



HARYANA AGRO INDUSTRIES CORPORATION LIMITED

(A Haryana State Undertaking)

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EXPRESSION OF INTEREST FOR REGISTRATION/EMPANELMENT OF MANUFACTURER/PROCESSORS FOR SUPPLY OF READY TO EAT PROCESSED FOOD ITEMS TO HAICL SPECIFIED DELIVERY POINTS WITHIN THE STATE OF HARYANA

The 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.

For this purpose, HAICL intends to invite EOI from Manufacturer/processors, meeting minimum criteria as specified in Para C for supply of Ready to Eat Processed Food items (Items that are directly consumable products, with no further cooking or preparation required and are manufactured from daily consumable grocery items) to specified delivery points within the state of Haryana as per requirement received from HAICL from Institutional client.

Interested Manufacturer/Processors need to submit the required documents for empanelment as per dates mentioned below, only empaneled supplier can participate in e-bidding process on Agribazaar and NeML portal as per approved procurement policy, post empanelment.

OPENING DATE-19.01.2024

CLOSING DATE-02.02.2024

The Empanelment will be valid for 12 months (1 year) and the department will repetitively empanel eligible candidates after the completion of set period. The vendor empaneled against this document will not be required to reapply for fresh empanelment. However, MD, HAICL reserves the right to prepone the process of empanelment based upon business requirement and development against this empanelment.

The application form and other terms & conditions may be downloaded by the interested parties from HAICL website www.haic.co.in and www.agribazaar.com and www.neml.in. Currently, the interested parties are advised to register at www.agribazaar.com and 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/processors.

Introduction

HAICL invites application from Manufacturers/Processors for various varieties of Ready to Eat Processed Food items, meeting minimum eligibility as described in Para C 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 for procurement through online platform. In such a case, the selected manufacturers/processors will be required to empanel themselves on above portals 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 will be required to get themselves registered on <https://www.agribazaar.com> and 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 will be required to authorize a person to manage online bids through bidding portal.

b. Participation in Bidding Process

- i. Selected manufacturer/processor will be intimated by HAICL and the eservice provider about the tenders/contracts listed in portal on regular basis. The contract will provide details including quality specifications for products, order quantity, delivery points and timelines. The supplies should be ensured lab test report from a NABL accredited lab.

- ii. Manufacturer/processor 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. 50,000(Rupees Fifty Thousand Only) per bidding. The EMD amount of unsuccessful participants will be returned.
- iii. The selected manufacturer/processors will be required to do F.O.R. 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,
- iv. 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.
- v. The selected manufacturer/processors will be required to supply products in the pack sizes and packaging specified by HAICL.
- vi. The selected manufacturer/processors will be required to supply products as per grades specified in tender document floated along with contract note on bidding platform.
- vii. 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.

c. Sampling: -

In case of Institutional supplies, as per requirement of institutional client, samples 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 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.
- iv. The Items may contain permitted added colors and flavoring agents,

preservatives other than those covered under the provisions of the Prevention of Food Adulteration Act, 1954, The Food Safety and Standard Act, 2006 and rules and regulations issued from time to time.

- v. The Processed Food Items shall easily be separable, crunchy and non-sticky.
- vi. Every product in the Processed Food Items must have product certificate from the respective brands stating:
 - Date of Manufacture
 - Date of Expiry
 - Not for Sale(or any other customized requirement of inst. Client)
 - Nutritional value per 100 gms.

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. Same will be mentioned in contract note.
- 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.
- iii. All the Processed Nutritious/Supplementary Food Items supplied by the approved bidder should be labelled with FSSAI certification number along with the nutritional values per 100 gm.
- iv. The Processed Nutritious/Supplementary Food Items should have minimum Shelf Life of 90 days from the date of supply.

f. Penalty clause for quality or Delay:-

If any deviation in quality specifications and terms and conditions are noticed for two samples, in one financial year, the said Supplier:

(1) debarred from supply; and / or

(2) will be blacklisted from participating in further tenders of the Department besides recovery of any loss / damage sustained by the Department/District in this account.

Further penalty provision are as following:-

- 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/Processor.
- 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 quantity 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 agri bazaar portal and such supplier will be blacklisted by agri bazaar to participate in future biddings.

g. Payment:-

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: -

If required, the Department or duly authorized officer/agency will visit the manufacturing premises for Vendor assessment or for any other purpose it may deem fit.

i. Schedule of Supply: -

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.

j. Packing Instructions: -

The empaneled bidder shall provide the packing of the processed food items in such a manner that it prevents their damage or deterioration during transit till they reach the doorstep of each designated location. The packing shall be sufficient to with stand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation and open storage. Packing cases shall be of convenient in size to handle during transportation and delivery

k. Reverse Bidding and Selection Criteria:

- i. Procurement of Ready to Eat Processed 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 LI price, no indication will be available in the portal to anybody regarding number of bids and name of bidders.
- ii. The system will display supplier wise landed price at the end of the reverse auction, the bidder has to submit the breakup of the prices conforming to the lowest landed rate quoted by him in the reverse auction
- iii. The 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 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, while giving the breakup, the bidder will have to consider same rate of taxes and duties as quoted while submitting the e-price bid.
- iv. Selected Manufacturer/Processor will participate in e-bidding process on M/s Star Agribazaar and NeML portal (who are official e-portal service provider for HAICL) as and when HAICL is floating any tender for purchase of Ready to Eat Processed food item for Har-Hith Retail project of Haryana Government. Further procurement will happen from that empaneled bidder only who has participated in e-bidding process.

l. 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

Supplier should meet following eligibility parameters for empanelment: -

Sr.	Particulars	Minimum Eligibility Criteria	Desired Document
1	Proprietorship Concern, Partnership Firm duly registered under the Indian Partnership Act, Company incorporated under the Companies Act, Trust registered under the Trust Act, Limited Liability Partnership	In existence for minimum 5 years	i.) For Proprietorship: License to operate coaching under the relevant law. ii.)Partnership: Registration Certification issued from Registrar of Firms Society and its bye-laws Trusts: iii)Certificate of Incorporation issued by the Registrar of Companies, Memorandum and Articles of Association iv.)LLP: LLP Registration Certificate issued by the Registrar of Companies. MSME Registration/Udyam Registration/Udyam Aakanksha/
2	Engaged in business of manufacture/processing and supply of Processed Food Items for the last 3 financial years	Automated Machinery/Fully Equipped Plant with the capacity of at least 100 MT/Day of Processed Food Items	Production Certificate issued by DTIC/ Directorate of Industries or any other document issued by Government authority clearly proving the engagement in business for the specified period , along with Self-declaration on their letter head, Additionally PO and supply order need to be shared
3	Turnover from manufacture and supply of Processed Food Items during the Financial Year 2020-2021, 2021-2022 and 2022-2023	Average Annual Turnover of at least Rs. 10 Crores during last 3 financial years for providing similar nature of work.	Audited Financial Statements with all annexures for last Three Years. For turnover from manufacture and supply of Processed Foods Items:
4	Experience of supplying of Processed Food Items to any Central/State government organization/ department/ PSU.	Satisfactorily executed order(s) for supply of Processed Food Items of average Rs. 5 Crores during the last three financial years.	Copy of work order with work completion certificate and experience certificate from the relevant competent authority clearly specifying the Department, year and value of supply.

5	Safety Registration	Registration with Food Safety and Standards Authority of India (FSSAI) in the relevant category	Copy of FSSAI Registration Certificate and other applicable certificate deem fit for material.
6	Valid PAN of organization or proprietor (as applicable)/ Goods	No default in filing under Income Tax Act and Goods and Service Tax	Copy of PAN Card of organization/ proprietor (as applicable) Goods and Service Tax Registration

Note:-

- I. Post-empanelment, supplier need to participate in e-bidding process, 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.
- II. 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.

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. 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 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.

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

Application Letter

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

Dear Sir,

Ref. EOI vide no. _____

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 Ready to eat Processed food items (as directed and specified by HAICL).

Yours faithfully,

Authorized Signatory

Annexure-2

Registration Form

S. No.	Particulars	Details	Page No.
1	Name of Interested manufacturer/processor		
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	Aadhar Card		
13	Authority letter		
14	Address proof of the authorized signatory namely Telephone Bill/ copy of passport / electricity bill/ voter ID		
15	Cancelled cheque		
16	Self-declaration on the letter head in lieu of production capacity assessment		
17	Purchase orders/Invoices/Agreement (in lieu of experience)		
18	Non-black-listing certificate (Annexure-III)		
19	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:-

