



# HARYANA AGRO INDUSTRIES CORPORATION LIMITED

(A Haryana State Undertaking)

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**Registered Office:**  
Bays No. 15-20  
Sector - 4, Panchkula

**EXPRESSION OF INTEREST FOR CONTINUOUS REGISTRATION/  
EMPANELMENT OF MANUFACTURER/PROCESSORS/SUPPLIERS FOR  
SUPPLY OF ESSENTIAL FMCG PRODUCTS (PULSES, SPICES, SUGAR, DRY  
FRUITS, RICE, CEREALS & CEREAL PRODUCTS, FLOUR & FLOUR  
MIXES, OIL ETC.) TO HAICL SPECIFIED DELIVERY POINTS WITHIN THE  
STATE OF HARYANA**

Government of Haryana is proposing to launch Retail Expansion Plan project by Haryana Agro Industries Corporation Limited for retail outlets for Consumer Goods. Broad objective of the Organization is to provide an alternate channel to promote entrepreneurship, provide best quality products at discounted prices, help in promoting State owned MSME/NGO/SHG/FPO and other manufacturer with in the state, promote retail policy of Haryana and generate employment across the State. Going forward, the organization would help generate market for innovative products across perishable & consumer goods that will further promote entrepreneurship and manufacturing efficiency in the State.

It has been proposed to set up 2000 retail stores/outlets across the 22 districts of Haryana, which will help in boosting the spirit of entrepreneurship and generating favorable employment.

For this purpose, HAICL intends to invite EOI from Manufacturer/Processors/Suppliers, meeting minimum criteria as specified in Para C & D, for supply of essential FMCG products (Pulses, Spices, Sugar, Rice, Dry Fruits, Cereals & Cereal Products, Flour & Flour Mixes, Oil etc.) to specified delivery points within the state of Haryana both for Har-Hith supplies as well as to cater the need of Institutional client.

The application form and other terms & conditions may be downloaded by the interested parties from HAICL website [www.haic.co.in](http://www.haic.co.in) and [www.agribazaar.com](http://www.agribazaar.com) and [www.neml.in](http://www.neml.in) .

Currently, the interested parties are advised to register at [www.agribazaar.com](http://www.agribazaar.com) and [www.neml.in](http://www.neml.in).

1. Intending Processors/Suppliers shall submit application online in the prescribed format (duly filled in) along with supporting documents
2. HAICL reserves the right to accept or reject any or all applications without assigning any reason thereof. The issue of this document does not in any way commit or otherwise obliges HAICL to proceed with all or any part of EOI process. The EOI is not the subject of any process of contract or any contractual obligations between HAICL and prospective manufacturer/processor/supplier.

## **Introduction**

HAICL invites application from Manufacturers/Processors/Suppliers for various varieties of pulses, spices, dry fruits, sugar, rice cereals and cereal products, flour & flour mixes, oil etc. meeting minimum eligibility as described in Para C & D of this document.

HAICL has engaged private service provider M/s Star Agribazaar and M/s NCDEX e-Markets Ltd to facilitate bidding process from the selected manufacturers/processors/suppliers for procurement through online platform. In such a case, the selected manufacturers/processors/suppliers will be required to register on portal in order to participate in the bidding process. The bidding process shall be based on reverse bidding.

### **A. Scope of Work:**

#### **a. Registration on E-Portal of HAICL and supply conditions**

Selected manufacturers/processors/suppliers will be required to get themselves registered on <https://www.agribazaar.com> and [www.neml.in](http://www.neml.in) portal appointed by HAICL for bidding assistance for procurement process.

- i. The interested suppliers are requested to submit all the requisite documents at the website. HAICL and Star Agri Bazaar will check/verify the document and proceed/register with eligible application for participation in bidding in future. For further assistance kindly contact Mr. Jai Bhagwan from Agribazaar Team at contact no. 7507011222 or Mr. Virender Chaudhary from NeML team at contact no.7021355750 or Ms. Pooja Kundoo from HAICL side at contact no. 9654971043.
- ii. Manufacturer/processor/supplier will be required to authorize a person to manage online bids through bidding portal.

#### **b. Participation in Bidding Process**

- i. Selected manufacturer/processor/supplier will be intimated by HAICL and the e service provider about the tenders/contracts listed in portal on regular basis.

- ii. The contract will provide details including quality specifications for products, order quantity, delivery points and timelines. The supplies should be ensured test report from a NABL accredited lab.
- iii. Manufacturer/processor/supplier will be required to deposit an EMD before participation in the bidding process. The successful bidder will submit 2% security deposit of total contract value, whereas EMD amount will be Rs. 5000 per bidding. The EMD amount of unsuccessful participants will be returned.
- iv. The selected manufacturer/processor/supplier will be required to do FOR deliveries at HAICL specified delivery points within Haryana, for institutional supplies location will be specified as per requirement of institutional client, same will be mentioned in contract note,
- v. Product that HAICL is buying via e-bidding and have forward linkage then MD, HAICL is authorized to seek both ex-mill and F.O.R. rates in case of institutional supplies on basis of designated place as confirmed by institutional client, same will be mentioned in contract note.
- vi. The selected manufacturer/processor/supplier will be required to supply products in the pack sizes and packaging specified by HAICL.
- vii. The selected manufacturer/processor/supplier will be required to supply products as per grades specified in tender document floated along with contract note on bidding platform.

**c. Sampling: -**

- i.) In case of Har-Hith supplies, Selected suppliers are required to submit minimum 8 packets of samples of not less than 250gm of each item which they have participated in bidding. Name of the supplier and name of the item must be mentioned on the sample.
- ii.) In case of Institutional supplies, as per requirement of institutional client, sample need to be submitted, same will be specified in contract note.

**d. Quality Assurance (Visual Appearance and Lab Testing): -**

- i. HAICL reserves the right to upgrade/modify the specifications of the commodities from time to time.
- ii. Visual inspection of the sample shall be done at time of receiving of goods and same shall be compared with the master sample received earlier by HAICL appointed officer before accepting supplies.
- iii. Before accepting supplies any random pack of items will be/may be subject to Lab testing as per specification and same can be compared with Lab testing report submitted by supplier, if Lab testing report is not found satisfactory or in accordance with sample submitted, a penalty as per contract note will be imposed.

**e. Warranty of Material: -**

- i. The supplier shall be responsible for quality of the material being supplied to HAICL as per shelf-life criteria specified in accordance with FSSAI guidelines. Table is given below for further illustrations:

<b>Sr. No.</b>	<b>Name of Commodity</b>	<b>Minimum Shelf Life Guarantee (Months)</b>	<b>Extension of Shelf Life (Months)</b>
1	Whole and Split Pulses	6	3
2	Rice	6	3
3	Cereal & Cereal Products	6	3
4	Sugar	6	3
5	Flour & Flour Mixes	3	3
6	Cashew Kernals	3	3
7	Almonds	3	1
8	Raisins	3	1
9	Cardamom	3	0
10	Ajwain Seeds	6	3
11	Cloves	12	3
12	Asafoetida/Hing	6	3
13	Fenugreek Seeds	6	3
14	Fennel Seeds	6	3
15	Black Pepper	3	3
16	Coriander Seeds	6	3
17	Cumin Seeds	6	3
18	Coriander Seeds	6	3
19	Turmeric	6	3
20	Chillies	6	3
21	Oil	6-9	As per FSSAI norms
22	Any other Institutional (Detail will be specified in contract note)	As per FSSAI norms, item specific	As per FSSAI norms, item specific

- ii. The suppliers should meet the requirement of HAICL specifications and suppliers will be responsible for any legal action under FSSAI or any other statutory provision arising due to any non-conforming quality of supplies as per these specifications.

**f. Penalty clause for quality or Delay:-**

- i. For any supply delay, a penalty will be charged from the seller. Upto two week @ 2% per week of the cost of the material. After 2 weeks the penalty will be imposed @ 4% per week of the cost of the material. In case of delayed supply, HAICL reserves the right to cancel the trade and source the balance quantity from open market at risk & cost of the seller. However, the delay can be condoned at the discretion of the Managing Director. Default in supplies either wholly or partly, post extended delivery period, on account of quality or quantity or delay in supply may result in cancellation of the contract and undelivered quantity may be sourced from other sources at risk and cost of the manufacturer/supplier.
- ii. If the supplied materials are rejected based on the final quality report, then the seller must replace the stocks within 7 days' time. If the seller fails to replace the stock against the rejected Qty within 7 days, the trade will be cancelled and proportionate EMD and SD of the Seller will be forfeited and if such incidence is repeated more than 2 times, registration of the supplier will be cancelled from Agribazaar portal and such supplier will be blacklisted by Agribazaar to participate in future biddings.

**g. Payment: -**

- i.) In case of Har-Hith Supplies, Payment terms for supplies shall be 7-10 days from the date of receipt of material. In case of sample picked up for lab testing, payment shall be done after satisfactory laboratory report about the quality of material.
- ii.) In case of Institutional supplies, payment terms will be specified in contract note on the basis of type of supplies.

**h. Plant Hygiene and Right to do Plant Visit: -**

- i.) In case of Har-Hith Supplies, the selected manufacturer/processor/supplier should maintain the plant hygiene as per the FSSAI standards. HAICL is having authority to visit plant at any time and can also do surprise check of facilities.
- ii.) In case of Institutional Suppliers-Post document verification, Plant inspection will be done before empanelment of supplier, only after successful plant inspection report submitted by HAICL officials, empanelment process will be initiated.

**i. Reverse Bidding and Selection Criteria: -**

- i. Procurement of commodities by HAICL will be via reverse bidding process, upon opening of the price bid, a reverse auction platform will be created, displaying only the item wise L1 price, no indication will be available in the portal to anybody regarding number of bids and name of bidders.
- ii. The system will display L1 landed price, at the end of the reverse auction, the L1 bidder has to submit the breakup of the prices conforming to the lowest landed rate quoted by him in the reverse auction
- iii. The L1 bidder after reverse auction will be responsible to ensure that landed rate as per the breakup of prices provided by him after the reverse auction and L1 landed rate offered by him in the reverse auction is exactly same, otherwise it may be treated as withdrawal of offer and will attract penal action
- iv. While giving the breakup, the bidder will have to consider same rate of taxes and duties as quoted while submitting the e-price bid.

**j. Bid Cancellation Right: -**

- i. HAICL reserves the right to cancel the bid if the bidders participating in the bidding process are not participating diligently and are not Submitting bids in a fair manner. The bidders should not submit bids, which are detrimental to the bidding process and likely to cause disruption or disturb the market equilibrium.
- ii. HAICL may at its sole and absolute discretion, in the best interest of the entire bidding process and other participants at large, with or without giving notice to any such bidder and/or without assigning any reasons whatsoever, may cancel the bid or debar/disqualify such bidder in the bidding process. The decision of HAICL in this regard shall be final and binding on all the bidders.
- iii. Also, HAICL reserves the right to cancel any of the bid if the participating suppliers are furnishing wrong information in the affidavit and submitting false documents and in addition the security amount and bank guarantee (if any) shall be forfeited / encashed.
- iv. Further, Managing Director, HAICL in his discretion and upon facts and circumstances of each case, may impose penalty/fine as deemed fit.

**B. Minimum Eligibility Criteria-Har-Hith Supplies**

- i. Interested Manufacturer/processor/supplier may either be a sole proprietorship firm/ Partnership firm (duly registered under the provisions of Indian Partnership Act of 1932 as amended from time to time) or a Company (registered under the relevant provisions of Companies Act of 1956 or 2013).
- ii. Interested Manufacturer/processor/supplier must have following registrations and certifications and shall provide a self-attested copy of all the certificates with the application:
  - a. FSSAI registration
  - b. GST registration
- iii. The manufacturer/processor/supplier should have a minimum turnover of 05 crore but not less than 02 crore. Balance sheet copies duly attested / certified by the Chartered Accountant need to be submitted for the same.
- iv. The manufacturer/processor/supplier must possess all required statutory permissions from concerned State/ Central Government authorities to undertake processing activities and storage unit.

- v. The interested manufacturer/processor/supplier should not have been prosecuted for violation of rules / laws under the Essential Commodities Act or any such other laws or orders there under in any court of law and shouldn't have been blacklisted by any State/Central Govt. body/ Public Sector Undertaking at any point of time in India.
- vi. The interested manufacturer/processor/supplier should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as product supplier to HAICL.
- vii. The interested manufacturer/ processor/ supplier supplying commodities mandatorily should have more than 03 year supply experience (But not be less than 02 years, in any case) in Modern Trade/General Trade, Government supply experience is preferable but not mandatory as to support MSME, Start-ups, Self Help Group and small suppliers from Haryana State, government supply experience can be relaxed for Har-Hith supplies. The proof may be in form of invoice/work order/Purchase order etc. However, MD, HAICL, reserves the right that if a less experience company approaches for empanelment, in order to seek procurement of quality products same can be considered
- viii. The successful /supplier should submit quality test report from NABL accredited lab against each supply as per specifications mentioned in contract note. The cost of testing will be borne by successful supplier.

**C. Minimum Eligibility Criteria-Institutional Supplies: -**

- i.) Interested Manufacturer/processor/supplier may either be a sole proprietorship firm/ Partnership firm (duly registered under the provisions of Indian Partnership Act of 1932 as amended from time to time) or a Company (registered under the relevant provisions of Companies Act of 1956 or 2013).
- ii.) Interested Manufacturer/processor/supplier must have following registrations and certifications and shall provide a self-attested copy of all the certificates with the application: **FSSAI registration, GST registration**



- iii.) The manufacturer/processor/supplier must possess all required statutory permissions from concerned State/ Central Government authorities to undertake processing activities and storage unit.
- iv.) The interested manufacturer/processor/supplier should not have been prosecuted for violation of rules / laws under the Essential Commodities Act or any such other laws or orders there under in any court of law and shouldn't have been blacklisted by any State/Central Govt. body/ Public Sector Undertaking at any point of time in India.
- v.) The interested manufacturer/processor/supplier should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as product supplier to HAICL.
- vi.) The interested manufacturer/ processor/ supplier, supplying commodities for institutional sale should have more than 05 years mandatory supply experience in Modern Trade and General Trade (But not less than 03 years, in any case), in addition to MT/GT experience supplier should have mandatory experience in government institution supplies in similar kind of product (product for which supplier is seeking for supply against institutional requirement) as per following conditions: -

Minimum Govt. Supply Experience	Minimum Turnover(Cumulative for last 3 FY)
1 Year	30-50 crore
<6 Months	50-75 crore
3 Months	100 crores & above

**Note:-** Supply experience proof should be in form of invoice/work order/Purchase order etc. In support of turnover balance sheet copies duly attested / certified by the Chartered Accountant need to be submitted.

- vii.) Negotiation with all the suppliers will take place as per Latest Negotiation policy of Haryana State Government related to procurement of Goods/stores (Fixed purchase & Rate Contracts), Turnkey & Services.
- viii.) The successful /supplier should submit quality test report from NABL accredited lab against each supply as per specifications mentioned in contract note. The cost of lab testing will be borne by successful supplier.

#### **D. Documents required to get registered at e-portal:**

1. Valid PAN and GSTIN Copy (Self-attested copies to be submitted)
2. Copy of Cancelled Cheque
3. Aadhaar card copy of the Authorized person/signatory/Owner.
4. Partnership deed copy, in case of Partnership firm
5. Company Incorporation certificate, In case of Company
6. Authority Letter/BR in the name of Authorized person.
7. Any other document required as per the eligibility clause of this document
8. Valid supply order copy/ invoice proof/Supply agreement in lieu of Institutional supply items

✓ **Attested copies of all above given Documents.**

#### **D. Evaluation of applications**

All received documents to be examined by the portal and scan copies to be shared with the committee of HAICL. The committee shall evaluate details submitted by the interested manufacturers/processors/suppliers and examine the documents provided vis-a-viz requirements specified in the EOI document. HAICL reserves its right to accept or reject any or all the applications and/or ask for any additional and/or missing documents from the interested manufacturer/processor/supplier (s).

The selected manufacturer/processor/supplier(s) will be informed regarding acceptance of their application(s) and would be eligible to participate in the HAICL e-auctions.

**Annexure- 1**

**Application Letter**

To,  
The  
Managing  
Director,  
HAICL, Head  
Office Bays  
No. 15-20,  
Sector - 4, Panchkula

Ref. EOI vide no. \_\_\_\_\_

Dear Sir,

I/We have thoroughly examined and understood all the terms and conditions as contained in the EOI and agree to abide it.

I/We hereby offer to supply essential FMCG products (as directed and specified by HAICL).

Yours faithfully,

Authorized Signatory

**Annexure-2**

**Registration Form**

<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>	<b>Page No.</b>
1	Name of Interested manufacturer/processor/supplier		
2	Firm type (Private limited, LLP or Limited, Proprietorship, Partnership)		
3	Registered office		
4	Name of proprietor/partner/director		
5	E-mail Address		
6	Telephone No./ Mobile No.		
7	Certificate of registration or certificate of incorporation issued by the concerned authority/Partnership Deed etc.		
8	CA certificate (in lieu of Turnover)		
9	GSTIN Number		
10	PAN Card Copy		
11	FSSAI License		
12	Authority letter		
13	Address proof of the authorized signatory namely Telephone Bill/ copy of passport / electricity bill/ voter ID		
14	Cancelled cheque		
15	Aadhar Card		
16	Purchase orders/Invoices/Agreement (in lieu of experience)		
17	Non-black-listing certificate (Annexure-III)		
18	Self-declaration on the letter head in lieu of supplying experience		

**Note:- Above documents should be self-attested.**

**Signature of authorized person  
(seal of Company/Firm)**

Date:

Place:

**Annexure-3**

**AFFIDAVIT (Stamp  
paper of Rs.100)**

1. I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certifies that neither our firm **M/s.....** have abandoned any work Govt. of India/or any State or Govt. undertakings nor any contract awarded to us for such works have been **rescinded/terminated** on account of our default, prior to the date of this bid.
3. The undersigned hereby authorize(s) and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the Department to verify this statement or regarding my (our) competence and general reputation.
4. The undersigned understand and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Department/ Project implementing agency.
5. I\*/We\* hereby submit that our firm M/s (with complete address) has never been 'Black-listed'/ debarred by any Utility / any State /Central Govt., Department / PSUs till date nor we are facing / filed any Litigation proceedings regarding debarring (black listing) with either of the above said Agencies / States. Detection of false declaration / statement at any stage of the entire process of Bid / execution of work shall lead to penalty as deemed fit by the HAICL including forfeiture of earnest money, BG and termination of contract.
6. I\*/We\* hereby submit that our firm M/s (with complete address) has not been involved in any major litigation that may have an impact of affecting or compromising the delivery of product supply services to HAICL.
7. I\*/We\* hereby submit that our firm M/s (with complete address) has not been prosecuted for violation rules / law under Essential Commodities Act or any such others law or orders there under in any court of law.

**(Signed by an Authorized Officer of the  
Firm) Title of Officer:-  
Name of Firm:- Date:-**