



# 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 COMMODITY PRODUCTS (PULSES, SPICES,  
SUGAR, DRYFRUITS, RICE, CEREALS & CEREAL PRODUCTS, FLOUR &  
FLOUR MIXES,OIL ETC.) TO HAICL SPECIFIED DELIVERY POINTS WITHIN  
THE STATE OF HARYANA FOR HARHITH PROJECT**

Government of Haryana has launched Retail Expansion Plan project(Under brand Name "Har-Hith"), this project is implemented by Haryana Agro Industries Corporation Limited, for set-up of franchisee based retail outlets .Broad objective of the project 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, to promote retail policy of Haryana Government and to 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.

## **Introduction**

HAICL intends to invite application from Manufacturer/Processors/Suppliers, meeting minimum eligibility criteria as specified in Para-B for supply of essential commodity products (Pulses, Spices, Sugar, Rice, Dry Fruits, Cereals & Cereal Products, Flour & Flour Mixes, Oil etc.) to HAICL specified delivery points within the state of Haryana, to meet out the requirement for Har-Hith Stores, Mid-Day Meal, Jail department etc.

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

HAICL tenders are floated on regular basis on government of Haryana Portal (Haryana Single e-procurement Portal at <https://etenders.hry.nic.in>) and also

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 so interested parties are advised to register themselves at service providers portal by visiting the sites [www.agribazaar.com](http://www.agribazaar.com) and [www.neml.in](http://www.neml.in), prior to participate in the bidding process. The bidding process shall be based on reverse bidding.

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

### **a.) Empanelment and Registration on E-Portal of HAICL**

Interested manufacturers/processors/suppliers need to follow following processes before participation in bidding/tendering process:-

- I. Intending Processors/Suppliers shall submit documents as mentioned in EOI document on mentioned mail ID ([haicpkl@gmail.com](mailto:haicpkl@gmail.com)) in the prescribed format (duly filled in) along with supporting documents or documents can be submitted at HAICL Corporate Office, Sector-4, Panchkula.

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.

- II. HAICL empaneled 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 in procurement process.  
For further assistance kindly contact Mr. Jai Bhagwan from Agribazaar Team (#9255979652) and Mr. Virender Chaudhary from NeML team (#7021355750).
- III. Manufacturer/processor/supplier will be required to authorize a person to manage online bids through bidding portal or as directed as per tender document.

### **b.) Participation in e-Bidding /e-Tender Process**

- i. HAICL does regular newspaper publication before each tender, tender documents are also available at HAICL website ([www.haic.co.in](http://www.haic.co.in)) and government of Haryana Portal (<https://etenders.hry.nic.in>). Empaneled manufacture/ Processor/ Suppliers can only participate in these tenders. Tenders are parallely conducted on service provider and e-procurement portal. Interested bidder can participate on both portals or either one of it.
- ii. Selected manufacturer/processor/supplier will be intimated by the service provider regarding upcoming tenders on regular basis. This tender document/contract will provide details regarding eligibility criteria, quality specifications for products, order quantity, delivery points and timelines.

- iii. If empaneled supplier is interested to participate in e-bidding process on service provider portal then he needs to deposit an EMD before participation in the bidding process on service provider portal. The successful bidder will submit 2% security deposit of total contract value, whereas EMD amount per bidding will be Rs.5,000(Five Thousand only).The EMD amount of unsuccessful participants will be returned.
- iv. Manufacturer/processor/supplier will be required to complete the registration on e-procurement portal by obtaining a digital certificate for the same. Post payment of tender document fees, empaneled supplier can submit the technical and financial bid as per tender document. Details for the same will be mentioned in tender document.
- v. Product that HAICL is buying via e-bidding/tendering process 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 indenting department, 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.
- viii. Neither the Department nor the concerning authority will be responsible for any fluctuation of prices in Domestic Market or International Market and no request or representation for revision of rate will be entertained during the contract period.
- ix. Packing material Specification should be as per FSSAI Guidelines, Packing date, best before date and other nutritional information to be mentioned on the packs.

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

Post tender negotiation selected suppliers need to submit minimum 8 samples per item in the original pack size (as mentioned in tender documents for consumer packs) and 25 samples for jail supplies.

- i. HAICL reserves the right to upgrade/modify the specifications of the items 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.

**d.) Warranty of Material: -**

- a. 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. Same will be mentioned in contract note.
- b. Quality should not deteriorate in terms of soundness, wholesomeness and fitness for human consumption provided the required commodity items after supply by manufactures/Suppliers, are properly stored in ambient conditions by Government authorities.
- c. 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.
- d. Commodity Items should have shelf life as per FSSAI specifications only and all the items should be labelled with FSSAI certification number, nutritional values per 100 gm should be printed on each product in case of processed food items.

**e.) Penalty clause for quality or Delay:-**

- a. 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.

**f.) Payment: -**

- I. Payment terms are usually 7-15 days post GRN, same will be specified in contract note on the basis of type of supplies.
- II. As per Section 51 of the CGST Act, 2017, HAICL- as a PSU, is liable to deduct TDS under GST @ 2% on payments made to the supplier of taxable goods

and/or services where the total value of such supply- supply under individual contract exceeds RS.250000/-. Therefore, HAICL is deducting the TDS at the rate of 2% under GST Act.

- III. HAICL is deducting TDS under Income Tax Act also under section 194-Q on the purchase of goods @ 0.1% on payment made to supplier of taxable goods and /or services where the total value of such supply- supply under individual contract exceeds exceed Rs. 50 Lakhs.

If any other change in payment terms occurs, same will be specified in contract note terms & conditions.

**f.) Plant Hygiene and Right to do Plant Visit: -**

Before empanelment of supplier, HAICL appointed committee will check and verify the documents as per eligibility parameters mentioned in "Para B" of this EOI document. For those suppliers whose documents are satisfactory as per eligibility parameters, HAICL appointed committee may visit the supplier's plant to check the manufacturing/processing facility.

**g.) Schedule of Supply**

Ideally shelf life of the supplied commodity should not be less than 85% from the date of manufacture. Preferably, the supplies at the end delivery point should be made within 15-20 days of the date of manufacture. No payments will be made for Items supplied after 15-20 days from date of manufacture, schedule of supply will be shared along with purchase order, supplier need to strictly adhere to that schedule.

**h.) Reverse Bidding and Selection Criteria: -**

- a. Procurement of the food items 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.
- b. 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
- c. 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
- d. While giving the breakup, the bidder will have to consider same rate of taxes and duties as quoted while submitting the e-price bid.

**i.) Bid Cancellation Right: -**

- a. 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.
- b. 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.
- c. 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 / encased.

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 (with relevant category/sub category 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 never been blacklisted by any State/Central Govt. body/ Public Sector Undertaking at any point of time in India. more preferably the firm (proprietor/sister concern/consortium/Joint Venture) should not never be prosecuted/blacklisted in the state of Haryana.

- 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. 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. for supply of commodity items (shared invoice should cover up to 75% turnover criteria in any financial year).
- 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.
- ix. Manufacturers and processors having fixed brand name will be preferred for commodity item supply instead of traders, previous supply experience from same brand supply in MT/GT is desired.

**C. 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. Application Letter Signed-related to T&C
8. Valid FSSAI License
9. Shelf Declaration-Blacklisting, litigation, not been prosecuted
10. Balance Sheet/CA certified Turnover certificate
11. Brand Profile/Brand Catalogue
12. Product Catalogue along with running brand name for consumer pack supply
13. Experience certificate- Equivalent to 75% of turnover value (supporting

documents in the form of invoices to be submitted)

- ✓ Self-Attested copies of all above given Documents, along with stamp and sign on this EOI document.
- ✓ HAICL empaneled Manufacture/Processor/Suppliers can directly participate in tender floated on government of Haryana Portal (Haryana Single e-procurement Portal at <https://etenders.hry.nic.in>) post following mandatory guidelines as mentioned in tender documents.

**D. Evaluation of applications**

All received documents to be examined and evaluated by HAICL appointed committee. 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 accordingly empanelment will be issued to them. Post empanelment, selected manufacturer/processor/supplier(s) will be eligible to participate in the HAICLe-auctions/e-tenders.



**Annexure- 1**

**Application Letter**

To,  
The Managing Director, HAICL,  
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 the Food items/commodity items (as directed and specified by HAICL).

Yours faithfully,

Authorized Signatory

**Annexure-2**

**Registration Form for Service Portals**

<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**

**Non Blacklisting Certificate**

**(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:-**











