

## **Procedure for e-Tendering for the Allotment of Lone wholesale license of Imported Foreign Liquor (BIO), L-1BF, in the State for the year 2017-18.**

The process of allotment of Lone Wholesale License of Imported Foreign Liquor (L-BF) in the State of Haryana for the year 2017-18 has been initiated. The allotment of L-1BF be made by inviting e-Tenders. There will be one L-1BF license for the whole of the state of Haryana.

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](http://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](http://www.haryanatax.gov.in) and go through the process of 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 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 sign up process and by using his own password. The applicant shall have to select one district for approval of his registration. It should be the District where the License shall be operated if the bidder becomes successful. The applicant shall have to upload one scanned copy of his photograph, his identity proof, PAN, VAT registration and import license during the process of registration. The applicant shall enter the details of his credentials, i.e. name, address etc. 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 be given 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, PAN, VAT registration, Import License, 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. Having been successfully registered, the applicant shall be eligible and able to participate in the process of allotment of L-1BF of the State for the year 2017-18 through e-tenders.

### ***Process for creation of Corpus of Earnest Money Deposit***

The prospective bidder shall have to create a central corpus account of Earnest Money Deposit (EMD) for L-1BF. The EMD 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 EMD shall create a corpus account of the applicant for the license L-1BF.** The system will automatically deduct the EMD of the applicant, as 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 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 incase of 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 to the DETC (Excise) of the District of his registration. An amount of RS 2.5 Cr shall be required to be deposited as EMD for placing each online bid for L-1BF.

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 EMD is not sufficient. 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](http://www.haryanatax.gov.in). The bidder shall log in using his user id and password.

The bidder shall first select "Submit E- Tender for L-1BF". Thereafter, the details of registration number, reserve price, license type L-1BF, District of Registration, EMD details shall be visible to him. A green strip shall be visible to him for the purpose of putting amount of bid in figure, it will be automatically displayed in words against it for ready reference and confirmation of the bidder.

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. No bid shall be accepted by the system if the requisite amount of EMD is not available in the 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 place for evaluation of bids on the date of evaluation, on the strength of this acknowledgment receipt.

### ***Evaluation of e-Tender***

After the closing date and time for submission of e-tenders, the list of all the bidders shall be displayed on the official website of the Department i.e. [www.haryanatax.gov.in](http://www.haryanatax.gov.in).

The evaluation shall be made on the scheduled date and time. The evaluation shall be done by the system.

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 Department. 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.