

Procedure for e-Tendering for Allotment of Zones of Country Liquor and IMFL Vends in the State of Haryana for the year 2019-20.

The process of allotment of Zones of retail vends of country liquor (L-14A) and IMFL (L-2) in the State of Haryana for the year 2019-20 has been set in by inviting e-tenders. The allotment of retail vends of CL and IMFL shall be made in units of Zones comprising of up to a maximum of six (06) vends of Country Liquor or IMFL or both of Country Liquor and IMFL. The e-tenders shall be invited separately for each Zone of vends in the State.

In order to participate in the process of allotment, the applicant shall have to sign up and get himself registered through the departmental portal www.haryanatax.gov.in following the steps listed hereunder:

Sign up Process

First, the prospective bidder shall have to visit the departmental website www.haryanatax.gov.in and go through the process of Excise Registration sign up. A valid e-mail id is the first requisite for signing up. A unique user id (email id of the user) and a system generated password shall be provided to the applicant upon the completion of the process of Excise Registration sign up. This password, provided initially by the system, can be used only once, and the applicant has to **compulsorily change** this password for all the subsequent business using the application.

Registration Process

The applicant shall go through the process of registration by using the unique user id (email id of the user) provided during the Excise Registration sign up process and by using his own password. The applicant shall have to select one district for approval of his registration. It can be any district within the State of Haryana. The applicant shall have to upload one scanned copy of his photograph, a scanned copy of his identity proof, a scanned copy of Aadhar Card (mandatory) and caste certificate (if the applicant wants to be registered under the reserved category) during the process of registration. The applicant shall enter the details of his credentials, i.e. name, address etc. at the time of registration. The applicant may also upload his PAN number, authorization letter if applicable, or any other supplementary documents at the time of registration.

After uploading the details through the process of registration, the applicant will be provided a unique reference number. The applicant shall have a **reference receipt**. Thereafter the applicant shall visit the office of DETC (Excise) of the district, he has selected for registration, to submit hard copies of

the documents relating to his identity proof like passport, ration card, driving License, Aadhaar card etc., caste certificate (if applying for reserved category of Zone of vends), PAN number if available, authorization letter if required, constitution papers in case of firms/companies etc.

The registration shall be processed by the Department, and upon approval, the applicant shall be intimated through e-mail and SMS. On approval, the applicant shall get an **acknowledgment receipt** containing his registration number and confirmation number etc. The applicant shall also be intimated about the approval through his e-mail. The applicant shall be eligible and able to participate in the process of allotment of all Zones of retail vends of liquor of the state for the year 2019-20 through e-tenders. This registration shall be valid for allotment of all the Zones of retail vends of liquor of all the Districts across all rounds of allotment for the year 2019-20.

Process for creation of Corpus of Participating Fee

The prospective bidder shall have to create a central corpus account of participation fees and earnest money deposit (EMD). The participation fee for each Zone will be Rs. 1,00,000/- which is **non-refundable and non-adjustable**. The participation fee can be deposited through cash or demand draft ONLY in the office of the DETC (Excise) of the District of his registration, at any time during the office working hours. Demand drafts for participation fee may be drawn in favour of the **Excise and Taxation Commissioner, Haryana, payable at Panchkula. The amount deposited by the applicant for participation fee shall create a corpus account of the applicant for the whole State** and can be used for participation in any district within the State. The system will automatically deduct the participation fees of the applicant, as may be applicable, consequent upon his placing the e-bids in the process of e-tendering, and will reflect the balance in the corpus account to the applicant. The applicant can replenish his balance in the corpus account at any time by following the same process as was followed for creating the corpus account; i.e. only in the office of DETC (Excise) of the District of his registration. The balance unused amount from the corpus of participation fees of the applicant shall be refunded to him, on request, by the DETC (Excise) of the District of his registration.

Process for creation of Corpus of Earnest Money Deposit

Similar to the process of creating a corpus account for participation fee, the prospective bidder shall have to create a corpus of earnest money deposit (EMD). For this purpose he shall have to submit demand drafts for Earnest Money Deposits (EMD), drawn in favour of **Excise and Taxation Commissioner, Haryana, payable at Panchkula** ONLY in the office of DETC

(Excise) of the District of his registration. The amount of EMD, as is applicable for the Zone for which the bid is being placed, shall be automatically deducted by the system at the time of placing the bids and the balance in the corpus account shall be reflected to the applicant. The amount of EMD is refundable and adjustable. The amount of EMD shall be adjusted towards the security when the e-bid is successful upon evaluation. The EMD shall be refunded in case of all unsuccessful e-bids, provided it is not forfeited. The balance amount of unused EMD from the corpus account shall be returned to the applicant on request by the DETC (Excise) of the District of his registration. The corpus for EMD can be replenished following the same process as was followed for creating the corpus, i.e. only in the office of DETC (Excise) of the District of his registration, at any time during the working hours of the Department. The EMD required for placing the e-bids shall be as under:

Sr. No.	Reserve Price of Zone	Earnest Money
(i)	Less than Rs 5 Crore	Rs 20 Lakh
(ii)	Rs 5 Crore & above but less than Rs 10 Crore	Rs 40 Lakh
(iii)	Rs 10 Crore & above but less than Rs 25 Crore	Rs 60 Lakh
(iv)	Rs 25 Crore & above	Rs 80 Lakh

It is brought to the notice of all the prospective bidders that the bids shall not be accepted by the system if the balance amount in the corpus account, of either the participation fee or the EMD, is not sufficient. The bidders can get themselves registered and create a corpus account of participation fee and EMD at any time. However, the bids can be placed only as per the schedule, i.e. after the commencement of the time for placing the bids and up to the last date and time as given in the schedule. No bid shall be accepted, either before the opening time or after the closing time that is specified in the schedule for accepting the bids. The bids shall be accepted in accordance with the server time of State Data Centre, Haryana, at Chandigarh. The corpus account of the bidder shall be updated automatically by the system upon his placing the bids and after evaluation of bids. The amount of EMD shall be returned to his balance automatically by the system in case his bid is unsuccessful after evaluation, provided it is not forfeited.

Process for Submission of Bids

For the purpose of placing the bid, the registered bidder shall visit the department website www.haryanatax.gov.in. The bidder shall log in using his user id and password. The bidder shall first select the district whose Zone he intends to participate. Thereafter, the list of Zones shall be displayed by the system from which he can select the Zone for which the bid is to be placed. The

details of the Zone like Zone name, Zone code, command area, quota of CL, quota of IMFL, reserve price, category etc shall also be automatically displayed by the system to the applicant/bidder. The complete excise arrangement of the State shall be available on the website of the Department in e-tender section. The bidder can also view the balance amount in his corpus account of participation fee and EMD. The bidder shall submit his bid, in figures, in the specified column (visible in green) and the system shall display the same amount in words for his convenience and confirmation. Only that bid amount shall be accepted by the system which is equal to or above the reserve price. The bid quoted by the bidder shall be completely secret, safe and secure, as it will be encrypted and hashed, and will not be visible to any other person. No bid shall be accepted by the system if the requisite amount of participation fee and EMD is not available in the respective corpus account of the applicant. The bidder shall be issued an acknowledgment receipt on successful submission of his e-bid, containing the acknowledgment number and date and time of submission of bid. The bidder shall be eligible to enter the designated hall for evaluation of bids on the date of evaluation, on the strength of this acknowledgment receipt.

Important Note:-

For the Zone of vends reserved for Haryana Scheduled Castes and Backward Classes (A category), only those bidders shall be eligible to submit their e-bids who have been registered as reserved applicants through the process of registration. The applicant shall be registered as reserved applicants on the basis of a valid caste certificate issued by the competent authority. If any ineligible person submits his e-bid against a Zone reserved for Haryana SC or BC(A), such bid shall be treated as null and void and shall not be considered for evaluation even if such bid happens to be the highest bid for that reserved zone.

The EMD of all ineligible bidders who submit their e-bids against reserved category shall be forfeited. The persons belonging to Haryana SC and BC (A) category shall have to upload the attested copies of their respective caste certificates at the time of registration and submit the hard copy thereof in the office of the DETC (Excise) of the District of his registration, before approval of his registration. An applicant registered under any of the two reserved categories may apply for Zones of vends reserved for his category and for general category. No applicant registered under general category can apply for any of the reserved Zones of vends, unless it is de-reserved.

Finalization of e-Tender

After the closing date and time for submission of e-tenders, the district wise and Zone wise list of all the bidders shall be displayed in the office of the DETC (Excise) concerned. The evaluation of the bids shall be carried out by a

committee headed by the Deputy Commissioner of the district, along with DETC (Excise) and DETC (ST) of the district as its members. The evaluation shall be made on the scheduled date and time. First of all, the evaluation of bids received for the Zone of vends reserved for Haryana SC and BC (A) shall be taken up. Only the bids of eligible Haryana SCs and BC (A) shall be evaluated for the reserved Zones of vends and the highest bidder from amongst the eligible bidders shall be declared successful. After completing the evaluation of the reserved Zones of vends, the Zones of vends belonging to general category shall be taken up for evaluation.

The DETC (Excise) shall ensure a proper venue for the purpose of evaluation, wherein a computer system, proper internet connectivity, a screen with projector, generator etc. should be in place. All prospective licensee or bidders who choose to be present at the time of evaluation, shall be allowed to be present inside the venue (on production of the bid acknowledgment). The process of evaluation shall be video-graphed. The evaluation shall be done by the system, wherein the DETC (Excise) will log in, in the presence of the committee and all those who are present. The bids for each category i.e. SC, BC (A) and General, shall be evaluated Zone wise serially. The highest bidder quoting equal to or above the reserve price shall be declared the successful bidder. In case there is more than one bid of the same highest amount, the successful bidder shall be determined by a draw of lots, to be conducted by the allotment committee. A transparent jar shall be kept ready for the draw of lots, wherein slips of paper of equal size and colour shall be used. The paper slip shall be drawn by any person from the public present and the result shall be announced on the spot. Any person found indulging in any kind of misconduct during the allotment process shall be de-barred, declared unsuccessful even if otherwise successful, shall be blacklisted for five years, and his EMD shall be forfeited.

The successful bidders shall be able to adjust the balance, the unutilized amount of his corpus of EMD and participation fee, towards payment of his first installment of security (5% of his bid money) online through the application using his registration number.