



THE HARYANA STATE COOPERATIVE SUPPLY  
AND MARKETING FEDERATION LIMITED  
CORPORATE OFFICE, SECTOR 5, PANCHKULA  
HARYANA (INDIA)



TEL: 2590520-24, FAX: 2590711 Email: hafed@hry.nic.in Website: www.hafed.gov.in

**REQUEST FOR PROPOSAL FOR ENGAGEMENT OF CONSULTANCY AGENCY/  
FIRM**

Hafed invites E-Tenders for Engagement of a Consulting Agency/Firm to formulate the best action plan/strategy for disposal of Agri-produce, which includes coarse grains, oil seeds and pulses with an objective of maximization of realization of revenue. The tender document containing detailed terms & conditions, etc. are available on Haryana Government's e-tender portal [https:// etenders.hry.nic.in](https://etenders.hry.nic.in) and at Hafed's website [www.hafed.gov.in](http://www.hafed.gov.in). The tender/bid can be submitted on deposit of Rs. 1000/- (non-refundable) as tender fee and e-service fee of Rs.1000/- (non-refundable). The online bid must be accompanied with the Earnest Money Deposit (EMD) of Rs. 1.00 Lakh. The period of downloading of tender document and bid submission starts from 23.08.2021 at 11:00 AM and the last date of technical and financial bids submission is up to 03.09.2021 till 10:00 AM on e-tender portal, as mentioned above. All the bidders are required to get registered on the e-tender portal and obtain a Digital Signature from NIC office. The technical bids will be opened at 11:00 AM on 03.09.2021 in presence of the bidders, who may wish to be present.

HAFED shall constitute a Bid Evaluation Committee (BEC) for selection of the Consultancy Agency/ Firm which will carry out the Evaluation of Technical Proposals. The BEC shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference (ToR) and by applying the evaluation criteria and sub-criteria mentioned in this document. HAFED shall use a Quality and Cost Based System (QCBS) having three stages of evaluation in evaluating the Proposals. Pre-qualification stage will be the first stage to check conformance to the bidder's eligibility criteria. Technical Evaluation will be the second stage and based on that the applicants will be shortlisted and lastly, a financial evaluation will be carried out. The negotiations will be held as per guidelines mentioned in the document. Hafed reserves the right to accept/reject any/all the tenders without assigning any reason whatsoever.

**Managing Director,  
Hafed, Panchkula.**

### Document Control Sheet

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:

| S. No.                                                                                                                                            | Particulars                          | Details                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                                                 | Document reference number            | HAFED/KMS/2021                                                                                                                                           |
| 2                                                                                                                                                 | Start Date for issue of RFP Document | 23.08.2021 (11:00 AM)                                                                                                                                    |
| 3                                                                                                                                                 | Last Date for submission of proposal | 03.09.2021 (10:00 AM)                                                                                                                                    |
| 4                                                                                                                                                 | Date of opening of Technical bids    | 03.09.2021 (11:00 AM)                                                                                                                                    |
| 5                                                                                                                                                 | Date of opening of Financial bids    | To be decided after opening of Technical bid                                                                                                             |
| 6                                                                                                                                                 | HAFED contact details                | HAFED Building, Sector 5,<br>Panchkula,<br>Haryana 134108<br><br>Email- <a href="mailto:hafed@hry.nic.in">hafed@hry.nic.in</a><br><br>Tel- 0172- 2590520 |
| 7                                                                                                                                                 | Method of selection                  | QCBS method                                                                                                                                              |
| Note: - In case a Central/ State Holiday are declared on any day, the event will be held on the next working day at the same time and same venue. |                                      |                                                                                                                                                          |

#### **Important Note:**

- 1) The bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her Application/bid status will be considered as 'Applications/bids not submitted'.
- 2) Bidder must confirm & check his/her Application/bid status after completion of his/ her all activities for e-bidding.
- 3) Bidder can rework on his/her bids even after completion of 'Application/ Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.

## INSTRUCTIONS TO BIDDER ON ELECTRONIC TENDERING SYSTEM

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on e-Procurement Portal:

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e-Procurement Portal i.e. <https://etenders.hry.nic.in> Please visit the website for more details.

2. Obtaining a Digital Certificate:

- 2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.
- 2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://etenders.hry.nic.in>
- 2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.
- 2.4 The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://etenders.hry.nic.in> for Digital Signature Certificate (DSC) including the e Token carrying DSCs.
- 2.5 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).
- 2.6 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
- 2.7 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf

of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

- 2.8 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3. Pre-requisites for online bidding:

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from NIC or downloaded from the home page of the website - <https://etenders.hry.nic.in> the link for downloading required java applet & DC setup are also available on the Home page of the e tendering Portal

4. Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <https://etenders.hry.nic.in>

5. Download of Tender Documents:

The tender documents can be downloaded free of cost from the e-Procurement portal <https://etenders.hry.nic.in>

6. Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

7. Online Payment of Tender Document Fee, Processing fee & EMD fees & Bid Preparation & Submission (Technical & Commercial/Price Bid):

- 7.1 Online Payment of Tender Document Fee + Processing fee: The online payment for Tender document fee, Processing Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and Processing Fee shall be made by bidders/Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall be made online directly through RTGS / NEFT & OTC.

The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

7.2 PREPARATION & SUBMISSION OF online APPLICATIONS/BIDS:

- (I) Detailed Tender documents may be downloaded from e-Procurement website <https://etenders.hry.nic.in> and tender mandatorily be submitted online following the instruction appearing on the screen.
- (II) Scan copy of Document to be submitted / uploaded for Technical bid under online

Technical Envelope. The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF/JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of Technical Envelope.

- (III) FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually

#### 8. ASSISTANCE TO THE BIDDERS

For queries on Tenders Haryana Portal, Kindly Contact

Note: Bidders are requested to kindly mention the URL of the portal and Tender ID in the subject shield emailing any issue along with the contact detail. For any issue/clarification relating to the Tender (s) published kindly contact the respective tender Inviting Authority.

Tel:-0120-4200462,0120-4001002

Mobile:88262-46593

Email:-support.etender@nic.in

For any technical related queries please call at 24x7 Help Desk number 0120-4001002,01204200462,0120-4001005,120-6277787

For support related to Haryana Tenders in addition to help desk you may also contact on email ID eproc.nichry@yahoo.com, Tel:0172-2700275

##### Timing:

Technical support assistance will be available over telephone Monday to Friday (9:00am to 5:30pm) (Helpdesk Support in team shall not be contracted for online bidding on behalf of the contractors)

Note: Contact e-Procurement helpdesk on or before prior to 4 hours of the scheduled closing date and time of respective e-tendering event. Also, for queries related to epayment of EMD kindly contact the helpdesk at least two days prior to closing date and time of the respective event.

Intended bidders mandatorily required to register their queries if there is any pertaining to the online bidding and the single e-Procurement portal at email address:- <https://etenders.hry.nic.in>

##### NOTE:-

Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://etenders.hry.nic.in>

##### (Online Payment Guidelines)

##### Guideline for Online Payments at e-Procurement Portal of Government of Haryana.

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing) & Password. Bidder shall proceed to select the event/Tenders he is interested in. On the respective Department's page in the e- Procurement portal, the Bidder would have following options to make payment for tender document fee + Processing fee & EMD:

- A. Debit Card
- B. Net Banking

C. RTGS/NEFT or Over the Counter (OTC) Operative Procedures for Bidder Payments

A) Debit Card

The procedure for paying through Debit Card will be as follows:

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on “Continue” button.
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen. (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with “successful” or “failure” message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal
- (viii) The status of the payment is displayed as “successful” in e-Procurement portal.
- (ix) In case of successful payment, a success message along with unique transaction ID is passed on to e-Procurement system. The e-tendering portal shall store the unique transaction number in its database along with the date and timestamp
- (x) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

B) Net Banking

The procedure for paying through Net Banking will be as follows:

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on “Continue” button
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks.
- (v) Bidder chooses his / her Bank
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank.
- (vii) Bidder enters his account credentials and confirms payment
- (viii) The Bank verifies the credentials and confirms with “successful” or “failure” message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal
- (x) The status of the payment is displayed as “successful” in e-Procurement portal.
- (xi) In case of successful payment, a success message along with unique transaction ID is passed on to e-Procurement system. The e-Procurement portal shall store the unique transaction number in its database alongwith the date and timestamp.
- (xii) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

C) RTGS/ NEFT

This solution shall also allow the bidder to make the EMD payment via RTGS/NEFT this shall add to the convenience of those bidders who are not conversant to use net banking option to make

the transaction.

Using this module, bidder would be able to pay from their existing bank account through RTGS/NEFT. This would offer a wide reach for more than 1,10,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

1. To choose the payment of EMD, the bidder clicks on RTGS/NEFT payment option.
2. Upon doing so, the e-Procurement portal will redirect the bidder to a page where it will generate a Challan.
3. This Challan shall include the beneficiary (virtual) account number and other details like beneficiary IFSC code each.

#### RTGS / NEFT Payment Procedure

The bidder shall be required to take a print of the challan and make the RTGS / NEFT on the basis of the virtual account number period on the challan. This provision will ensure that number confidential details regarding the bidder or tender are disclosed to the bank while remitting the RTGS/NEFT.

The bidder would remit the fund at least one day in advance to the last day and make the payment via RTGS/NEFT to the beneficiary account number as mentioned in the challan. SBI Bank shall receive this amount and credit the payment gateway service provider intermediary Department/PSUs Escrow Security Deposit account post validating the first part of the beneficiary account number, i.e., the client code only. In case of validation of client code is not successful, the bank shall return the fund and not credit the Techprocess intermediary Department/PSUs Escrow Security Deposit A/c.

#### D) Over the Counter (OTC)

This solution shall allow the bidder having account with SBI bank, to make the payment from any CMS enabled Branch of SBI Bank in India. Bidders can make the payment via cash (if amount is ≤ ₹49,999), Demand Draft or SBI Bank Cheque.

The procedure for paying through OTC mode is as follows:

- (i) Bidder selects over the counter remittance option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid. The bidder chooses the bank account number for refund of the amount.
- (iii) Bidder clicks on “Continue” Button.
- (iv) The e-Procurement portal displays the details of payment. The Bidders click on “Print Challan” and print the OTC Challan.
- (v) Bidder submits the OTC Challan at the counter of any designated bank of SBI Bank with Cash/Demand Draft/SBI Bank Cheque (Payment in Cash is allowed upto Rs.49,999/-).
- (vi) SBI bank verifies the URL (format to be discussed and decided) and amount with e Procurement portal prior to accepting the payment.
- (vii) On successful verification from e-Procurement portal, SBI bank accepts the payment. In

case of failure, SBI bank shall return back the OTC challan and payment to the bidder.

- (viii) SBI bank commits the payment transaction (in case of successful verification from eProcurement portal) and sends the Bank Transaction number (I-Sure Reference Number) online against the URN and Amount.
- (ix) SBI bank will generate receipt for the payment transaction and issues the same to the bidder.
- (x) The e-Procurement system update the bank transaction number against the URN and Amount based on the details sent by SBI bank online prior to generation of the receipt.
- (xi) The status of the payment will be displayed as “verification successful” in e-Procurement Portal, when the bidder clicks on the verification option in the portal.
- (xii) Bidder would be required to upload the scan copy of receipt as received from SBI Bank as part of proof in next tender portal before submitting

## **TERMS OF REFERENCE (TOR)**

### **1. Background**

The Haryana State Cooperative Supply and Marketing Federation Limited (hereinafter referred as 'HAFED') is the largest cooperative federation in the State of Haryana serving the interest of farmers and people of Haryana since 1966.

The Federation is engaged in the procurement of food grains, coarse grains, oil seeds and pulses as per the policies of State Government and Government of India. The Federation is also the premier warehousing agency for scientific storage of food grains. Hafed is also having Agro-processing units in the wheat, rice, mustard oil and animal/ cattle-feed sector and is one of the major suppliers of safe and quality consumer products and cattle/animal feed products. It also has the largest supply-chain network of Cooperative Societies up to village level for distribution of Agri-inputs like fertilizers, pesticides, seeds, etc.

Every year, HAFED procures the agricultural produce (wheat, paddy, bajra, maize, mustard seed, sunflower seed, moong, gram, etc.) from the farmers of the State at Minimum Support Price (MSP) in the larger interest of the farmers as per the directions of the State Government and Government of India. Although, a large chunk of food grains is channelized into various Government mode of distribution including PDS, yet a major part of agricultural produce is left out at the warehouses of Hafed, which is subsequently disposed off through open market sales. Over the years, because of the fluctuating market prices and demand supply factor, the realization of revenue through e-auctions is not optimal, resulting in losses to Hafed/the State Government. HAFED wants to maximise the revenue realization/profit by adopting the best action plan/strategy for disposal of such coarse grains, oil seeds and pulses.

In view of above, HAFED intends to hire a Consultancy Agency/Firm which will suggest/prepare the best approach/strategy for disposal of procured agricultural produce (food grains/coarse grains, oil seeds and pulses) by Hafed from time to time in commensurate with the best market practices.

### **2. Scope of Work**

The Scope of Work for the Consulting Agency will be as under:-

- i. To study and analyse the present mechanism of disposal of Agricultural Produce by HAFED.
- ii. Designing the entire disposal strategy – policy/framework and action plan for timely disposal of agricultural produce at the best market price for maximum revenue realisation.
- iii. Study of price fluctuation of various agricultural produce in the market and analysis thereof based on demand and supply and suggesting the best disposal time.
- iv. Analyzing trend in demand, supply, seasonality, international trade, government policies and its effect on price movement.
- v. Production and Procurement position of other States in respect of various agricultural produce and the major consumer(s)/industry of coarse grains.

- vi. Bench-marking best practices across States.
- vii. Developing guidelines along with standard operating procedures to reduce the price volatility of the Agri-produce/commodity.
- viii. Strategy to improve purchase and trade efficiency.
- ix. Combining the fundamental analysis with technical price pattern resulting in understanding price behaviour to make knowledge-based price forecast.
- x. Forecasting short, medium and long-term market price to reduce price movement in market.
- xi. Conducting stakeholder consultations to understand the challenges being faced currently.

**Note:** The above scope of work is merely illustrative and not exhaustive. The consultant shall thus have to consider the required output and include all further incidental activities that may be necessary for efficient and successful implementation and for achieving the ultimate purpose of the assignment. The Consultant will provide the best mechanism(s)/ model(s)/ strategy for disposal of Agri-produce in very clear terms. Further, the Scope of work may be increased or decreased during the period of Contract as per the requirement of Hafed at the sole discretion of the Managing Director, Hafed.

### **3. Eligibility Criteria**

- i. The bidder should have experience in understanding agricultural commodities in terms of supply, demand, seasonality, production dynamics, marketing channels, warehousing, and logistics.
- ii. The bidder should have a strong analytical approach in analyzing the trend in supply, demand, seasonality, international trade, government policies, and its effect on price movement.
- iii. The bidder should have a fair understanding of physical markets in terms of price discovery, applicable laws, and regulations etc.
- iv. The bidder should have a better understanding of the mechanism of disposal of Agri-produce in terms of technology, turnaround time, transparency, etc.
- v. The bidder should have an understanding of various hedging tools available and its application.

**The bidders will be assessed as per the pre-qualification criteria defined in the RFP. The prequalification criteria is as under:-**

- i. The entity shall be a company registered in India under the Companies Act of 1956 or a partnership firm registered under the Limited Liability Partnership Act 2008 and operating for the last five years in Business Consulting as of March 31, 2021.
- ii. The bidder should have served as Consultant/Knowledge Partner for Government of India or any State Government in India (at least one project) in handling projects relating to agricultural produce disposal processes.
- iii. The bidder should not be blacklisted by any agency of the central/ state government, or any public sector undertaking at the time of bid submission including non-delivery or premature withdrawal from engagements

- iv. The entity shall be an existing profit-making organisation, at the time of submission of the proposal.

**The organization shall enclose their verified documents according to Annexure-1.**

**4. Conflict of Interest**

- 4.1 HAFED requires that Consultants provide professional, objective and impartial advice and at all times hold the Employer's interests paramount, strictly avoid conflicts with other assignment/jobs or their own corporate interest and act without any consideration for future work.
- 4.2 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be appointed, under any of the circumstances set forth below:
  - a) **Conflicting Activities:** A consultant or any of its affiliates selected to provide consulting assignment/job for this project shall be disqualified from subsequent downstream supply of goods or works or services resulting from or directly related to this project, if the consultancy or any of its affiliates is found indulged in any such activities which may be termed as the conflicting activities by the employer.
  - b) **Conflicting Assignment/job:** A Consultant (including its affiliates) shall not be hired for any assignment/job that, by nature, may be in conflict with another assignment/job of the Consultant to be executed for the same or for another Employer.
- 4.3 **Conflicting Relationships:** A Consultant that has a business or family relationship with a member of the Hafed's staff who is directly or indirectly involved in any part of the project shall not be awarded the Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to HAFED throughout the selection process and the execution of the Contract.
- 4.4 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of HAFED, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the Annexure 1.8 of technical proposal provided herewith. If the Consultant fails to disclose said situations and if HAFED comes to know about any such situation at any time, it may lead to the disqualification of the Consultant during bidding process or the termination of its contract during execution of the assignment.

**5. Proposal and validity**

- i. Consultants shall submit only one bid for this project. If a Consultant submits more than one bid, his bids shall be disqualified.
- ii. The bidders have to submit the Technical proposal according to Annexure-1. Technical Proposal shall not include any financial information. Technical Proposal containing financial information may be declared non-responsive.
- iii. The Financial Proposal shall be prepared using the prescribed Annexure-2. It should include all costs associated with the assignment/job.
- iv. Consultant's proposal shall remain valid for 30 days after the bid submission date.

## **6. Duration of the Project**

The duration of project will start from the date of acceptance of award by the bidder. The successful bidder shall submit the final project report to HAFED within 30 working days from the date of acceptance of award by the bidder, which will be extendable to further 15 working days subject to furnishing of sufficient reasons to be given in writing and also satisfaction of the Managing Director, HAFED. The deliverance of additional similar work will be binding on the bidder for which additional period may be allowed. The Managing Director, HAFED will have the sole discretion to extend the time period beyond 30 days or 45 days, as the case may be, for reasons to be recorded in writing.

## **7. Evaluation of bids/ proposals**

HAFED shall use a Quality and Cost Based System (QCBS) having three stages of evaluation in evaluating the Proposals. Pre-qualification stage will be the first stage to check conformance to the bidder's eligibility criteria. Technical Evaluation will be the second stage and based on that the applicants will be shortlisted and lastly, a financial evaluation will be carried out.

The individual/organization shall submit the technical and financial proposals separately in a single folder as per Annexure 1 and Annexure 2. Post, pre-qualification evaluation, the bid evaluation committee shall be evaluating the technical proposals on the basis of relevant experience and other eligibility criteria.

The bidders scoring 70% or above marks in the technical evaluation phase, shall only be made eligible for financial evaluation.

For working out the combined score, HAFED will use the following formula:

Total points:  $[(0.7 \times TS) + (0.3 \times (100 \times (L1/ FB))]$ , where

- FB stands for Financial Bid of the Financial Proposal of respective bidders.
- L1 Financial Bid of the Financial Proposal.
- TS stands for Technical Score.

The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of contract and will be called for negotiations, if required.

Example: if in response to this RFP, three proposals, A, B & C were received and the Bid Evaluation Committee awarded them 75, 80 and 90 marks respectively, all the three proposals would be technically suitable. Further, if the quoted price of proposals A, B & C were Rs.120, 100 & 110 respectively, then the following points for financial proposals may be given:-

A:  $100/120 = 83$  points B:  $100/100 = 100$  points C:  $100/110 = 91$  points

In the combined evaluation, the process would be as follows:

Proposal A:  $75 \times 0.7 + 83 \times 0.3 = 77.4$

Proposal B:  $80 \times 0.7 + 100 \times 0.3 = 86.0$

Proposal C:  $90 \times 0.7 + 91 \times 0.3 = 90.3$

Proposal C would be considered the H1 and would be recommended for negotiations, if considered necessary for approval.

The short-listed Consultants will be invited to present their proposals before the Bid Evaluation Committee (BEC).

After opening of financial proposals the consultant will be declared eligible for award of the contract. This selected consultant will then be invited for negotiations, if considered necessary.

#### **8. Award of Contract**

- The successful bidder will be intimated in writing that its bid has been accepted by HAFED.
- On receipt of notification the bidder shall furnish acceptance of award within 7 days of its issuance from HAFED.
- Thereafter, Contract Agreement will be signed between the successful bidder and HAFED as per the terms and conditions of the tender/bid.
- The duration of contract will start from the date of acceptance of award by the bidder.
- No variation in or modification of the terms of the Contract shall be made under any circumstances once the Contract is awarded.

#### **9. Payment Terms**

The payment terms shall be on a milestone basis as per following:-

| # | Timeline – T | Milestone                     | Payment |
|---|--------------|-------------------------------|---------|
| 1 | T+20         | Submission of Draft Report    | 25%     |
| 2 | T+30         | Submission of final report    | 50%     |
| 3 | T+45         | Acceptance of report by HAFED | 25%     |

**Note:** T is the date of acceptance of award of work by the successful bidder.

The payment shall be released subject to acceptance of deliverables by the HAFED and subject to the satisfactory performance of work by the Consultant, as specified in the scope of work. The consultant shall also be required to give clarifications/ further recommendations, if any, required by HAFED on the deliverables/reports.

#### **10. HAFED's decisions and instructions**

Except where otherwise specifically stated, the Hafed decision shall be binding on the bidder. The bidder shall carry out all instructions of Hafed pertaining to the contract and comply with the applicable laws.

#### **11. Sub-contracting**

Subletting of the work or part of work to any other party is strictly prohibited.

#### **12. Negotiation**

Negotiations will be held as per the Haryana Government guidelines/instructions.

#### **13. Earnest Money**

The bidder shall deposit Rs. 1,00,000/- (One Lakh only) towards earnest money deposit (EMD).

The EMD of successful bidder will be treated as Performance Security, on which no interest shall be paid and which will be released by the HAFED only on successful completion of the Project. The EMD of unsuccessful bidders shall be returned/ refunded in due course after finalization of the tender, but HAFED shall not be liable to pay any interest thereupon.

**14. Forfeiture of EMD/Security**

- If any document/information submitted by the bidder is found to be fake/incorrect or not as per the tender document then criminal proceedings may be initiated against the bidder and the EMD/Security will be forfeited without giving any notice to the party/bidder.
- Further, if the bidder, after submitting his bid, does not keep his offer open or modifies the terms and conditions thereof in a manner not acceptable to HAFED, the same will be rejected and the EMD/Security will be forfeited.
- If the successful bidder fails to complete the assignment as per the timelines, his EMD/Performance Security shall be liable to be forfeited.

**15. Fore-closure**

Hafed reserves the right to foreclose the contract without assigning any reason. In such case the bidder will not be entitled to any compensation.

**16. Arbitration**

The disputes, if any, arising between consulting firm and HAFED shall be resolved amicably, failing which it shall be referred to an Arbitrator, mutually acceptable to both parties, appointed by the Managing Director, HAFED, as per the relevant provisions under Arbitration and Conciliation Act, 1996. This shall be exclusive jurisdiction of courts at Chandigarh/Panchkula. The Civil Court shall have no jurisdiction in case of dispute between the parties.

**17. Taxes and Duties**

The rates quoted by the bidder shall be inclusive of prevailing Govt. duties and taxes, if any, and other duties and taxes levelled by the State from time to time. Bidder shall be responsible for all statutory and regulatory compliance and for obtaining any permits, licenses or other statutory documents required by Government/Hafed authorities in connection with the supply of the Goods.

# Annexure – 1

## Technical bid template

| Sr. No. | Particulars                 | Supporting Documents                                                                                                                                                  |        |
|---------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1.      | Profile of the organisation | Annexure 1.1 : Letter of proposal submission                                                                                                                          |        |
|         |                             | Annexure 1.2 : Brief Introduction of the company/university/ research institute/ agency                                                                               |        |
|         |                             | Annexure 1.3: Relevant experience/Work Orders (at least 2)                                                                                                            |        |
|         |                             | Annexure 1.4: Approach, methodology and Work Plan                                                                                                                     |        |
|         |                             | Annexure 1.5: Team Composition                                                                                                                                        |        |
|         |                             | Annexure 1.6 Self Deceleration from bidders (for non blacklisting)                                                                                                    |        |
|         |                             | Annexure 1.7: Audited financial statements for last three years                                                                                                       |        |
|         |                             | Annexure 1.8: Information regarding any conflicting activities and declaration                                                                                        |        |
| 2.      | Evaluation Criteria         | Criteria, sub-criteria and point system for evaluation to be followed under this procedure is as under:                                                               |        |
|         |                             | Criteria & Sub-Criteria                                                                                                                                               | Points |
|         |                             | A)- Previous Experience                                                                                                                                               | 50     |
|         |                             | Specific experience of projects/activities similar to scope of work (20 points/marks for each project subject to maximum of 40 points/marks for two or more projects) | 40     |
|         |                             | Experience of working with the Central Government in Agriculture/ Food Sector for attracting potential international buyers                                           | 5      |
|         |                             | Experience of working with Food & Supplies Department/ Cooperative Federations dealing in food grains in Central/ State Government in India in the last five years    | 5      |
|         |                             | B) - Methodology                                                                                                                                                      | 30     |
|         |                             | Adequacy of the proposed methodology and work plan in responding to the Terms of Reference                                                                            |        |
|         |                             | • Technical approach and methodology                                                                                                                                  | 10     |
|         |                             | • Work Plan                                                                                                                                                           | 10     |
|         |                             | • Presentation                                                                                                                                                        | 10     |

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                |    |
|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
|  |  | C)- Team Resources                                                                                                                                                                                                                                                                                                                                                                                                             | 20 |
|  |  | <p>Team Leader:</p> <p>Agriculture Economics, Management &amp; Policy</p> <ul style="list-style-type: none"> <li>Desirable Qualifications: Ph.D. in Agricultural Economics / Economics &amp; Policy/ Econometrics Agricultural Statistics/ Agricultural Marketing/Management/ Finance / Public Policy</li> <li>Desirable Experience: 15-20 Years in Agricultural Policy, Agricultural Marketing, Commodity exchange</li> </ul> | 10 |
|  |  | <p>Expert 1: Agriculture Economist/ Agriculture Statistician Desirable Qualifications: Ph.D. in Agricultural Economics/ Economics &amp; Policy / Econometrics/Agricultural Statistics/ Agricultural Finance / Public Policy/MBA</p> <ul style="list-style-type: none"> <li>Desirable Experience: 10-15 Years</li> </ul>                                                                                                        | 5  |
|  |  | <p>Expert 2: Agriculture Marketing, Commodity Trading, Exports/ Price Stabilization Fund</p> <p>Desirable Qualifications: Ph.D. in Agricultural Management/ Marketing / International Trade/MBA</p> <ul style="list-style-type: none"> <li>Desirable Experience: 5-10 Years</li> </ul>                                                                                                                                         | 5  |

Annexure 1.1

Letter of Proposal Submission

To

Managing Director,  
Hafed

Respected,

We the undersigned, offer to provide the Consultancy assignment/job “to devise a plan and execute the best disposal/auction approach including the standard operating procedure as well as a hedging mechanism of Agri-produce. In accordance with your Request for Proposal dated (Insert Date), we have uploaded our proposal online and are hereby submitting hard copies of the Technical Proposal and requisite EMD. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to disqualification.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized signature (in full and details) Name  
and title of Signatory:

Name of Firm / entity: Address:

## Annexure-1.2

### Consultant's organisation and experience

#### A. Consultant's Organization

(Provide here a brief description of the back ground and organization of your firm / institution/ entity and each associate for this assignment / job. The brief description should include ownership details, date and place of incorporation of the consultancy (attach certificate), objectives of the consultancy etc. Also if the consultant has formed an association, details of each member of the Association, name of lead members etc. shall be provided).

#### General Information

##### Information about the Consultancy(s)

- Name
- Address
- Telephone Number
- Fax number
- Email Address

#### Size of the Consultancy (s)

Provide turn-over figures and employee strength for the Past three financial years (If applicable).

#### Geographic Presence

Provide geographical spread of your firm / entity, especially presence in different regions in India

(Name and Signature of the Individual/ Authorized Signatory)

Annexure –1.3  
Experience in delivering similar assignment

| Details (for each project)            | Details |
|---------------------------------------|---------|
| Name of the assignment                |         |
| Client                                |         |
| Employer (only in case of individual) |         |
| Year                                  |         |
| Location                              |         |
| Nature of work done                   |         |
| Key activities performed              |         |
| Outcomes                              |         |

(Name and Signature of the Individual/ Authorized Signatory)

#### Annexure-1.4

##### Description of approach, methodology, work plan, project organization and availability of experts for performing the assignment / job

Technical approach, methodology, work plan, project organization are key components of the Technical Proposal. The Consultant must present his / her Technical Proposal divided into the following components:

- a) Technical Approach and Methodology
  - b) Work Plan, and
  - c) Project organization and availability of experts
- a) **Technical Approach and Methodology:** In this section, the consultants should explain their understanding of the objectives of the assignment / job, approach to the assignment / job, methodology for carrying out the activities (including proposed policy/rules/auction process) and obtaining the expected output, and the degree of detail of such output. The consultants should highlight the problems being addressed and their importance, and explain the technical approach they would adopt to address them. The consultants should also provide an overview of tools and methodologies that they propose to adopt.
- b) **Work Plan:** The consultant should propose and justify the main activities of the assignment/job and key performance indicator. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.
- High light how you would proceed to meet the project requirements,
  - High light numbers of hours you estimate are required to complete the work,
  - Propose number of resources for providing these services,
  - High light tools, techniques & methodologies to be used for this effort, and
  - How would you manage the complexity of the project
- c) **Project organization and availability of experts:** The consultant should propose and justify the structure and composition of his/her team. He/she should list out the main disciplines of the assignment /job, the key expert responsible, and proposed technical and support staff. More specifically, please provide an overview on senior leadership coverage and commitment, highlight expertise in agricultural mechanization related works.

Annexure 1.5  
Team composition and task assignment / jobs

| S. No. | Name of experts | Area of Expertise | Post/ Task Assigned for this job |
|--------|-----------------|-------------------|----------------------------------|
|        |                 |                   |                                  |
|        |                 |                   |                                  |
|        |                 |                   |                                  |
|        |                 |                   |                                  |

ANNEXURE 1.6  
(Declaration for non Blacklisting)

Are there any activities carried out by your consultancy which has/have led to blacklisting of your firm; if yes, please furnish details of any such activities. If no, please certify as follows :)

We hereby declare that our consultancy is not blacklisted by any agency of the central/ state government, public sector undertaking at the time of bid submission. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Employer which shall be binding onus.

ANNEXURE 1.7  
Financial statement- (Kindly enclose audited financial statements for last three years)

| S. No. | Financial year | Net- turnover | Profit/loss |
|--------|----------------|---------------|-------------|
|        |                |               |             |
|        |                |               |             |
|        |                |               |             |
|        |                |               |             |

## Annexure 1.8

### INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

(Are there any activities carried out by your consultancy which are of conflicting nature as mentioned in Point 4 of Terms of reference. If yes, please furnish details of any such activities. If no, please certify as follows :)

We hereby declare that our consultancy is not indulged in any such activities which can be termed as the conflicting activities under Para 4 of Terms of reference. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Employer which shall be binding onus.

Authorized Signature (in full and initials):

Name of Title of Signatory: Name of

Consultancy agency: Address:

# Annexure – 2

## Financial bid template

## Financial Bid

|             |                                               |
|-------------|-----------------------------------------------|
|             | Cost of services (in INR), exclusive of taxes |
| In numerals |                                               |
| In words    |                                               |

I/we hereby agree to abide by all the terms and conditions laid down in the tender documents.

Place:

Signature

Date:

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Mobile No. \_\_\_\_\_

E-Mail: \_\_\_\_\_