

PROCEDURE FOR E-TENDERING FOR ALLOTMENT OF ZONES OF COUNTRY LIQUOR AND IMFL VENDS IN THE STATE OF HARYANA FOR THE YEAR 2025-2027

The process of allotment of Zones of retail vendes of Country Liquor (L-14A) and IMFL (L-2) in the State of Haryana for the year 2025-2027 has been set in by inviting e-tenders. The allotment of retail vendes of CL and IMFL shall be made in units of Zones, each zone comprising of two (L-2/L-14A) vendes. The e-tenders shall be submitted separately for each Zone in the State.

To participate in the process of allotment, the applicant shall have to sign-up and get himself/herself registered through the department portal www.haryanatax.gov.in or <https://investharyana.in>. It may please be noted that all prospective bidders shall be required to get themselves registered afresh, notwithstanding registration done in any of the previous years. The steps to be followed for registration and submission of bid are listed as under:

A. Sign-up Process:

The process of sign-up starts by clicking the tab/icon labelled as "**Excise Registration**" available on home page of department portal (<https://haryanatax.gov.in>) or directly from Invest Haryana/HEPC portal (<https://investharyana.in/>).

- i. By clicking on 'Excise Registration' tab, a pop-up screen with alert **'Kindly sign-up and login through HEPC portal (<https://investharyana.in/>) by adding unique CAF number for Excise project ID to avail Excise e-services' through the Excise department portal. Click here to sign-up <https://investharyana.in/>** will appear to user and user needs to click on 'OK' button to proceed.
- ii. Now the applicant need to click on **Login/Register** in the navigation bar of the invest Haryana website and then need to click on "**New Investor Registration**". Applicant will need a valid/unique e-mail id and mobile number which are the first requisites for signing up and will be used to share One-time password (OTP).
- iii. A system generated one-time password (OTP) shall be provided to the applicant upon completion of the sign-up process at '<https://investharyana.in/>' portal of HEPC.
- iv. A registration confirmation link will be sent to email id of applicant by HEPC portal (<https://investharyana.in>) and applicant will need to confirm that confirmation link to activate the email account in HEPC portal. In case of any issue, applicant can visit the support desk of invest Haryana portal.
- v. After successful sign-up by confirming link shared over email by HEPC portal, the applicant will then need to login and add as mandate first time only by clicking on plus(+) sign **Add CAF** tab in investharyana.in portal.
- vi. The applicant must enter details as required in **Add CAF** form under 'select project type'. → '**Excise and Taxation**' in HEPC portal.
- vii. After adding CAF details, the applicant shall need to click on "View CAF tab and then click on details button.
- viii. Post that, applicant will need to click on 'Service required' link available on left side of dashboard and will need to select department '**Excise and Taxation**'.
- ix. The applicant will click **require** button against require service name '**Application for License of Local Sale (Retail)**' from available Excise Services.
- x. Then applicant will need to go to "**Service in Progress**" link. After clicking on '**service in progress link**' user need to click "**Fill service form**" button under required service name, then it will be redirected to Haryana tax portal to 'OTP' (One Time Password) validation page.

- xi. OTP (One Time Password) through email and message (as registered in invest Haryana portal while sign-up) will be triggered to applicant to validate before login to Excise e-services at department portal (<http://haryanatax.gov.in>)
- xii. After entering the correct OTP, system will allow user to access the Excise e-services dashboard.
- xiii. Once the complete process ADD Unique CAF and OTP validation/Authentication via HEPC portal to Haryana tax portal is done successfully by applicant, the applicant will be eligible to login directly to <https://haryanatax.gov.in> portal. After login to the Excise Portal with his registered email ID (registered at time of Invest Haryana sign-up process) as username and password (By resetting it first time by using forgot password option in Haryana tax department e-services portal. User name & Email will be same as registered email of applicant to use OTP via forgot password option).

Note: - The detailed procedure for login to Haryana Tax Portal for Excise e-services via HEPC Portal (Investharyana.in) is also available at official portal of the department (www.haryanatax.gov.in) under useful link and latest news section.

B. Registration Process:

The applicant shall go through the process of registration (www.haryanatax.gov.in) by using the unique user id (email id of the user provided during the Excise Registration sign-up process) and Password to login to Excise Portal. Post successful login, applicant will need to click the + link **Registration for allotment of Zones of Retail Vends → Application for Tender registration**, available in dashboard. The applicant shall have to select one district for approval of his registration. It can be any district within the State of Haryana, irrespective to the district where he wants to bid for. The applicant will fill all the details and have to upload scanned copy of his Photograph, PAN, CA Certificate (Net Worth of minimum Rs 60 Lacs duly certified by a CA registered with ICAI), Income Tax Return for Assessment Year 2024-25 (Financial Year 2023-24), Income Tax Return for Assessment Year 2023-24 (Financial Year 2022-23), Income Tax Return for Assessment Year 2022-23 (Financial Year 2021-22), Aadhaar Card and Parivar Pehchan Patra-PPP (in case the applicant is a resident of Haryana) **as mandatory documents** and authorization letter (if applicable) or any other supplementary documents during the process of registration.

After uploading the details, the applicant will be provided a unique reference number. The applicant shall have a printable 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 all the above mentioned documents.

The registration shall be processed by the Department, and after 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 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 2025-2027 through e-tenders. This registration shall be valid for allotment of multiple Zones of retail vends of liquor of all the districts across all rounds of allotment for the year 2025-2027.

C. Process for creation of Corpus of Participation Fee:

The prospective bidder shall have to create a central corpus account of Participation Fee and Earnest Money Deposit (EMD). The participation fee for each bid for one Zone will be Rs. 2,25,000/-, **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 all the districts** 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, balance will reflect in the corpus account of 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.

D. 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 balance will reflect in the corpus account of 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. 3 Cr.	Rs. 12.5 Lakh
(ii)	Rs. 3 Cr. and above but less than Rs. 5 Cr.	Rs. 25 Lakh
(iii)	Rs. 5 Cr. and above but less than Rs. 10 Cr.	Rs. 50 Lakh
(iv)	Rs. 10 Cr. and above but less than Rs. 25 Cr.	Rs. 75 Lakh
(v)	Rs. 25 Cr. and above but less than Rs. 40 Cr.	Rs. 100 Lakh
(vi)	Rs. 40 Cr. and above	Rs. 150 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.

E. Process for Submission of Bids:

For the purpose of placing the bid, the registered bidder shall visit the department portal www.haryanatax.gov.in. The bidder shall log in using his user id and password **(or he can also login through Invest Haryana portal, from where he will be redirected to Haryana tax portal)**.

The bidder shall first select the district of zone, for which he intends to submit his bid. 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, zone type (Urban/Rural/Mixed zones) 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 'Excise Policy 2025-2027 and Important Updates' 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 such 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.

F. 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.

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 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. The evaluation shall be done in presence of the recommendation committee and all those who are present. The bids shall be evaluated in order of serial number of Zones. The highest bidder quoting the tender price equal to or above the reserve price shall be declared the successful bidder even if single eligible bid is received for a particular zone. In case, there is more than one bid of the same highest amount, the successful bidder shall be determined by draw of lots, to be conducted by the allotment/recommendation 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 and will be 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 instalment of security **(2% of his bid money)** online through the application using his registration number.