

EXPRESSION OF INTEREST FOR EMPANELMENT OF BAJRA BISCUIT MANUFACTURERS FOR SUPPLY OF BAJRA BISCUITS AND OTHER BAKERY ITEMS

Hafed invites an Expression of Interest (EOI) from interested bajra biscuit manufacturers for empanelment for supply of bajra biscuits and other bakery items for a period of 1 year (extendable on yearly basis). The EOI document can be downloaded from the interested parties from the website of Hafed: www.hafed.nic.in. Interested and eligible bajra biscuit manufacturers may submit their application for empanelment along with the required documents like "Application form / technical Proposal" to the Managing Director, Hafed, Hafed Corporate Office, Sector-5, Panchkula manually in sealed envelope latest by 02.12.2021 and after analysis the technical proposals, the shortlisted parties will be asked to submit the financial proposals. Hafed reserves the right to accept or reject any or all applicants without assigning any reason thereof. The EOI is not the subject of any process of contract or any contractual obligations between Hafed and prospective Bajra Biscuit Manufacturers and merely empanelment will not guarantee the supply orders / award of job work to the empanelled manufacturers.

Managing Director,
Hafed, Panchkula

1. INTRODUCTION

Hafed is the largest apex cooperative federation of Haryana State in India. It came into existence on November 1st, 1966 with the formation of Haryana as a separate State. Since, then it is playing a leading role in serving the farmers of the State as well as customers in India and overseas by providing hygienic and safe quality consumer products/

Hafed intends to empanel Bajra Biscuit Manufacturers meeting the minimum eligibility criteria for a period of one year (extendable on yearly basis with mutual consent) to meet out the requirements of bajra biscuits in the State under the scheme of WCD Department / to meet out the requirements of Bajra biscuits and other bakery products of Hafed from time to time as per the sale requirements of Hafed.

Key Dates of EoI :

1.	Proof of payment of EMD i.e. attach original Demand Draft or receipt of RTGS/NEFT.	upto 5:00 PM on 02.12.2021 to be submitted at Hafed H.O. Sector-5, Panchkula.
2.	Required documents as per Technical proposal of EoI (Annexure- I).	
3.	The agencies will submit the samples of bajra biscuits of each category-1, 2 and 3 as mentioned in the EOI document with required composition and nutritional value and any other product being offered by the applicant along with the application for empanelment along with technical proposal for the same.	

2. ELIGIBILITY CRITERIA:

- i. The manufacturer should have minimum 2 year experience in manufacturing and sale of bajra/jawar/chana/barley based biscuits.
- ii. The manufacturers should have a registered work address. The party will submit the proof of the same.
- iii. The party should have valid GST registration number.
- iv. The manufacturer must adhere law of land such as Food Safety & Standards Authority of India (FSSAI) and other mandatory requirements and other specifications.
- v. Copy of PAN & AADHAR card to be enclosed.
- vi. The manufacturer should have processing capacity of minimum 3000 kg per day for manufacturing of bajra/jawar/chana/barley based biscuits.
- vii. The applicant will deposit Demand Draft / RTGS or NEFT as earnest money of Rs. 20,000/- (refundable) to be deposited along with the application, it will be returned to the unsuccessful parties in their

account. The successful parties shall have to deposit Rs. Five lakh (Rs. 5,00,000/-) including the EMD amount as security (refundable) within 7 days of award of work / contract. No interest will be paid on EMD and the security amount.

- viii. The party may deposit the EMD & security in the following Bank Account:

Beneficiary name: The Haryana State Cooperative Supply and Marketing Federation Ltd.

Name of Bank: HDFC Bank, Sector 35-B, Chandigarh

Account No.: 00350310000229

IFSC Code: HDFC0000035

3. GENERAL TERMS AND CONDITIONS

Hafed intends to empanel Bajra Biscuits manufacturers for supply of Bajra biscuits and another bakery items. The general terms and conditions are as under:

- 1) The selected parties shall have to supply Bajra Biscuits as per required specifications and quantities in the brand name of 'HAFED' with fully packaged form in commercial packing after approval of design from HAFED.
- 2) Selected parties shall be responsible for stocking and supply of Bajra Biscuits to WCD department Haryana at a rate mutually agreeable between Hafed and the party.
- 3) All the billing and payments will be received in the name of HAFED for supply of Bajra Biscuits to any consumer/customer/party in India.
- 4) Delivery of Bajra Biscuits shall be made by the selected parties to different destinations mainly at the district headquarters of WCD Department by using its own/hired transportation and logistics as per supply orders from time to time or any other destination given by Hafed.
- 5) The margin to Hafed on sale of Bajra Biscuits by the selected parties will be decided after negotiations and also vary from time to time after taking into consideration the expenses and cost involved, mutually agreed by both parties.
- 6) The selected parties shall also be responsible for all quality/quantity related complaints and claims related to quality/ quantity/ demurrage /delayed delivery etc. and shall indemnify Hafed for any/all such claims. In case of any quality cut or any other penalty imposed by the purchasing authority or any other authority, the same shall be recovered from the selected party.

- 7) The supplier will provide three samples (sufficient quantity for lab testing) of the Bajra Biscuit for the lab test and the sample should be given with the ingredient composition and nutrition value. The interested agencies are requested to submit the sample of Biscuits along with the proposal.
- 8) Tentative monthly requirement for Bajra Biscuits required by WCD is as under:

CATEGORY (Age Group)	Minimum Calories per pack	Minimum Protein per pack	Packing (in gms)	Monthly requirement of biscuit in packets approx.
CATEGORY-1 Children (6-72 months)	500 Kcal	12-15 Gm	Per pack	444456
CATEGORY-2 Specially-malnourished Children(6-72 months),	800 Kcal	20-25 Gm	Per pack	26248
CATEGORY-3 Pregnant Women and Nursing mothers	600 Kcal	18-20 Gm	Per pack	1236408
Total monthly requirement of biscuit				1707112

**The above figure are subject to change depending on the requirement from time to time. The packing size of each category may vary but each pack should contain minimum level of energy in Kcal and Protein in grams as mentioned in the above table.

- 9) Bajra Biscuits should be free from any use of chemical.
- 10) Bajra would be made available/given by Hafed/Govt. for preparing the bajra biscuits against the cost.
- 11) The rates which will be offered by the firm should be valid for at least one year.
- 12) Any other requirement under FSSAI rules and packing Act or any other details as required under the existing rules/orders will be the responsibility of the manufacturer.
- 13) Biscuits should have expiry period of atleast 6 months from the date of supply to Hafed or as per accepted standard in the market.

- 14) Supply will be FOR at District Program Officer (WCD) at District level throughout Haryana or any other destination as per the requirement of hafed/WCD department within Haryana.
- 15) Conditional proposal will not be entertained.
- 16) Penalty Clause: The supplies will have to be made as per the requirement of Hafed i.e. within 15 days from issue the supply order otherwise penalty @ 2% of the value of undelivered material shall be imposed on account of delay per week or part thereof subject to maximum of two weeks on the supplies as per the confirmed order. If suppliers fails to supply the ordered material even during the grace period of two weeks (with penalty) then Hafed reserves its right to cancel the supply order/ contract and will be at liberty to arrange the material from any other sources at the risk and cost of the supplier.
- 17) A committee will visit the processing unit of the shortlisted parties for inspection w.r.t proper infrastructure for manufacturing of the required products proper inspection of manufacturing unit of party hygienic practices, treatment process, proper storage in the manufacturing unit etc. and only after getting satisfactory report the work shall be allotted to the agency.
- 18) For any complaint regarding quality of Biscuits under any act whatsoever manufacturer will be responsible and keep the Hafed indemnify for any liability of supply poor material / complaint.
- 19) In case of any problem/shortcoming observed during the receipt of the consignment, the consignment is liable to be rejected as such.
- 20) If the information and facts provided by the manufacturer are found to be misleading or incorrect, the Hafed reserves the right to terminate the contract immediately.
- 21) Hafed reserves the right to accept/reject any or all offers without assigning any reason.
- 22) The empanelment will be made initially for a period of one year. However, this can be extended for further one year depending upon the performance and requirement.
- 23) HAFED can terminate the contract at any point of time by giving One month written notice to the empanelled party without assigning any reason and without payment of any compensation thereof. However, HAFED shall give only one week notice of termination of contract to the empanelled party when there is a default in compliance of the terms and conditions of this Agreement Contract or the empanelled party fails to comply with its statutory obligations HAFED shall have the right to

immediately terminate the contract if the party becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an arrangement for the benefits of creditors. The contract can also be terminated without giving any notice it is found at a later stage that the party gave wrong information or submitted wrong affidavit at the time of EOI.

- 24) HAFED reserves the right to increase/decrease the work allotted to the empanelled party or to foreclose the contract without assigning any reason in such case, the empanelled party will not be entitled to any compensation.
- 25) HAFED shall be open to recover from the empanelled party or any damages caused to the Hafed due to any act of the party or his employees/manpower/workmen.
- 26) If a criminal or civil case is filed due to the negligence of empanelled party under any applicable Act, the penalty, loss and damages shall to be borne by the empanelled party.
- 27) HAFED reserves the right to accept or reject any offer of Empanelment application without assigning any reasons what so ever.
- 28) Final selection of the party will be done at the discretion of HAFED and the decision of HAFED shall be final and binding on all the participating parties.
- 29) Any further corrigendum/Addendum to the Empanelment documents will be uploaded by HAFED on websites <https://hafed.gov> and no press advertisement shall be published for the same.
- 30) Service of selected manufacturer/party may also be utilized by hafed for purchase of bajra based biscuits and other bakery items for its commercial sale through hafed's sale network under different packing at mutually agreed price.

4. PAYMENT TERMS:

- 1) The payment to the supplier will be made within 7 days after receiving from WCD department Panchkula or any other institute to whom the supply will be made by Hafed.

5. PROCEDURE OF SELECTION:

- 1) The agencies will submit the samples of bajra biscuits of each category- 1, 2 and 3 as mentioned in the EOI document with required composition and nutritional value and any other product being offered

by the applicant along with the application for empanelment along with technical proposal for the same.

- 2) The sample so provided, will be got tested by Hafed as per the Govt. and FSSAI guidelines/specifications.
- 3) Based on the quality test report, rates quoted and other terms and conditions mentioned in the EOI document, the firm shall be empanelled with Hafed for supply of bajra Biscuits and other products. The work order can be given to one or more than one empanelled party.

6. ARBITRATION

In case of any dispute the matter shall be referred to the sole arbitration of the Managing Director, Hafed or his nominee, whose decision shall be final and binding on the both agencies.

TECHNICAL CHECKLIST**(Annexure-I)**

Sr No	Criteria for eligibility	Minimum Requirement	Actual	Qualified (Yes/ No)	Supporting Documents to be attached.
1.	Processing Capacity available with the party	3000 Kg per day for manufacturing of bajra/jawar/chana/barley based biscuits.			Copy of approved processing capacity of the production unit by the competent authority.
3.	Copy of the balance sheet of the last three years F/Y i.e. FY2019-20, FY2018-19 and FY2017-18.	-			Copy of the balance sheet authenticated by the CA.
4.	Number of years Experience in Bajra/jawar/chana/barley based biscuits Business.	2 years.			Authenticated proof showing the experience in processing of Bajra/jawar/chana/barley based biscuits and similar products is to be submitted
7.	Undertaking by the party that the party has not been debarred or blacklisted by any Government Department, Cooperative in India or Abroad.	Copy of undertaking should be submitted			Copy of undertaking duly signed by the authorized signatory
8.	Details of Aadhar Card/ PAN card and GST/TAN number	Copy to be attached			Copy to be attached
9.	Food Safety & Standards Authority of India (FSSAI)	Copy to be attached			Copy to be attached
10.	Demand Draft / RTGS or NEFT as earnest money of Rs. 20,000/-	Copy of proof to be attached			Copy of proof to be attached