

Notice Inviting Expression of Interest from Wholesalers / Producers / Vendors / Suppliers for empanelment with Hafed for supply of Pulses and Spices.

The complete EOI document containing eligibility criteria, terms & conditions and procedure of selection of suppliers can be downloaded from Hafed website i.e. <http://hafed.gov.in/> and interested agencies should submit their documents at Hafed Corporate office Sector-5, Panchkula - 134109 (HR) on or before 15.12.2020 upto 02:00 PM.

**MANAGING DIRECTOR,
HAFED CORPORATE OFFICE,
SECTOR-5 PANCHKULA - 134019**

**THE HARYANA STATE COOPERATIVE SUPPLY AND MARKETING
FEDERATION LIMITED (HAFED)**

**Expression of Interest is invited from Wholesalers / Producers /
Vendors / Suppliers for empanelment with Hafed for supply of
Pulses and Spices.**

**Last date of
Submission of Documents:**

15.12.2020 upto 02:00PM

Place:

**Hafed Corporate Office
Sector-5,
Panchkula – 134109 (HR)**

INTRODUCTION :

The Haryana State Cooperative Supply & Marketing Federation Ltd. popularly known as HAFED has come to stay as a top State Government sponsored farmer friendly organization. Hafed is continually playing a leading role in serving the economic interest of farmers in the State by providing viable and efficient support and in pursuit of this mission is undertaking multifarious diversified activities including supply of quality agriculture inputs at the doorsteps of the farmers through a large cooperative network, providing marketing support by being an assured buyer for the farm produce at remunerative / competitive prices and further value addition in the farm produce through processing marketing and exports. Besides, Hafed is equally concerned about the well being of consumers and provides them pure and traditional agricultural products processed out of raw material directly sourced from the farmers and processed in a large and diversified chain of processing units owned by it all over the State.

Hafed invites applications from Wholesalers / Producers / Vendors / Suppliers (hereinafter called Supplier) having minimum three years experience in commodities trading line for empanelment with Hafed for supply of Pulses and Spices in bulk quantity. The variety of pulses and spices is enclosed in Annexure-I & II.

The interested suppliers are requested to submit the requisite documents in all respects at The Haryana State Cooperative Supply and Marketing Federation Limited (HAFED), Corporate Office, Sector-5, Panchkula, Haryana (134109) on or before 15.12.2020 upto 02.00 PM, personally or through the agent duly authorized for submitting these documents.

For any further clarification/ details contact 0172-2590520-26 (Ext.-204) or email at hafedmarketing1@gmail.com.

Eligibility Criteria:

The Supplier having minimum three years experience with sales turnover of atleast Rs. One crore or more per annum in the trading account in last two

years FY-18-19 and FY-19-20. The stipulated turnover criteria can be relaxed by 50% in case of producers.

Following Firms will not be eligible for registration with Hafed:

1. Firms who are doing only commission sales.
2. Sister concerns i.e. firm having common proprietor / partner.
3. The firm should not be Black-listed by any Centre / State Govt. Organizations.

Documents required to be submitted for empanelment:

Audited Annual Accounts for the last three years.

1. Income Tax Returns and VAT / GST Return copies duly audited by the CA for the last three years.
2. A copy of the GST registration, PAN Number etc.
3. A copy of the registered partnership deed/ registration certificate of certificate/ documents the firm company as the case may be.
4. Authorization certification from the miller or showing minimum three years experience in supply of Pulses and Spices / commodities trading.
5. Details regarding godown/ infrastructure.
6. The suppliers will deposit / transfer Rs. Rs.5,000/- (Rs. Five Thousand only) for each i.e. Pulses and Spices as EMD in the bank account of Hafed which shall remain with the Hafed till the process of empanelment. No interest shall be payable on the EMD. The bank details are as under: Name of Bank: HDFC Bank, Sector - 35, Chandigarh, Account No.003503140229, IFSC Code: HDFC0000035, Name of Beneficiary : The Haryana State Cooperative Supply and Marketing Federation Limited
7. Undertaking on Non-Judicial Stamp Paper:
Firm shall be required to submit undertaking stating as under:
 - a. That their firm does not have any sister concern which is taking part in the empanelment process separately with Hafed for supply of pulses and spices.
 - b. That their firm has not been blacklisted by any Centre / State Govt. Organizations.
 - c. That they fulfill all requisite statutory requirements for supply of Pulses and spices as prescribed by Govt. of Haryana / Govt. of

India / FSSAI prevailing from time to time and they shall indemnify Hafed against any liability arising from violation of any statutory requirement at their end.

- d. The firms furnishing wrong information in the affidavit will be blacklisted / de-registered by Hafed and in addition the security amount shall be forfeited by the Management.
8. Application form for empanelment as supplier to be duly filled in and signed / stamped along with the application fee (non-refundable) of Rs. 500/- for each pulses and spices to be deposited / transferred in the bank account of Hafed as per above mentioned bank details.
9. The Successful empanelled agencies will need to deposit / transfer Rs. 10,000/- as security amount by depositing additional Rs. 5,000/- for each pulses and spices (making Total of Rs. 10,000/- i.e. Rs. 5,000/- + Rs. 5,000/- adjusted from EMD amount) in the bank account of Hafed as per above mentioned bank details. No interest shall be payable on security amount.
10. The EMD amount of unsuccessful participants will be returned.

Procedure for Procurement / Terms & Conditions of Supply:

1. The empanelled agencies will be called by Hafed periodically for making purchases of pulses and spices depending upon the requirement and intimation regarding date of submission of quotation shall be communicated to all registered suppliers minimum two days in advance.
2. The empanelled agencies will provide details including variety of pulses and spices, order quantity, quality and location for delivery point for processed pulses and spices, quality parameter for processed pulses and spices, details about packing and timelines.
3. The rate quotation along with sample should be submitted by empanelled suppliers in a sealed cover subscribed "Quotation for Pulses and spices addressed to the W/MD, Hafed and should reach this office as per the date and time fixed by Hafed from time to time. Procurement by two bid system is being followed. The financial bid will be opened only after the Purchase Committee is satisfied with and finalize / selects the sample (from the samples) tendered by the bidders.
4. Along With their Quotation, suppliers are required to submit two packets of samples of not less than 250 gms of each item which they

have quoted. Samples must indicate the name of supplier and name of item.

5. The tenders submitted by empanelled suppliers shall be opened by Purchase Committee after following procedure of Two Bid procurement. Although, Hafed's endeavour shall be to place orders on the same day by 8:00 pm, however, in case of any exigency, same can be deferred to the next day. Therefore rates quoted shall hold good for a minimum of two days from the date of opening of tender.
6. The supplier with the lowest bid will be awarded the contract.
7. The rates of Pulses and Spices should be on net weight basis only.
8. Supply of pulses and spices shall be received on the basis of FOR - Hafed Rice Mill, GT Road, Taraori, District Karnal premises.
9. Tolerances in quantity to be supplied shall be +/- 3% of total ordered quantity mentioned in the purchase order.
10. Supply of pulses and spices from the empanelled suppliers will be obtained as per the samples / quality / quantity decided by Hafed and the packing will be done by the supplier as per the packing guidelines issued by State / Centre Govt. Authorities and Hafed.
11. **Warranty / Guarantee of Material:**
 - i. The suppliers shall be responsible for 90 days guarantee of quality of the material being supplied to Hafed during which time Hafed reserves the right to reject the material and return to the concerned supplier in case the same fails in post testing.
 - ii. All suppliers of pulses and spices should meet the requirement of Hafed's 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.
12. **Payment:**

Payment terms for supply of pulses and spices shall be 7-10 days from the date of receipt of satisfactory laboratory report about the quality of material consignment.

Quality Assurance/Visual Inspection & Lab Testing:

1. Hafed reserves the right to upgrade/modify the specifications of the items from time to time.
2. Visual Inspection and comparing of actual supplies with the master sample shall be carried out by the appointed Officer / Committee of

Hafed before accepting supplies, further any random pack of Dal (pulses) and spices will be subject to lab testing as per Hafed specifications.

3. The random pack of pulses and spices shall be subject to lab testing as per Hafed's specifications before acceptance by the Hafed Rice Mill Taraori. Only after the receipt of satisfactory report from the laboratory, the material shall be taken in the charge by Hafed. The laboratory testing by Hafed is final and binding on all the suppliers.
4. In case the sample of the supplier fails in lab testing, the samples may be considered for re-testing in exceptional cases in the same laboratory at the cost of the supplier based on the specific request received from the concerned supplier.
5. In case sample from any supplier fails in lab testing, the consignment will be rejected and same will have to be removed from Hafed Rice Mill Taraori or any other designated destination within 2 days by the respective supplier.
6. In case the goods are not removed within the specified period of two days Hafed shall levy a minimum demurrage Rs.200/- per day.

Delivery and Risk Purchase:

1. All suppliers are required to supply the material within 7 working days of the supply order.
2. In case supplier on whom the purchase orders have been placed fails to supply the goods within the delivery period, Hafed reserves the right to go in for risk purchase tender or to purchase same item from the market for such items immediately after expiry of delivery period and to impose penalty as prescribed at para (4) hereunder.
3. The supplier shall be debarred from quoting rates in next two consecutive tenders for that item.
4. In case the supplies are received late, penalty will be imposed 1% and if the material is not supplied and Hafed does not go for Risk Purchase a penalty @2% or Rs 5,000 whichever is more will be imposed.
5. **Penalties:** Action as under shall be taken against the suppliers in case their samples fail lab testing:-
 - i. The supply will be rejected and returned to the suppliers.
 - ii. In case of sample failure / rejection during lab testing the entire supply will be returned at risk and cost of suppliers.

- iii. Lab testing charges shall be recovered from the supplier. Fresh supply shall be accepted from the supplier strictly within the delivery period failing which risk purchase will be made.
- iv. The supplier will be debarred from participating in tender for supply of specific item failed in the lab testing in next two consecutive tenders.

Review of empanelment and renewal:

- i. Hafed reserves the rights for empanelment of suppliers on continuous basis subject to requirements.
- ii. Hafed reserves the rights to remove the concerned supplier from the empanelment list, in case any empanelled supplier does not participate in 60% of the fortnightly tenders in six period,
- iii. In the event of more than three failures of sample of same item in testing, the Security Deposit of suppliers shall be forfeited and they shall be debarred from participating in the quotation process in the entire next quarter for that item.
- iv. Empanelment of the suppliers shall be renewed on yearly basis keeping in view the record of frequency of participation against Hafed tenders, value of the orders bagged, timely supplies and failure of samples in lab test etc.

Other conditions:

- 1. The firms furnishing wrong information in the affidavit and submitting false documents will be blacklisted/de-empanelled by Hafed and in addition the security amount and bank guarantee (if any) shall be forfeited / encashed.
- 2. The Managing Director, Hafed reserves the right to debar any / all empanelled firm from participating in next tender/tenders if in his opinion the conduct and performance of the supplier is not satisfactory. Further, Managing Director, Hafed in his discretion and upon facts and circumstances of each case, may impose penalty/fine as deemed fit.
- 3. Hafed reserves the right to accept or reject any or all applications without assigning any reason thereof.
- 4. The technical specifications in respect of pulses and spices will be provided by Hafed after the empanelment process is completed.

5. Hafed reserves its right to change its procurement policy any without assigning any reasons.

Name of the Pulses

1. Arhar (Toor Dal)
2. Moong Sabut
3. Moong Chilka
4. Moong Dhuli
5. Masoor Dal
6. Masoor Sabut
7. Urad Dhuli
8. Urad Dal
9. Urad Sabut
10. Channa Dal
11. Rajmah Chitra
12. Kala Chana
13. White Chole (Chota)

Name of the Spices

1. Black cardamom (Badi Elaichi)
2. Black pepper (Kali mirch)
3. Cinnamon (Dalchini)
4. Cloves (Laung)
5. Coriander (Dhania)
6. Cumin seeds (Jeera)
7. Dry Fenugreek leaves (Kasoori Methi)
8. Dry ginger (Saunth)
9. Green Cardamom (Hari Elaichi)
10. Carom seeds (Ajwain)
11. Turmeric Powder (Haldi)
12. Red Chilli Powder (Lal Mirch)