

HARYANA LIVESTOCK DEVELOPMENT BOARD

Pashudhan Bhawan, Bays No. 9-12, Sector-2, Panchkula

Website- pashudhanharyana.gov.in

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STANDARD BIDDING DOCUMENT

E-TENDER FOR OUTSOURCING OF A.I. SERVICES

TENDER NO: HLDB/A.I. Services/2018-19/43

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Haryana Livestock Development Board, Panchkula invites online Tender (e-Tender) on <http://haryanaeprocurement.gov.in> portal for outsourcing of A.I. services under the scheme of **Haryana Pashudhan Kritrim Garbhadaan Suvidha Yojna** in two stage bid system i.e. Technical Bid and Financial Bid, as per the details given below:

A. Schedule of Requirement

Sr	Particulars	Remarks	
1.	Name of the Item	Outsourcing of A.I. services in the State.	
2.	Tender Fee	Rs. 5000/-	
3.	e-Service Fee	Rs. 1000/-	
4.	Earnest Money Deposit (EMD)	Rs. 2,00,000/-	
5.	Performance Security	Rs. 5,00,000/- to be returned after successful completion of the contract.	
6.	Start Date and time of Bid Preparation & Submission	26.10.2018 at 05:00 PM	
7.	Expiry Date & Time of EMD Submission	Through RTGS / NEFT	05.11.2018 up to 5:00 PM
		Through Net Banking and Debit Card	08.11.2018 up to 9:00 AM
8.	Expiry Date & Time of Bid Preparation & Submission	08.11.2018 up to 9:00 AM	
9.	Opening of Technical Bid	On 08.11.2018 at 10:00 AM	
10.	Opening of Financial Bid	To be decided Later on	

B. 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 eProcurement Portal:-

All the bidders intending to participate in the tenders processed 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:

M/s Nextenders (India) Pvt. Ltd.

O/o. DS&D Haryana,
SCO – 09, IIInd Floor,
Sector – 16,
Panchkula – 134108

E - mail: Chandigarh@nextenders.com

Help Desk: 1800-180-2097 (**Toll Free Number**)

2.4 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt the data and sign the hash during the stage of Tender Download and 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).

- 2.5** 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.
- 2.6** 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.
- 2.7** 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 Opening of an Electronic Payment Account:

For purchasing the tender documents online, bidders are required to pay the tender documents fees online using the electronic payments gateway service. For online payments guidelines, please refer to the Home page of the e-tendering Portal <http://haryanaeprocurement.gov.in>.

4 Pre-requisites for online bidding:

In order to bid online on the portal <http://haryanaeprocurement.gov.in> , the user machine must be updated with the latest Java. The link for downloading latest java applet is available on the Home page of the e-tendering Portal.

5 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://haryanaeprocurement.gov.in>

6 Download of Tender Documents:

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

7 **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.

8 **Bid Preparation (Technical & Financial) Online/offline Payment of Tender Document Fee, eService fee, EMD fees and Submission of Bid Seal (Hash) of online Bids:**

8.1 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 can be made by eligible bidders/ contractors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS / NEFT, Cash, ICICI Bank Cheques or DD.

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

8.2 Submission of bids will be preceded by submission of the digitally signed & sealed bid (Hash) as stated in the time schedule (Key Dates) of the Tender.

NOTE:-

(A) 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> .

(B) For help manual please refer to the 'Home Page' of the eProcurement website at <https://haryanaeprocurement.gov.in>, and click on the available link 'How to online' to download the file.

C. ELIGIBILITY CRITERIA FOR PARTICIPATION:

Interested national registered private organisations/ NGOs meeting the following criteria may submit Expression of Interest.

- i. The organization should be a charitable/non-profit making/Non-Governmental Organization duly registered for not less than 5 years.
- ii. The organization should be well reputed and constituted by men of repute and impeccable and immaculate character.

- iii. The interesting organization must have at least 5 years experience in the relevant field. They must have adequate man power, infrastructural and financial resources (attachment of relevant document is mandatory).
- iv. The organization should have in place - men, material, technical knowhow and infrastructure to undertake such work. The Board will not provide any infrastructure for implementation of the project.
- v. Organization will have to provide all Dairy Management Consultancy Services to the farmers by various Subject Matter Specialists.

D. GENERAL TERMS AND CONDITIONS:

Haryana Livestock Development Board is interested in establishing of about 1000 centres for Integrated development of livestock (LDC) in the villages/cluster of villages preferably in institutional deficit and staff deficit areas (the exact number of LDCs to be setup in a particular district by the organization may vary according to the local conditions and demand based on available breedable bovine population i.e. minimum 1000 breedable per centre) in the state of Haryana and other terms & conditions are as under :-

- i. The ILD Centres would be opened in all the districts of the State with the consent of the local district officers and prior approval of M.D., HLDB. District wise tentative list of 1000 ILD centres proposed to be set up under the proposal is attached as Annexure –“B”.
- ii. The project period will be of total 5 years and the performance will be reviewed on annual basis before extending to the next year.
- iii. The state breeding policy will be followed. The service providing organisation will purchase semen on the prescribed rates from the 'A / B' graded semen banks of Haryana Livestock Development Board. In case, Frozen Semen Doses are not available with Board than with prior approval of Board, bidder can procure semen from the other 'A / B' graded semen banks in the country.
- iv. The organisation will ensure that at the time of doing A.I. of animal, the animal will be ear tagged and registered as dam. Subsequently the animal will be examined for pregnancy after 90 days of A.I. and then followed for calving. All the data would be obligatory required to be entered in INAPH software. However, equivalent software can also be devised for qualitative implementation of the project.
- v. The owner of the registered animal with a 12 digit tag (unique ID) will be provided Nakul Swasthya Patra for further monitoring and data recordings in INAPH as per policy & procedure of the department. The ear tags, applicators, animal health cards (Nakul Swasthya Patra) will be provided by the concerned Vety. Surgeon of the department to the AIT.

- vi. The parentage verification of cases on random basis of calf born would be carried out and on finding wrong parentage, the payment of the calf born would not be made and charges of parentage verification will be borne by the service providing organization. Penalty equal to charges of two calves born would be deducted on finding single wrong parentage of the A.I. born calf.
- vii. The established centre will also be monitor by concerned Veterinary Surgeon / senior officers for delivery of A.I. service and data recording as per standard operative procedure of Govt. of India in this regard.
- viii. In case if ILDC would be required to be shifted at later stage than the shifting of AI centre could only be allowed within the district and that too with the permission of Managing Director, Haryana Livestock Development Board. No inter-district shifting of A.I. centre would be allowed.
- ix. The organization should be capable of providing mobile breeding services through the Integrated Livestock Development (ILD) centres.
- x. The organisation will follow the breeding policy of the State and would charge A.I. delivery fees as being charged by the departmental institutions. The service provider organization will deposit AI delivery fees at the rate of doing A.I. at institution level (as per department policy) in account of the Board on monthly basis and centre wise irrespective of the A.I. fees/ charges collected by AIT from the farmer at the departmental rates of providing A.I. services at door step in the state.
- xi. The ILDC centre will be manned by an educated and skilled unemployed youth (AITs) duly trained for the purpose of offering all technical input services such as artificial insemination of animals, primary first aid, deworming, castration and preventive vaccinations under the supervision of a qualified Veterinarian.
- xii. The trained AITs who will be engaged at each of the Integrated Livestock Development centre would preferably be a local educated unemployed youth (minimum 10th standard pass) or already trained Gopals or retired VLDA/MAITRIs.
- xiii. The organization will be required to engage /absorb 265 MAITRIs / AITs trained by the department as A.I. technicians in the ILDCs likely to be established in their own districts.
- xiv. Organisation should have the capacity and facilities of basic training to the identified youth for a minimum period of four months under the supervision of qualified Veterinary Officers and orientation trainings as per Govt. of India guidelines /SOP, if AITs are not already trained.
- xv. The basic training period should comprise a minimum of one month for theory and two months for field training from an Accredited Training Institute.
- xvi. After successful completion of the basic training or already trained AITs, the organisation will have to employ such trained candidates (AITs) for running of the

Integrated Livestock Development centres. At least one AIT will be providing services at each ILD centre.

- xvii. The organisation will monitor the services through duly qualified officers / officials, minimum one supervisory official per 20 ILDs.
- xviii. The organization will have a commitment to achieve a minimum of 600 calves born through AI (high genetic merit/ upgraded and pedigreed) during the project period of 5 years in the confined area earmarked/allotted and pooled achievements of all the ILDCs would be considered.
- xix. In case the organization does not achieve the minimum targets (pooled) in the allotted area, the continuing of the ILDC would be examined and a penalty @ 10% of the less achievements will be imposed on annual basis and the amount would be deducted from the payments of the organization.
- xx. Achievements made over and above the target including in other areas in addition to the confined area allotted, then the incentive payable to the organization will be 50% of the fixed calf born rate and not at the full rate.
- xxi. The organization will document the targets and achievements against the set targets on annual basis.
- xxii. Every crossbred / upgraded calf born out of the programme will have to be ear tagged with 12 digit tag and will be duly certified and verified by a competent authority appointed by the State Govt. for the purpose with in a period of one month after submission of the calving reports.
- xxiii. Organisation will have to undertake and ensure timely availability and delivery of semen and A.I. logistics.
- xxiv. If the selected organization requires some advance for procuring the assets and infrastructure for setting up ILDCs then they should have to provide bank guarantee against that advance which would be adjusted within the time span of 5 years of the project in divided equal installments.
- xxv. While making selection of local youth for providing training or already trained, assistance/ guidance / opinion of local Vety. Surgeon and Sarpanch of the village could be taken.
- xxvi. The organisation should participate and implement various extension activities for creating awareness regarding animal husbandry services.
- xxvii. The verification of the live calf born would be done by an officer designated by Deputy Director of the district. The ear tagging of each calf born will be done by the organization.
- xxviii. The State Level Review Committee and / or District Level Review Committees formed by Government can review the implementation of the programme from time to time during the project period. For this the service provider shall have to establish a Management Information System (MIS).
- xxix. The successful organization will have to establish a fully functional LDCs with in a period of six months after getting the work order from Managing Director,

Haryana Livestock Development Board. Failure to establish the LDCs in the stipulated time period shall be liable for imposition of a penalty as decided by the Board.

- xxx. No other conditions of the selected organization shall be acceptable.
- xxxi. All the terms & conditions shall form a part of work order and the MOU.
- xxxii. The organization will submit the utilization certificate of the payments made to them by HLDB from time to time.
- xxxiii. Each LDC is expected to be staffed and equipped with the following:-
 - a. A skilled and trained person, as AIT.
 - b. Technical and administrative staff would be required to monitor the programme at various levels.
 - c. A suitable office for storing Liquid Nitrogen, Frozen Semen, A.I. Logistics, furniture & fixtures.
 - d. Castrator, LN container etc.
 - e. Arrangement for timely entry of Data under INAPH and system to this effect will be developed by organization.
 - f. A mobility support for each AIT/ Supervisors for efficient operations and providing services to the farmers.
- xxxiv. In case of Violation of any of the terms & conditions mentioned in the EOI notice, the earnest money of the concerned bidder will be forfeited and the concerned bidder may be black listed in addition to legal action if required.
- xxxv. In case of dispute, the decision of the Secretary to Govt. of Haryana, Animal Husbandry and Dairying Department would be final and binding to all.
- xxxvi. All legal proceedings, if necessity arises, shall be subject to the jurisdiction of competent court of justice in Panchkula/Chandigarh.
- xxxvii. The technical bid should also contain:-
 - a. Copy of certification of registration of the organization.
 - b. Copy of rules and byelaws of the organization.
 - c. Up-to- date audited balance sheet for last 3 years (2015-16, 2016-17 & 2017-18). The interested organization should have a minimum average turnover of Rs. 10.00 Crores per year during the last 3 years (copy of certificate of CA).
 - d. Copy of PAN card.
 - e. Income tax returns for last 3 years (2015-16, 2016-17 & 2017-18).
 - f. Proof of experience of 5 years in relevant field.
 - g. Certificate regarding qualification and experience of their main managerial staff and infrastructure available with them.
 - h. Copy of evaluation studies of their work.
 - i. Certificate to the effect that the organization is not black listed by any State Government/Central Government/Government Institution.
 - j. Non-Conviction self certificate.
 - k. Self declaration to accept all terms & conditions of Expression of Interest.

- l. Firstly, the technical bid will be opened before the members of the technical committee. The organization/authorized representative are required to be present in the aforesaid meeting.
- m. The bidder /organization qualifying in the technical bid shall have to make a presentation of their action plan before a committee of technical experts so constituted by Managing Director, Haryana Livestock Development Board.
- xxxviii. A MOU showing all details will be made between Haryana Livestock Development Board and the service providing organization for the activity.
- xxxix. **The financial bid should contain the quoted rate (amount in Rs.) per successful calf born produced by the LDCs. The rates quoted in the financial bid would be inclusive of all taxes/ allied expenditure etc and no claim of payment other than the quoted rate would be entertained at any stage.**
- xl. The rates offered by the successful organization and acceptance once communicated thereof to him will under no circumstance be enhanced at any stage.
- xli. The reports of physical achievements and mode of payments from time to time would be as per MOU signed between the two parties.

Performance Security

The successful organization have to submit a security deposit of Rs. 5,00,000/- in the form of FDR in the Nationalized Bank in favour of Managing Director, Haryana Livestock Development Board prior to signing of the contract. The security deposit would be returned after successful completion of the contract. In case of any breach of conditions or violation of terms & conditions or unsatisfactory performance, the security deposit would be forfeited by the Board. The decision of Managing Director, Haryana Livestock Development Board would be final and binding on the matter.

E. Description of Stores:

Sr No	Name of the Item	Quantity Required over a period of One Year	Remarks
1.	Outsourcing of A.I. services through establishing 1000 ILDCs in different districts of the State of Haryana	1000 in number for a period of 5 years	
2.			

F. Format of Contract Agreement – will be finalized before allotment of work order as per terms & conditions of the tender notice.

Declaration by the Bidder Regarding Qualification

Technical Bid

In relation to my/our Bid submitted to HLDB For procurement ofvide their notice Inviting Bid No.Dated I/we hereby declare as under:-

- 1. I/we possess the necessary professional, technical, financial and managerial resource and competence required by the Bidding Document issued by the Procuring Entity;
- 2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the union and the state Government or any local authority as specified in the Bidding Document;
- 3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
- 4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct of the making of false statement of misrepresentations as to my/our qualification to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;

Date:

Signature of Bidder

Place:

Name:

Annexure – B**District wise tentative list of 1000 ILD Centres* proposed to be set up under the proposal**

Sno.	District	Total No. of Villages in Block	Bovine Population	No. of Villages having			No. of villages not having GVH / GVD	Proposed No. of ILD Centres Proposed
				GVH	GVD	Total		
1.	Ambala	458	287087	37	93	130	328	50
2.	Bhiwani	319	502529	52	92	144	175	40
3.	Ch. Dadri	172	152675	30	54	84	88	30
4.	Faridabad	142	156631	19	45	64	78	25
5.	Fatehabad	276	422573	50	92	142	134	60
6.	Gurgaon	222	211677	27	43	70	152	25
7.	Hisar	324	671215	85	137	222	102	45
8.	Jhajjar	252	309208	93	48	141	111	15
9.	Jind	305	622941	62	172	234	71	35
10.	Kaithal	288	517040	40	82	122	166	60
11.	Karnal	442	507596	52	130	182	260	80
12.	Kurukshetra	437	316464	49	72	121	316	65
13.	M/garh	370	311272	59	75	134	236	60
14.	Mewat	425	262206	25	61	86	339	55
15.	Palwal	284	325051	27	86	113	171	40
16.	Panchkula	215	93018	15	29	44	171	15
17.	Panipat	180	300157	39	73	112	68	35
18.	Rewari	394	253178	53	62	115	279	50
19.	Rohtak	141	324933	64	46	110	31	10
20.	Sirsa	364	555192	59	168	227	137	65
21.	Sonepat	345	455239	55	89	144	201	40
22.	Y/nagar	632	335546	26	65	91	541	100
	Total	6987	7893428	1018	1814	2832	4155	1000

** The ILD Centres are to be established in consultation with the concerned District Deputy Director of the district and may vary as per the requirement of district.*