Service Fee Rs.1180/-	22/11/2026 (09:00 hrs)	11/12/2026 upto 17:00 hours	11/12/2026 upto 17:00 hours

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.

- The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**
- 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 of (Rs. 250000/-) 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 must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. **on or before ( 11/12/26 ); 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>.**

The interested bidders shall have to pay mandatorily e-Service fee (under document 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 Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

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		Tender Document Download and Bid Preparation/Submission	22/01/2026 (09:00 hours)	11/02/2026 upto 17:00 hours
2	Technical Bid Opening		12/02/2026 at 10:00 A.M	
3	Financial Bid Opening		16/02/2026 at 10:00 A.M	

#### 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.



## Terms & conditions

1. The quotations received after due date/or time will be summarily rejected.
2. The security/earnest money equivalent to 5% of the total cost of the material (upto 50.00 lakhs.) whereas the Security/Earnest Money equivalent to minimum 2.50 lakhs or 1% (one percent) of the total cost of the material whichever is higher for the material/equipments above Rs. 50.00 lakhs for tenders/e-tenders. The security will be rounded off to nearest Rs.10/- in the name of Director (Stores & Purchases), CCS HAU, Hisar
3. The material shall be supplied by the supplier within the time limit specified in the supply order. The delivery period can be extended by the Central Purchase Committee/or Store Purchase Officer only in exceptional cases on written request of the supplier explaining reasons/circumstances due to which the delivery period could not be adhered to. In case the material is not supplied within the delivery period, the supplier shall be liable to pay us compensation amount equivalent to one percent each day or such amount as the CPC/ Store Purchase Officer may decide that the quantity remains incomplete including installation, provided that entire amount of compensation shall not exceed 10% of the total amount of the cost of the material supplied. An appeal against these orders shall, however, lie with the Vice-Chancellor, CCS HAU, Hisar whose decision shall be final.
4. In case the supplier/contractor fails to execute the supply order/contract on the rates, terms & conditions as contained in the supply order within the stipulated period, the security/earnest money shall be forfeited besides any other action as may be considered necessary by the CPC
5. The rates should be quoted on price list less discount, FOR University Campus or offices situated at outstations as the case may be. The rates quoted Ex-Godown may be rejected. All charges payable by the University such as Sales Tax, Packing & Forwarding and other levies like Excise duty, Custom Duty, Octroi, etc. should be mentioned in the quotation/tender. The charges not mentioned in the quotation/tender shall not be paid by the University. The University does not issue Form 'C' or 'D'.
6. The supplies should be offered from ready stock. All supplies will have to be executed within 15 days of the issue of supply order failing which the order is likely to be withdrawn.
7. The validity period of the quotation/tender and Guarantee/Warranty period of the material, if any, should be mentioned specifically. The offer must be valid for a period of atleast three months from the date of opening of quotation/tender.
8. The University/its Offices at Hisar and outstations do not make payment in advance or against documents through Bank. However, as a matter of general policy we try to make the payment within 30 days of the delivery subject to proper installation, wherever applicable and satisfaction of the Inspection Committee.
9. The quantity can be increased/decreased by the University.
10. The current price list duly authenticated by the manufacturer with date, signature and seal along with literature/pamphlets may also be supplied along with the offer.

11. If you or your principals are on rate contract with DGS&D, DS&D, Haryana, Controller of Stores, this may be mentioned specifically in your offer and the same duly attested may also be attached.





12. The University is situated outside the municipal limits and as such no octroi is payable by us if the material is sent by rail/full truck load. In case the material is received through goods transport company by road, the transport companies charged delivery charges, labour charges and octroi charges. It may be mentioned specifically as to whether the material will be sent by rail or by road through goods transport company.
13. The make and complete specifications of the material should be clearly mentioned and catalogue if any be sent.(make/specification will be given by the HAU).
14. The acceptance of the material is subject to approval of our Inspection Committee/Technical Committee or Experts.
15. The acceptance of the quotation/tender will rest with the CPC which does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore. The CPC reserves the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest.
16. It is our policy to make all purchases from the manufacturers or through their authorized dealers. If you are manufacturer/authorized dealer, proof thereof may kindly be given alongwith the quotation/tender failing which the same is likely to be rejected without assigning any reason. A copy of the letter from the manufacturers may kindly be attached being authorized dealer/stockist/distributor or agent etc.
17. The University is registered with the Department of Science and Industrial Research, Ministry of Science and Technology, New Delhi in terms of Govt. Notification No. Notification No.10/97-Central Excise dated 1 March, 1997 and Notification No.51/96-Custom dated 23 July, 1996 vide Registration No. TU/V/RG-CDE (74)/2015 dated 5.11.2015 upto 31.08.2020. Thus the University is exempted from payment of Custom duty and Excise duty. The consignee will issue necessary certificate duly countersigned by the Registrar, CCS HAU, Hisar.
18. It may be certified that you have not been debarred/black listed for any reason by DGS&D, DS&D Haryana or any State Govt./University/PSU etc. If so particulars of the same be furnished. Concealing of facts will not only lead to cancellation of the supply order but may also warrant legal action.
19. For any enquiry, the undersigned can be contacted at Phone No.01662-284317 & or 01662-255419 on working days (Monday to Saturday except 2<sup>nd</sup> and 4<sup>th</sup> Saturday) during office hours (9.00 A.M. to 5.00 P.M. during August to April and 7.00 A.M. to 2.00 P. M. during May to July).
20. The family members of the university employees are not allowed to send their quotations/tenders. Such quotations/tenders, if received, will outrightly be rejected.
21. The disputes, if any, shall be subject to jurisdiction of Hisar Courts. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/dealers etc. shall be invalid and shall have no legal sanctity.

### Terms and conditions for the material to be imported

1. Country of origin should be mentioned.
2. Goods supplied should conform to the standards mentioned in the technical specifications or as latest standards issued by the concerned institution.
3. **Performance security:** The responsive bidder shall be required to deposit Performance security equivalent to minimum 2.50 lakhs or 1% (one percent) of the total cost of the material ordered valid for guarantee/ warrantee period plus 75 days.
4. The material supplied shall be fully insured in a freely convertible currency against loss or damage Incidental to manufacture or acquisition, transportation, storage and delivery of material. The insurance shall be in an amount equal to 110 percent of CIF or CIP value of goods.
5. **Warranty/Guarantee:** the material be quoted with Warranty/Guarantee period of 12 months after the date of delivery and acceptance at final destination or 18 months after the date of shipment from the port or place of loading whichever is earlier.
6. **Payment:** On shipment 90% of the cost of material shall be paid through Letter of Credit established in a Bank of its country and upon submission of the documents as specified below. Letter of credit shall be established in a bank of its country and the standard conditions as per Reserve Bank of India Policy shall be applicable.
7. **Balance Payment:** Balance 10 percent payment shall be paid within 30 days of receipt of claim supported by the acceptance certificate issued by the Purchaser's representative. **Payment of local currency portion including Agency commission, if any, including AMC shall be made in Indian currency within 30 days of presentation of claim supported by a Certificate from the purchaser declaring that the goods have been delivered and all other contract services have been performed.**
8. **Conversion Rates:** The conversion rates of foreign currency shall be taken into consideration as applicable on the date of opening of the tenders.
9. **Bid Security :** Bid security should be valid for 45 days beyond the validity of the bids
10. **Validity :** The tender should be valid at least 45 days from the date of opening of tenders.
11. **Clarifications on tenders:** During evaluation of the tenders, the purchaser may, at its discretion, ask the bidder for clarification of bids. The request for clarification and the response shall be in writing, and no change in prices or substance of the tender will be sought, offered or permitted.
12. **Purchaser's right to accept/or reject any or all the tenders:** The purchaser reserves the right to accept/or reject any or all the bids and to annul the bidding process and



reject all the bids at any time prior of placing the supply order without assigning any reasons therefore without any obligations to inform the affected bidders.

13. **Taxes & Duties:** It will be the responsibility of the supplier for the payment of all taxes and duties to their respective Govt.
14. **Custom Duty :** Chaudhary Charan Singh Haryana Agricultural University, Hisar is exempted from payment of Custom Duty as per notification issued by the Govt. of India. Hence no custom duty shall be paid except to the extent payable. However necessary documents, certificate in this regard shall be supplied by the Purchaser well in time only on receipt of information /documents regarding shipment of material.
15. **Liquidated damages:** The applicable rate of liquidated damages is 0.5% per week or part thereof and a maximum deduction/recovery is 10% of the contract price. This will be applicable when the material is not supplied during delivery period mentioned in the supply order and/or not installed within the stipulated period.
16. **Right to cancel the execution of supply order/contract:** When the required material is not supplied by the supplier within the delivery period as per contract/supply order and the liquid damages cross the limit of 10% the purchaser reserves the right to cancel the execution of supply order/contract and reserves the right to recover the Liquid damages out of the EMD/or Performance security besides other action as deemed proper.
17. **Delivery Documents** Within 24 hours of shipment, the supplier shall notify The purchaser and the Insurance Company by cable or telex or Fax the full of the shipment including contract number, Description of Goods, quantity, the vessel, the bill of landing number and date, port of loading, date of shipment, port of discharge etc. The supplier shall mail the following documents to the Purchaser, with a copy to the Insurance Company:
  - i) 4 copies of Supplier's Invoice showing Goods description, quantity, unit price and total amount.
  - ii) Original and 4 copies of the negotiable, clean, on band bill of landing marked freight prepaid and 4 copies of non-negotiable bill of landing.
  - iii) 4 copies of packing list identifying contents of each package.
  - iv) Insurance Certificate.
  - v) Manufacturer's/Supplier's Certificate.
  - vi) Inspection Certificate issued by the nominated Inspection Agency and the Supplier's Factory Inspection Report
  - vii) Certificate of Origin.
  - viii) Excise Gate Pass (octroi receipts wherever applicable) duly sealed indicating payment made; and
  - ix) Any of the documents evidencing payments of Statutory Taxes.

The above documents shall be received by the Purchaser at least one week before arrival of Goods at the port or place of arrival and, if not received, the Supplier will be responsible for any consequent expenses.

### **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://etenders.hry.nic.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://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:**

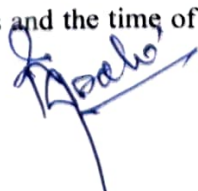
The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://etenders.hry.nic.in>.

**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.



**Online Payment of Tender Document Fee, eService fee, EMD fees & Bid Preparation & Submission (PQQ/ 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 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. 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://etenders.hry.nic.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)**





### **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>Do's</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 parties 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 style="text-align: right;"><i>[Signature]</i></p>

### Don't's

• Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise:

1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account

2) Incorrect Beneficiary account number mentioned(<client code> + <random number>):-

a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.

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.

In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.

• 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.

• 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.

• 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

  
Director (Stores & Purchase)  
CCSHAU, Hisar



SP0844



CCS HAU, HISAR

Director (Store & Purchase)

CCS HAU, HISAR

Ph. No. 01662-255419

E-mail [directorspo@gmail.com](mailto:directorspo@gmail.com) [spo@hau.ernet.in](mailto:spo@hau.ernet.in)

**STANDARD BIDDING DOCUMENT PROCUREMENT OF  
Conferencing facility for Nehru Library, CCSHAU, Hisar.**

**PART-1 COMPLETE BIDDING DOCUMENT**

**Name of purchase: Purchase of Conferencing Facility for Nehru  
Library, CCSHAU, Hisar.**

**DNIT Amount 09.07 Lac (Approx)**

*[Handwritten signature]*

*[Handwritten signature]*

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**Director (Stores & Purchase)**  
**Ch. Charan Singh Haryana Agricultural University, Hisar**  
(Established by Parliament Act No. 16 of 1970)

**TENDER NOTICE**

The Bids/tenders are invited from the eligible bidders through online bids in the website:  
<http://etenders.hry.nic.in> for the purchase detailed in the table.

Sr. No.	Description of Job work	Appr. Esti. cost Rs. (Lakh)	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Date/Time of opening T/Fin. bids
1.	Purchase of Conferencing facility for Nehru Library CCSHAU, Hisar	09.07	45,000 45,350/-	Tender Document Rs. <del>1000/-</del> Service Fee Rs. 1180/-	22/01/2026	11/02/2026 upto 17:00 hours	11/02/2026 upto 17:00 hours	Tech. Bid 12/2/2026 at 10:00 A.M & Finance Bid 16/2/2026 at 10:00 A.M

- (i) Cost of Bid document (to be paid Online) is above mentioned (non refundable) for bid to be deposited through **Debit Cards & Internet Banking Accounts.**
- (ii) The further details and e-tendering schedule visit <https://etenders.hry.nic.in> & University Website <https://hau.ac.in>
- (iii) E-Service fee Rs. 1180/- required to be filled/provided at the time of online bid preparation stage.
- (iv) Corrigendum if any will be issued on the University website only.

  
19/01/2026  
**Director (Stores & Purchase)**  
**CCSHAU, Hisar**

  
3



**Particulars of the material to be purchased**

Sr. No.	Items to be purchased
1.	Purchase of Conferencing facility for Nehru Library, CCSHAU, Hisar





## SPECIFICATIONS

### Purchase of Conferencing facility for Nehru Library, CCSHAU, Hisar

Sr. no.	Item	Specification	Qty
1	Display 86"	Supply, Installation, Testing and Commissioning of 86 inches or larger, offering 4K UHD resolution (3840×2160) with 1.07 billion colors, 350–400 cd/m <sup>2</sup> brightness, ±178° viewing angle, 1200:1 contrast ratio, 30000:1 dynamic contrast, and a response time under 5 ms. The panel must ensure 50,000+ hours of lifespan. It includes 2×18W or higher speakers and features advanced infrared touch with 4mm 9H toughened anti-glare glass, 1mm accuracy, and minimum 20-point touch support. Connectivity should include multiple ports such as USB 3.0/2.0, HDMI (In/Out), VGA, RS232, RJ45 (In/Out), DP In, Mic In, Audio In, Earphone, and COAX. The Android system must have an 8-core A55 CPU, Mali-G52 GPU, Android 12 or above, and built-in applications like screen mirroring, file manager, whiteboard, wireless sharing, screen recording, and multi-user management. Whiteboard tools must support brushes, text/graphics recognition, timers, voting, redo/undo, and QR-based content sharing. Connectivity features include dual-band Wi-Fi, Bluetooth 5.0 or higher, minimum 8GB RAM, and 128GB ROM. The display must be certified with BIS, CE, FCC, and RoHS, and include a minimum 3-year warranty.	1
2	OPS	Supply, Installation, Testing and Commissioning of an 80-pin OPS which includes an Intel i5 (12th gen or higher) processor with Windows 11 IoT GAC OS, along with 8GB RAM and 256GB SSD storage. Connectivity features include USB 2.0 ×2, USB 3.0 ×4, DP out ×1, HDMI out ×1, and an RJ45 LAN port. It must have dual-antenna Wi-Fi, Bluetooth 4.0 or above, and 3.5mm audio ports for mic/line-in and line-out.	1
2	VC Camera	Supply, Installation, Testing and Commissioning of PTZ Camera features a 1/2.8-inch, 8.51MP HD CMOS sensor with Auto/Manual White Balance, auto Gain Control, selectable Backlight Compensation, and 2D/3D Noise Reduction. It must provide a S/N ratio above 55dB, 12x optical zoom with 16x digital zoom, and AI functions including Group Framing, Humanoid Tracking, and Target Tracking. The device should support HDMI/DVI video output, native USB 3.0, and include at least one RJ-45 port for IP functionality. It must support 4K@30fps, offer RS232 control, and provide 250+ presets, with a 60.7° or higher FOV, pan range –170° to +170°, and tilt range –30° to +90°. An IR remote must be included. The camera must hold BIS, CE, FCC, RoHS & CB/UL certifications, and the OEM must have a manufacturing unit in India registered under the Factory Act and certified with ISO 9001:2015, ISO 45001:2018, ISO 27001:2013, and ISO 14001:2015.	1

4	DVP(Digital Video Processor)	Supply, Installation, Testing and Commissioning of DSP with 100% full-duplex echo cancellation, Automatic Echo Cancellation (AEC), Automatic Gain Control (AGC), Dynamic Noise Reduction, and a 20Hz-20kHz frequency response. It must include a USB interface for unified communication platforms such as Skype or Lync and support simultaneous local sound reinforcement and far-end audio transmission without echo or noise. The DSP must come integrated with a digital amplifier and wireless microphone receiver as a single unit from day one. The system should include two wireless microphones operating in the UHF 610-680MHz band, with 80Hz-18kHz frequency response, gain control, LED indicators, and up to 100 ft operating range. The inbuilt amplifiers shall provide 200W (100W x2) at 8Ω or higher, with an S/N ratio above 80dB. Required I/O ports include unbalanced 6.5mm mic input, balanced phantom-powered mic inputs (2x Phoenix), 2 RCA line in/out, at least one USB voice interface, and one RS232 control port. The system must be 19-inch rack-mountable or better and certified with CE, RoHS, and FCC.	1
5	Wall Speaker	Supply, Installation, Testing and Commissioning of Wall Mount speaker system with a sturdy ABS plastic enclosure and comes equipped with a polypropylene cone woofer (5.25-inch or higher) paired with a 1-inch titanium dome tweeter for clear, balanced audio. It delivers a frequency response of 90Hz-20kHz, with 8-ohm impedance, 90dB SPL, and a powerful 50W RMS output. The system includes metal binding terminal connectors for secure wiring and supports wall mounting with dual-axis flexibility, allowing installation either vertically or horizontally as required.	4
6	Audio Receiver	Supply of Control unit uses advanced digital ring-network technology for full-digital audio transmission, supporting 48K sampling and a 20Hz-20kHz frequency range. It features 16-segment EQ, AGC, AFC, noise gate, echo cancellation, auto-mix, and advanced noise suppression. With six independent output zones that auto-adjust based on microphone position, it ensures long-distance pickup without feedback. The controller supports USB audio recording and connects up to 90 units natively, expandable to 5200 with extension units. It provides 2-channel XLR/RCA audio input and up to 8-channel audio output via XLR, RCA, and Phoenix connectors. RS232 control allows mic priority, switching, and volume adjustments, while RS232/RS485 enables camera auto-tracking via PELCO/VISCA. It supports up to 2 chairman and 6 delegate mics active simultaneously with modes like Open, Voice, Override, and Apply. The unit includes an LCD display, menu buttons, recording key, indicators, and master volume control, along with comprehensive interfaces: USB recording, headphone out, multiple audio I/O, RJ45 ports for units and network, DB9 ports for control and camera, Phoenix connectors, grounding screw, and AC power input.	1

*[Handwritten signature]*



7	Chairman Mic	Supply of Table-Top Chairman Unit has the wired tabletop unit features a built-in high-fidelity speaker with RJ45 loop-in/loop-out and zero-loss audio transmission. It supports 48K audio sampling and a 20Hz–20kHz response, along with AGC, AFC, ANC, and Auto-Mix technologies. The chairman unit includes priority and consent buttons to mute or manage delegate requests, supported by an OLED display, mic on/off, and volume controls. It provides interfaces for a pluggable gooseneck microphone, a 3.5mm headphone jack, and dual RJ45 ports. The cardioid microphone offers –46dBV/Pa sensitivity, 485mm length, 2kΩ input impedance, 70dB SNR, and full-range 20Hz–20kHz frequency response.	1
8	Delicate Mic	Supply of Table-Top Delegate Unit is a wired tabletop device with a built-in high-fidelity speaker and RJ45 loop-in/loop-out connectivity. It supports zero-loss audio transmission with a 48K sampling rate and a 20Hz–20kHz frequency response. Advanced features include AGC, AFC, ANC, and Auto-Mix technology. It offers an OLED display with mic on/off and volume controls, along with interfaces for a pluggable gooseneck microphone, a 3.5mm headphone jack, and dual RJ45 ports. The cardioid microphone has a sensitivity of –46dBV/Pa and 485mm length, with 2kΩ input impedance, 70dB SNR, and full-range audio response. The product meets CE, FCC, and RoHS certifications and complies with 50% minimum local content requirements.	8
9	Amplifier		1
10	Screen 21"	Supply, Installation, Testing and Commissioning of 21.5-inch or larger LED-backlit display featuring tempered cover glass, a 1920×1080 native resolution, and 250 cd/m <sup>2</sup> or higher brightness. It supports connectivity through a USB port for PC connection along with VGA, HDMI, or DVI input options. For audio, it includes dual 5W speakers. The monitor operates on a 100–250V AC power supply and offers an intuitive 10-point capacitive touch interface with a fast 5ms response time, ensuring smooth and responsive performance.	1
11	Rack	Supply, Installation, Testing and Commissioning of Rack: 9U with trolley	1
12	Cable & Connectors	Supply, Installation, Testing and Commissioning of Standard cables and Connectors, along with wireless keyboard & mouse	1

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### DETAIL NOTICE INVITING E-TENDER

E-tender is invited for below mentioned Security Job 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 Envelop):-

Sr. No.	Description of Work/Items	EMD to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Bid Submission	Expiry date & Time of Bid Preparation & Submission
1	Purchase of Conferencing facility for Nehru Library, CCSHAU, Hisar	45,350/-	Tender Document Rs. 1000/- e-Service Fee Rs. 1180/-	22/11/2026 (09:00 hrs)	11/12/2026 upto 17:00 hours	11/12/2026 upto 17:00 hours

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.

- The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**
- 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 of (Rs. 250000/-) 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 must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. **on or before ( 11/12/26 ); 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>.**

The interested bidders shall have to pay mandatorily e-Service fee (under document 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 Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

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>	<u>22/01/</u> ....2026 (09:00 hours)	<u>11/02/</u> ....2026 upto 17:00 hours
2	<b>Technical Bid Opening</b>		<u>12/02/</u> 2026 at 10:00 A.M	
3	<b>Financial Bid Opening</b>		<u>16/02/</u> 2026 at 10:00 A.M	

#### 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:

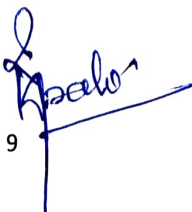

#### Envelope 1: Technical Bid

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.

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## Terms & conditions

1. The quotations received after due date/or time will be summarily rejected.
2. The security/earnest money equivalent to 5% of the total cost of the material (upto 50.00 lakhs.) whereas the Security/Earnest Money equivalent to minimum 2.50 lakhs or 1% (one percent) of the total cost of the material whichever is higher for the material/equipments above Rs. 50.00 lakhs for tenders/e-tenders. The security will be rounded off to nearest Rs.10/- in the name of Director (Stores & Purchases), CCS HAU, Hisar
3. The material shall be supplied by the supplier within the time limit specified in the supply order. The delivery period can be extended by the Central Purchase Committee/or Store Purchase Officer only in exceptional cases on written request of the supplier explaining reasons/circumstances due to which the delivery period could not be adhered to. In case the material is not supplied within the delivery period, the supplier shall be liable to pay us compensation amount equivalent to one percent each day or such amount as the CPC/ Store Purchase Officer may decide that the quantity remains incomplete including installation, provided that entire amount of compensation shall not exceed 10% of the total amount of the cost of the material supplied. An appeal against these orders shall, however, lie with the Vice-Chancellor, CCS HAU, Hisar whose decision shall be final.
4. In case the supplier/contractor fails to execute the supply order/contract on the rates, terms & conditions as contained in the supply order within the stipulated period, the security/earnest money shall be forfeited besides any other action as may be considered necessary by the CPC
5. The rates should be quoted on price list less discount, FOR University Campus or offices situated at outstations as the case may be. The rates quoted Ex-Godown may be rejected. All charges payable by the University such as Sales Tax, Packing & Forwarding and other levies like Excise duty, Custom Duty, Octroi, etc. should be mentioned in the quotation/tender. The charges not mentioned in the quotation/tender shall not be paid by the University. The University does not issue Form 'C' or 'D'.
6. The supplies should be offered from ready stock. All supplies will have to be executed within 15 days of the issue of supply order failing which the order is likely to be withdrawn.
7. The validity period of the quotation/tender and Guarantee/Warranty period of the material, if any, should be mentioned specifically. The offer must be valid for a period of atleast three months from the date of opening of quotation/tender.
8. The University/its Offices at Hisar and outstations do not make payment in advance or against documents through Bank. However, as a matter of general policy we try to make the payment within 30 days of the delivery subject to proper installation, wherever applicable and satisfaction of the Inspection Committee.
9. The quantity can be increased/decreased by the University.
10. The current price list duly authenticated by the manufacturer with date, signature and seal along with literature/pamphlets may also be supplied along with the offer.
11. If you or your principals are on rate contract with DGS&D, DS&D, Haryana, Controller of Stores, this may be mentioned specifically in your offer and the same  
duly                      attested                      may                      also                      be                      attached.



12. The University is situated outside the municipal limits and as such no octroi is payable by us if the material is sent by rail/full truck load. In case the material is received through goods transport company by road, the transport companies charged delivery charges, labour charges and octroi charges. It may be mentioned specifically as to whether the material will be sent by rail or by road through goods transport company.
13. The make and complete specifications of the material should be clearly mentioned and catalogue if any be sent.(make/specification will be given by the HAU).
14. The acceptance of the material is subject to approval of our Inspection Committee/Technical Committee or Experts.
15. The acceptance of the quotation/tender will rest with the CPC which does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore. The CPC reserves the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest.
16. It is our policy to make all purchases from the manufacturers or through their authorized dealers. If you are manufacturer/authorized dealer, proof thereof may kindly be given alongwith the quotation/tender failing which the same is likely to be rejected without assigning any reason. A copy of the letter from the manufacturers may kindly be attached being authorized dealer/stockist/distributor or agent etc.
17. The University is registered with the Department of Science and Industrial Research, Ministry of Science and Technology, New Delhi in terms of Govt. Notification No. Notification No.10/97-Central Excise dated 1 March, 1997 and Notification No.51/96-Custom dated 23 July, 1996 vide Registration No. TU/V/RG-CDE (74)/2015 dated 5.11.2015 upto 31.08.2020. Thus the University is exempted from payment of Custom duty and Excise duty. The consignee will issue necessary certificate duly countersigned by the Registrar, CCS HAU, Hisar.
18. It may be certified that you have not been debarred/black listed for any reason by DGS&D, DS&D Haryana or any State Govt./University/PSU etc. If so particulars of the same be furnished. Concealing of facts will not only lead to cancellation of the supply order but may also warrant legal action.
19. For any enquiry, the undersigned can be contacted at Phone No.01662-284317 & or 01662-255419 on working days (Monday to Saturday except 2<sup>nd</sup> and 4<sup>th</sup> Saturday) during office hours (9.00 A.M. to 5.00 P.M. during August to April and 7.00 A.M. to 2.00 P. M. during May to July).
20. The family members of the university employees are not allowed to send their quotations/tenders. Such quotations/tenders, if received, will outrightly be rejected.
21. The disputes, if any, shall be subject to jurisdiction of Hisar Courts. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/dealers etc. shall be invalid and shall have no legal sanctity.



**Terms and conditions for the material to be imported**

1. Country of origin should be mentioned.
2. Goods supplied should conform to the standards mentioned in the technical specifications or as latest standards issued by the concerned institution.
3. **Performance security:** The responsive bidder shall be required to deposit Performance security equivalent to minimum 2.50 lakhs or 1% (one percent) of the total cost of the material ordered valid for guarantee/ warrantee period plus 75 days.
4. The material supplied shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery of material. The insurance shall be in an amount equal to 110 percent of CIF or CIP value of goods.
5. **Warranty/Guarantee:** the material be quoted with Warranty/Guarantee period of 12 months after the date of delivery and acceptance at final destination or 18 months after the date of shipment from the port or place of loading whichever is earlier.
6. **Payment:** On shipment 90% of the cost of material shall be paid through Letter of Credit established in a Bank of its country and upon submission of the documents as specified below. Letter of credit shall be established in a bank of its country and the standard conditions as per Reserve Bank of India Policy shall be applicable.
7. **Balance Payment:** Balance 10 percent payment shall be paid within 30 days of receipt of claim supported by the acceptance certificate issued by the Purchaser's representative. **Payment of local currency portion including Agency commission, if any, including AMC shall be made in Indian currency within 30 days of presentation of claim supported by a Certificate from the purchaser declaring that the goods have been delivered and all other contract services have been performed.**
8. **Conversion Rates:** The conversion rates of foreign currency shall be taken into consideration as applicable on the date of opening of the tenders.
9. **Bid Security :** Bid security should be valid for 45 days beyond the validity of the bids
10. **Validity :** The tender should be valid at least 45 days from the date of opening of tenders.
11. **Clarifications on tenders:** During evaluation of the tenders, the purchaser may, at its discretion, ask the bidder for clarification of bids. The request for clarification and the response shall be in writing, and no change in prices or substance of the tender will be sought, offered or permitted.
12. **Purchaser's right to accept/or reject any or all the tenders:** The purchaser reserves the right to accept/or reject any or all the bids and to annul the bidding process and



reject all the bids at any time prior of placing the supply order without assigning any reasons therefore without any obligations to inform the affected bidders.

13. **Taxes & Duties:** It will be the responsibility of the supplier for the payment of all taxes and duties to their respective Govt.
14. **Custom Duty :** Chaudhary Charan Singh Haryana Agricultural University, Hisar is exempted from payment of Custom Duty as per notification issued by the Govt. of India. Hence no custom duty shall be paid except to the extent payable. However necessary documents, certificate in this regard shall be supplied by the Purchaser well in time only on receipt of information /documents regarding shipment of material.
15. **Liquidated damages:** The applicable rate of liquidated damages is 0.5% per week or part thereof and a maximum deduction/recovery is 10% of the contract price. This will be applicable when the material is not supplied during delivery period mentioned in the supply order and/or not installed within the stipulated period.
16. **Right to cancel the execution of supply order/contract:** When the required material is not supplied by the supplier within the delivery period as per contract/supply order and the liquid damages cross the limit of 10% the purchaser reserves the right to cancel the execution of supply order/contract and reserves the right to recover the Liquid damages out of the EMD/or Performance security besides other action as deemed proper.
17. **Delivery Documents** Within 24 hours of shipment, the supplier shall notify The purchaser and the Insurance Company by cable or telex or Fax the full of the shipment including contract number, Description of Goods, quantity, the vessel, the bill of landing number and date, port of loading, date of shipment, port of discharge etc. The supplier shall mail the following documents to the Purchaser, with a copy to the Insurance Company:
  - i) 4 copies of Supplier's Invoice showing Goods description, quantity, unit price and total amount.
  - ii) Original and 4 copies of the negotiable, clean, on band bill of landing marked freight prepaid and 4 copies of non-negotiable bill of landing.
  - iii) 4 copies of packing list identifying contents of each package.
  - iv) Insurance Certificate.
  - v) Manufacturer's/Supplier's Certificate.
  - vi) Inspection Certificate issued by the nominated Inspection Agency and the Supplier's Factory Inspection Report
  - vii) Certificate of Origin.
  - viii) Excise Gate Pass (octroi receipts wherever applicable) duly sealed indicating payment made; and
  - ix) Any of the documents evidencing payments of Statutory Taxes.

The above documents shall be received by the Purchaser at least one week before arrival of Goods at the port or place of arrival and, if not received, the Supplier will be responsible for any consequent expenses.

### **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:**

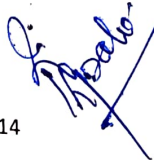
2.1. The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

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://etenders.hry.nic.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://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.

**Online Payment of Tender Document Fee, eService fee , EMD fees & Bid Preparation & Submission (PQQ/ 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 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. 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://etenders.hry.nic.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)**





### 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**

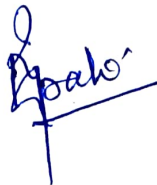
The procedure for paying through Debit Card will be as follows.

- 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	In the event of making Payment through NEFT/RTGS	<p>Do's</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 parties 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>

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### Don't's

• Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise:

1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account

2) Incorrect Beneficiary account number mentioned(<client code> + <random number>):-

a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.


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.

In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.

• 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.

• 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.

• 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

  
19/01/2026  
Director (Stores & Purchase)  
CCSHAU, Hisar





## CCS HAU, HISAR

Director (Store & Purchase)

CCS HAU, HISAR

Ph. No. 01662-255419

E-mail [directorspo@gmail.com](mailto:directorspo@gmail.com) [spo@hau.ernet.in](mailto:spo@hau.ernet.in)

### STANDARD BIDDING DOCUMENT PROCUREMENT OF Ozone Generator for the Department of RBEE, CCSHAU Hisar.

#### PART-1 COMPLETE BIDDING DOCUMENT

Name of purchase: Purchase of Ozone Generator for the Department  
of RBEE, CCSHAU Hisar.

DNIT Amount 1.45 Lac (Approx)

Head  
Renewable & Bio Energy Engineering  
CCSHAU, Hisar

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**Director (Stores & Purchase)**  
**Ch. Charan Singh Haryana Agricultural University, Hisar**  
 (Established by Parliament Act No. 16 of 1970)

**TENDER NOTICE**

The Bids/tenders are invited from the eligible bidders through online bids in the website:  
<http://etenders.hry.nic.in>, for the purchase detailed in the table.

Sr. No.	Description of Job work	Appr. Esti. cost Rs. (Lakh)	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Date/Time of opening T/Fin. bids
1.	Purchase of Ozone Generator for the Department of RBEE, CCSHAU Hisar.	1.45/-	7250/-	Tender Document Rs. 1000/- e-Service Fee Rs. 1180/-	22/1/2026	11/2/2026 upto 17:00 hours	11/02/2026 upto 17:00 hours	Tech. Bid 12/2/2026 at 10:00 A.M. & Finance Bid 16/2/2026 at 10:00 A.M.

- (i) Cost of Bid document (to be paid Online) is above mentioned (non refundable) for bid to be deposited through Debit Cards & Internet Banking Accounts.
- (ii) The further details and e-tendering schedule visit <https://etenders.hry.nic.in>, & University Website <https://hau.ac.in>
- (iii) E-Service fee Rs. 1180/- required to be filled/provided at the time of online bid preparation stage.
- (iv) Corrigendum if any will be issued on the University website only.

**Head**  
**Renewable & Bio Energy Engineering**  
 CCSHAU, Hisar

*20/01/2026*  
**Director (Stores & Purchase)**  
 CCSHAU, Hisar

## Particulars of the material to be purchased

Sr. No.	Items to be purchased
1.	Purchase of Ozone Generator for the Department of RBEE, CCSHAU Hisar

Head  
Renewable & Bio Energy Engineering  
COAE&T, CCS HAU, Hisar



### SPECIFICATIONS

Purchase of Ozone Generator for the Department of RBEE, CCSHAU Hisar.

S. No.	Particulars	Specifications
1.	Ozone Generation Capacity	6 g/hr or above
2.	Operating Voltage	230VAC, 50Hz
3.	Ozone Concentration	1-2% by Weight
4.	Cooling system	Yes (Forced Air)
5.	Operating Condition	Temperature: 0-40 °C, Humidity: 0-90%
6.	Indication and Controlling	Yes
7.	Enclosure	Mild Steel/SS
8.	Reactor Pressure	10-15 psi
9.	Feed Gas Flow	12 lpm or above
10.	In-Built Air Compressor	Yes, Required
11.	Accessories	Compatible Diffuser

Head  
Renewable & Bio Energy Engineering  
Department, CCSHAU, Hisar

### DETAIL NOTICE INVITING E-TENDER

E-tender is invited for below mentioned Security Job 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 Envelop):-

Sr. No.	Description of Work/Items	EMD to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Bid Submission	Expiry date & Time of Bid Preparation & Submission
1	Purchase of Ozone Generator for the Department of RBEE, CCSHAU Hisar	7250/-	Tender Document Rs. 1000/- e-Service Fee Rs.1180/-	22/01/2026 (09:00 hrs)	11/2/2026 upto 17:00 hours	11/2/2026 upto 17:00 hours

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.

- The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.
- 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 of (Rs. 7250/-) 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 must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. on or before ( ); 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>.

The interested bidders shall have to pay mandatorily e-Service fee (under document 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 Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

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		Tender Document Download and Bid Preparation/Submission	22/01/2026 (09:00 hours)	11/02/2026 upto 17:00 hours
2	Technical Bid Opening		12/02/2026 at 10:00 A.M	
3	Financial Bid Opening		16/02/2026 at 10:00 A.M	

#### 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.

## Terms & conditions

1. The quotations received after due date/or time will be summarily rejected.
2. The security/earnest money equivalent to 5% of the total cost of the material (upto 50.00 lakhs.) whereas the Security/Earnest Money equivalent to minimum 2.50 lakhs or 1% (one percent) of the total cost of the material whichever is higher for the material/equipments above Rs. 50.00 lakhs for tenders/e-tenders. The security will be rounded off to nearest Rs.10/- in the name of Director (Stores & Purchases), CCS HAU, Hisar
3. The material shall be supplied by the supplier within the time limit specified in the supply order. The delivery period can be extended by the Central Purchase Committee/or Store Purchase Officer only in exceptional cases on written request of the supplier explaining reasons/circumstances due to which the delivery period could not be adhered to. In case the material is not supplied within the delivery period, the supplier shall be liable to pay us compensation amount equivalent to one percent each day or such amount as the CPC/ Store Purchase Officer may decide that the quantity remains incomplete including installation, provided that entire amount of compensation shall not exceed 10% of the total amount of the cost of the material supplied. An appeal against these orders shall, however, lie with the Vice-Chancellor, CCS HAU, Hisar whose decision shall be final.
4. In case the supplier/contractor fails to execute the supply order/contract on the rates, terms & conditions as contained in the supply order within the stipulated period, the security/earnest money shall be forfeited besides any other action as may be considered necessary by the CPC
5. The rates should be quoted on price list less discount, FOR University Campus or offices situated at outstations as the case may be. The rates quoted Ex-Godown may be rejected. All charges payable by the University such as Sales Tax, Packing & Forwarding and other levies like Excise duty, Custom Duty, Octroi, etc. should be mentioned in the quotation/tender. The charges not mentioned in the quotation/tender shall not be paid by the University. The University does not issue Form 'C' or 'D'.
6. The supplies should be offered from ready stock. All supplies will have to be executed within 15 days of the issue of supply order failing which the order is likely to be withdrawn.
7. The validity period of the quotation/tender and Guarantee/Warranty period of the material, if any, should be mentioned specifically. The offer must be valid for a period of atleast three months from the date of opening of quotation/tender.
8. The University/its Offices at Hisar and outstations do not make payment in advance or against documents through Bank. However, as a matter of general policy we try to make the payment within 30 days of the delivery subject to proper installation, wherever applicable and satisfaction of the Inspection Committee.
9. The quantity can be increased/decreased by the University.
10. The current price list duly authenticated by the manufacturer with date, signature and seal along with literature/pamphlets may also be supplied along with the offer.
11. If you or your principals are on rate contract with DGS&D, DS&D, Haryana, Controller of Stores, this may be mentioned specifically in your offer and the same duly attested may also be attached.



12. The University is situated outside the municipal limits and as such no octroi is payable by us if the material is sent by rail/full truck load. In case the material is received through goods transport company by road, the transport companies charged delivery charges, labour charges and octroi charges. It may be mentioned specifically as to whether the material will be sent by rail or by road through goods transport company.
13. The make and complete specifications of the material should be clearly mentioned and catalogue if any be sent.(make/specification will be given by the HIAU).
14. The acceptance of the material is subject to approval of our Inspection Committee/Technical Committee or Experts.
15. The acceptance of the quotation/tender will rest with the CPC which does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore. The CPC reserves the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest.
16. It is our policy to make all purchases from the manufacturers or through their authorized dealers. If you are manufacturer/authorized dealer, proof thereof may kindly be given alongwith the quotation/tender failing which the same is likely to be rejected without assigning any reason. A copy of the letter from the manufacturers may kindly be attached being authorized dealer/stockist/distributor or agent etc.
17. The University is registered with the Department of Science and Industrial Research, Ministry of Science and Technology, New Delhi in terms of Govt. Notification No. Notification No.10/97-Central Excise dated 1 March, 1997 and Notification No.51/96-Custom dated 23 July, 1996 vide Registration No. TU/V/RG-CIDR (74)/2015 dated 5.11.2015 upto 31.08.2020. Thus the University is exempted from payment of Custom duty and Excise duty. The consignee will issue necessary certificate duly countersigned by the Registrar, CCS HAU, Hisar.
18. It may be certified that you have not been debarred/black listed for any reason by DGS&D, DS&D Haryana or any State Govt./University/PSU etc. If so particulars of the same be furnished. Concealing of facts will not only lead to cancellation of the supply order but may also warrant legal action.
19. For any enquiry, the undersigned can be contacted at Phone No.01662-284317 & or 01662-255419 on working days (Monday to Saturday except 2<sup>nd</sup> and 4<sup>th</sup> Saturday) during office hours (9.00 A.M. to 5.00 P.M. during August to April and 7.00 A.M. to 2.00 P. M. during May to July).
20. The family members of the university employees are not allowed to send their quotations/tenders. Such quotations/tenders, if received, will outrightly be rejected.
21. The disputes, if any, shall be subject to jurisdiction of Hisar Courts. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/dealers etc. shall be invalid and shall have no legal sanctity.

### Terms and conditions for the material to be imported

1. Country of origin should be mentioned.
2. Goods supplied should conform to the standards mentioned in the technical specifications or as latest standards issued by the concerned institution.
3. **Performance security:** The responsive bidder shall be required to deposit Performance security equivalent to minimum 2.50 lakhs or 1% (one percent) of the total cost of the material ordered valid for guarantee/ warrantee period plus 75 days.
4. The material supplied shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery of material. The insurance shall be in an amount equal to 110 percent of CIF or CIP value of goods.
5. **Warranty/Guarantee:** the material be quoted with Warranty/Guarantee period of 12 months after the date of delivery and acceptance at final destination or 18 months after the date of shipment from the port or place of loading whichever is earlier.
6. **Payment:** On shipment 90% of the cost of material shall be paid through Letter of Credit established in a Bank of its country and upon submission of the documents as specified below. Letter of credit shall be established in a bank of its country and the standard conditions as per Reserve Bank of India Policy shall be applicable.
7. **Balance Payment:** Balance 10 percent payment shall be paid within 30 days of receipt of claim supported by the acceptance certificate issued by the Purchaser's representative. **Payment of local currency portion including Agency commission, if any, including AMC shall be made in Indian currency within 30 days of presentation of claim supported by a Certificate from the purchaser declaring that the goods have been delivered and all other contract services have been performed.**
8. **Conversion Rates:** The conversion rates of foreign currency shall be taken into consideration as applicable on the date of opening of the tenders.
9. **Bid Security :** Bid security should be valid for 45 days beyond the validity of the bids
10. **Validity :** The tender should be valid at least 45 days from the date of opening of tenders.
11. **Clarifications on tenders:** During evaluation of the tenders, the purchaser may, at its discretion, ask the bidder for clarification of bids. The request for clarification and the response shall be in writing, and no change in prices or substance of the tender will be sought, offered or permitted.
12. **Purchaser's right to accept/or reject any or all the tenders:** The purchaser reserves the right to accept/or reject any or all the bids and to annul the bidding process and



reject all the bids at any time prior of placing the supply order without assigning any reasons therefore without any obligations to inform the affected bidders.

13. **Taxes & Duties:** It will be the responsibility of the supplier for the payment of all taxes and duties to their respective Govt.
14. **Custom Duty :** Chaudhary Charan Singh Haryana Agricultural University, Hisar is exempted from payment of Custom Duty as per notification issued by the Govt. of India. Hence no custom duty shall be paid except to the extent payable. However necessary documents, certificate in this regard shall be supplied by the Purchaser well in time only on receipt of information /documents regarding shipment of material.
15. **Liquidated damages:** The applicable rate of liquidated damages is 0.5% per week or part thereof and a maximum deduction/recovery is 10% of the contract price. This will be applicable when the material is not supplied during delivery period mentioned in the supply order and/or not installed within the stipulated period.
16. **Right to cancel the execution of supply order/contract:** When the required material is not supplied by the supplier within the delivery period as per contract/supply order and the liquid damages cross the limit of 10% the purchaser reserves the right to cancel the execution of supply order/contract and reserves the right to recover the Liquid damages out of the EMD/or Performance security besides other action as deemed proper.
17. **Delivery Documents** Within 24 hours of shipment, the supplier shall notify The purchaser and the Insurance Company by cable or telex or Fax the full of the shipment including contract number, Description of Goods, quantity, the vessel, the bill of landing number and date, port of loading, date of shipment, port of discharge etc. The supplier shall mail the following documents to the Purchaser, with a copy to the Insurance Company:
  - i) 4 copies of Supplier's Invoice showing Goods description, quantity, unit price and total amount.
  - ii) Original and 4 copies of the negotiable, clean, on band bill of landing marked freight prepaid and 4 copies of non-negotiable bill of landing.
  - iii) 4 copies of packing list identifying contents of each package.
  - iv) Insurance Certificate.
  - v) Manufacturer's/Supplier's Certificate.
  - vi) Inspection Certificate issued by the nominated Inspection Agency and the Supplier's Factory Inspection Report
  - vii) Certificate of Origin.
  - viii) Excise Gate Pass (octroi receipts wherever applicable) duly sealed indicating payment made: and
  - ix) Any of the documents evidencing payments of Statutory Taxes.

The above documents shall be received by the Purchaser at least one week before arrival of Goods at the port or place of arrival and, if not received, the Supplier will be responsible for any consequent expenses.

### 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](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:// etenders.hry.nic.in](https://etenders.hry.nic.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://](https://https://etenders.hry.nic.in)  
<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://](https://https://etenders.hry.nic.in)  
<https://etenders.hry.nic.in>.

### 5 Download of Tender Documents:

The tender documents can be downloaded free of cost from the eProcurement portal  
[https:// https://etenders.hry.nic.in](https://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):**

- 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 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. 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://etenders.hry.nic.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)

Head  
Renewable & Bio Energy Engineering  
COAERT, CCS HAU, Hisar



### 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	In the event of making Payment through NEFT/RTGS	<p>Do's</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:               <ol style="list-style-type: none"> <li>Beneficiary account no: &lt;client code&gt; + &lt;random number&gt;</li> <li>Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders)</li> <li>Amount: As mentioned on the challan. It is specific for every tender/transaction</li> <li>Beneficiary bank branch: ICICI Bank Ltd, CMS</li> <li>Beneficiary name: As per the challan</li> </ol> </li> <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>

#### Don't's

- Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise:
  - 1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account
  - 2) Incorrect Beneficiary account number mentioned(<client code> + <random number>):-
    - a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.
  - 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. In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.
- 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.
- 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.
- 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

  
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