



**THE HARYANA STATE COOPERATIVE SUPPLY  
AND MARKETING FEDERATION LIMITED**  
CORPORATE OFFICE, SECTOR 5, PANCHKULA HARYANA (INDIA)  
TEL: 2590520-24, FAX: 2590711 E.Mail: hafed@hry.nic.in  
Web-site: www.hafed.gov.in



## **Tender Notice**

### **Engagement of Project Management Consultant (PMC)**

Hafed invites e-tender for engagement of Project Management Consultant (PMC) for setting up of a new modern Cattle/ Animal Feed Plant in the Mega Food Park Project Rohtak, Relocating the existing Hafed CFP Rohtak and Up-gradation/ Modernization of existing Animal Feed Plant Saktakhera (Sirsa) from the reputed consulting agencies/firm. The tender document containing detailed terms & conditions etc. are available on portal <http://etenders.hry.nic.in> and at hafed's website [www.hafed.gov.in](http://www.hafed.gov.in) can be downloaded. The tender document fee is Rs. 500/- (non refundable) and e-service fee of Rs. 1000/- (non refundable). The online tender document must be accompanied with the EMD of Rs. 2,00,000/- (Two lakhs). The tender document fee and the EMD must be remitted on or before 15.03.2022 up to 4:00 PM. The date of technical and financial bids submission is up to 16.03.2022 at 11:00 AM through e-tender portal.

All the bidders are required to get registered on the e-tendering portal and obtain a Digital Signature. The technical bid will be opened at 11.30 on 16.03.2022. Hafed reserves the right to accept /reject any/all the tenders without assigning any reason whatsoever.

**Managing Director  
Hafed, Panchkula**

**Terms of Reference (TOR)**  
**for hiring a Project Management Consultant (PMC) for**  
**Setting up of a new modern Cattle/ Animal Feed Plant,**  
**Relocation/ Shifting of the existing Plant and Up-**  
**gradation/ Modernization one existing Animal Feed**  
**Plant of HAFED**



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## **DISCLAIMER**

The information contained in this Terms of Reference document (the "TOR") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of The Haryana State Co-op. Supply & Marketing Federation Ltd. (HAFED), Government of Haryana, or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this TOR and such other terms and conditions subject to which such information is provided.

This TOR is not an agreement and is neither an offer nor invitation by HAFED to the prospective Bidders or any other person. The purpose of this TOR is to provide interested parties with information that may be useful to them in preparing their technical proposals and financial offers pursuant to this TOR (the Proposal").

This TOR includes statements, which reflect various assumptions and assessments arrived at by the HAFED in relation to the Assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This TOR may not be appropriate for all persons, and it is not possible for the HAFED, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this TOR. The assumptions, assessments, statements and information contained in this TOR may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this TOR and obtain independent advice from appropriate sources. Information provided in this TOR to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. HAFED accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. HAFED, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this TOR or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the TOR and any assessment, assumption, statement or information contained therein or deemed to form part of this TOR or arising in any way in this Bid Stage. HAFED also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this TOR. HAFED may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this TOR. The issue of this TOR does not imply that HAFED is bound to select a Bidder or to appoint the Selected Bidder or Consultancy firm, as the case may be, for the Assignment and HAFED reserves the right to reject all or any of the Bidders or Proposals without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by HAFED or any other costs incurred in connection with or relating to its Proposal.

HAFED shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or for submission of the Proposal, regardless of the conduct or outcome of the Bidding Process.

## Detailed Notice Inviting Short Term e-Tenders

Hafed invites e-tender for engagement of Project Management Consultant (PMC) for setting up of a new modern Cattle/ Animal Feed Plant in the Mega Food Park Project Rohtak, Relocating the existing Hafed CFP Rohtak and Up-gradation/ Modernization of existing Animal Feed Plant Saktakhera (Sirsa) from the reputed consulting agencies/firm. The tender document containing detailed terms & conditions etc. are available on portal <http://etenders.hry.nic.in> and at hafed's website [www.hafed.gov.in](http://www.hafed.gov.in) can be downloaded. The tender document fee is Rs. 500/- (non refundable) and e-service fee of Rs. 1000/- (non refundable). The online tender document must be accompanied with the EMD of Rs. 2,00,000/-(Two lakhs). The tender document fee and the EMD must be remitted on or before 15.03.2022 up to 4:00 PM. The date of technical and financial bids submission is up to 16.03.2022 at 11:00 AM through e-tender portal. All the bidders are required to get registered on the e-tendering portal and obtain a Digital Signature. The technical bid will be opened at 11.30 on 16.03.2022. Hafed reserves the right to accept /reject any/all the tenders without assigning any reason whatsoever.

1. **The payment for Tender Document Fee and Processing Fee shall be made by the bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT or OTC Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**
2. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://etenders.hry.nic.in> to be eligible to participate in the e-Tender. **He/ She will be required to make online payment of required EMD of Rs. 2,00,000/- in due course of time. The intended parties fails to pay EMD fee under the stipulated time frame shall not be allowed to submit his/her bids for the respective event/Tenders.**
3. The interested bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance as given under Key Dates **and make payment via RTGS/NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder/agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://etenders.hry.nic.in>**
4. The interested bidders shall have to pay mandatorily Processing Fee (under document fee – Non refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks. The Payment for document fee (Rs.500/-) and Processing Fee (Rs.1,000/-) can be made by eligible bidders online directly through Debit Cards & Internet Banking.

The interested bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance before the expiry date & time of the respective events. And make payment via RTGS/NEFT to the beneficiary account number specified under the online generated challan.

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

### **Key Dates**

S.N.	Party Stage	Date & Time
1	(i) Downloading of Tender document / Online bid preparation.  (ii) Online directly transfer of funds of <b>Rs.1,500/-</b> through online directly through Debit Cards & Internet Banking Accounts (Tender document fee Rs.500/-, Processing Fee Rs.1,000/-) and required <b>EMD of Rs. 2,00,000/-</b>	<b>03.03.2022 from 05:00 PM to 15.03.2022 up to 04:00 PM</b>
2	<b>Last Date of submission of queries</b>	<b>10.03.2022 up to 4:00 PM</b>
3	<b>Submission of online Bid</b>	<b>03.03.2022 from 05.01 PM to 16.03.2022 up to 11:00 AM</b>
4	<b>Opening of Technical Bid</b>	<b>16.03.2022 at 11:30 PM</b>
5	<b>Manual / through email submission of additional / supporting documents, if any</b>	<b>16.03.2022 at 02:15 PM</b>
6	<b>Opening of Financial Bid</b>	<b>To be decided after opening of Technical Bid</b>
7	<b>HAFED contact details</b>	<b>HAFED Building, Sector 5, Panchkula, Haryana 134108 Email- <a href="mailto:hafed@hry.nic.in">hafed@hry.nic.in</a> Tel- 0172- 2590520</b>
8	<b>Method of selection</b>	<b>QCBS method</b>
<b>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.</b>		

### **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 while 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](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  
0120-4001002,0120-4200462,0120-4001005,120-6277787

For support related to Haryana Tenders in addition to help desk you may also contact on email ID [eproc.nichry@yahoo.com](mailto:eproc.nichry@yahoo.com), [Tel:0172-2700275](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 e-payment 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:-**

- (A) ***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>***
- (B) ***For help manual please refer to the 'Home Page' of the e-Procurement website at <https://etenders.hry.nic.in>, and click on the available link 'How to...?' to download the file.***

### ***(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 along with 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 mention 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 Tech process 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 enables 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 e-Procurement 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 the tender.

## **Terms of Reference**

### **1. Background**

The Haryana State Cooperative Supply and Marketing Federation Limited (hereinafter referred as 'HAFED') is the Haryana's largest Co-operative Federation serving farmers and consumers since 1966. Procurement of Food-grains from farmers at MSP for delivery to the federal government, warehousing, arrangement and distribution of agri-inputs, agro-processing and marketing are its core activities. Over the years HAFED has become one of the leading organizations of the Haryana State being its largest food grain procurement agency and a premier warehousing agency for scientific storage of foodgrains, having largest chain of Agro-processing units, major supplier of quality, hygienic and safe consumer products, cattle/animal feeds and having a largest supply-chain network upto village level for distribution of agri- inputs like fertilizers, pesticides, seeds, etc.

HAFED has set up two (2) Cattle Feed Plants located at Rohtak (Haryana) and Saktakhera (Sirsa), Haryana in the State of Haryana. HAFED Cattle Feed plant, Rohtak(Haryana) was set up in the year 1976 with the 100 MT per day capacity which was later on up-graded with new plant of 150 MT per day capacity (expandable upto 300 TPD) to increase the product range for manufacturing Cattle Feed, Poultry Feed, Piggery Feed & Mineral Mixtures to meet out all types of requirements of Dairy Farmers. It has facilities for manufacturing cattle feed, poultry feed, piggery feed & mineral mixtures, bricks and molasses urea bricks. Further, HAFED set up an Animal Feed Plant at Saktakhera (Sirsa),Haryana of 50 MT per day capacity in the year 2001.

There is a need felt by HAFED to augment the capacities and production efficiency of both the plants. HAFED intends to set up a new modern cattle/ animal feed plant in the Mega Food Park being developed by HAFED in Rohtak and the existing plant at Rohtak is being proposed to be relocated/ shifted. In addition, it also intends to up-grade and modernize the existing Plant at Sakta Khera (Sirsa) to achieve enhanced and efficient output.

With this objective, HAFED intends to hire a Project Management Consultant (PMC).

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

The scope of work to be undertaken by the Consultant is given herein after and the same 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 Scope of Work for the proposed engagement will primarily consist of the following:

- **Formulation of Cattle Feed plant modernization plan-** Undertaking a detailed Business process study i.e., evaluating existing operations of the plant and process efficiency and undertaking gap analysis.
- **Detailed financial implication study** - Devising a cost benefit model, indicating the total cost of project and pattern of return on investment.
- **Revenue Optimization model/framework-** Developing a revenue optimization plan for maximizing revenues from the plant operations.
- **Stakeholder consultations-** Conducting stakeholder surveys/meetings/site visits to understand the processes and challenges being faced currently.
- **Supply and Demand Factors:** Preparing a detailed study and analysis of supply and demand factors.
- **Analyzing trends** - in supply, demand, seasonality, international trade, government policies, and its effect on price movement.
- **Bench-marking study** - Conducting bench-marking study cum comparative assessment of procedures and technology used by other State run Cattle Feed plants in the country.
- **Assessment of Fiscal Incentives:** Consultant must undertake a detailed assessment of potential incentives which can be availed under various Govt of India and Govt of Haryana Industrial Development and Food Processing Policies
- **Formulation of DPR:** A detailed project report along with Design and detailed engineering works such as Architectural drawings, Structural drawings, Bill of quantities, Cost Estimates, CB Ratio, IRR Calculation, etc shall be prepared and submitted. Two (2) separate DPRs for Rohtak and Sirsa plant shall be prepared respectively.
- **Undertake Site Assessment:** Conducting the surveys, water tests, soil test and other site investigations
- **Implementation road-map-** Developing a detailed implementation road-map for setting up the Cattle feed Plants in Haryana with clearly outlined modalities and risks involved along with suitable mitigation plans.

Further, the PMC will assist in following activities:

- Overall monitoring and implementation of the project
- Assistance in the Procurement process (Creation of RFPs, Bid Process Management etc.)
- Assistance in conducting Govt. meetings and preparing the presentations, agendas for the meetings

S.No	Key Deliverables/ Outcomes
1.	Detailed Project Report for two Cattle Feed Plants including relocation/ shifting of the existing plant at Rohtak.
2.	Implementation Roadmap and Action Plan

### 3. Duration of the assignment

The project duration is of twenty-four (24) months and further extendable on mutual agreement basis. DPRs should be finalized and submitted in not more than three (3) months and after DPR submission PMC shall assist the department with various activities pertaining to monitoring, coordination, etc for a period of fifteen (15) months.

### 4. Eligibility Criteria

The bidders will be assessed as per the pre-qualification criteria defined in the TOR. Only the bidders who qualify pre-qualification shall be eligible for technical evaluation. Non-conforming Proposals will be rejected and will not be eligible for any further processing. The pre-qualification criterion for the organization is as below:

#	Section	Requirement	Supporting documents
1	Legal Entity	The bidder (a Business Entity) shall mean a company registered in India under the Companies Act, 1956 or 2013 or a partnership firm registered under the Limited Liability Partnership Act of 2008 and operating for atleast last 5 (five) years as on March 31, 2020.	Incorporation / Registration Certificate
2	Financial credentials	The entity should be an existing profit-making company, with at-least an average turnover of INR 10 Cr. from consulting services during the last three financial years	Certificate from the statutory auditor
3	Prior Experience	The bidder should have at-least one consulting engagement with Central / State Government or any of its agencies in last three year and should have worked as a PMC for large infrastructure or industrial development projects in the last three years with consulting fee of atleast INR 2 Cr.	Work orders/ Letter of Allotment
4	Quality Certifications	The bidder shall hold at-least 2 of the following ISO certifications ISO 9001:2015, ISO 14001:2015, ISO/IEC 27001, and ISO 31000 demonstrating its Quality management systems, at the time of submission of application.	Copy of certifications
5	Blacklisting	The bidder should not currently have been blacklisted/banned/debarred by any State / Central Government or any of its Agency / PSU or under a declaration of ineligibility for fraudulent or corrupt practices or inefficient/ ineffective performance.	Undertaking by the bidder  Falsification and non-disclosure will lead to disqualification from the evaluation process.

## 5. Technical and Financial Bid envelope

The bids are invited in two parts i.e Technical bid & Financial bid are to be uploaded separately. The technical bid must consist of all the documentary evidence as per the eligibility criteria and the Technical Appendices Form Tech 1 to 7 may be must uploaded duly filled. The financial bid must be uploaded strictly as per the performa.

## 6. Mode of Selection

- i. The Consultant shall be selected through bidding process on Combined Quality Cum Cost Based System (QCBS)
- ii. HAFED intends to follow two stage selection process in evaluating the proposals received.
- iii. In the First stage, technical evaluation will be carried out of those proposals that fulfill the prequalification/ eligibility criteria.
- iv. Technical proposals will be assessed based on a defined evaluation criteria and raked as per the marks received in the technical evaluation (Technical Score). Only those applicants whose technical proposals score 70 marks or more out of 100 marks shall be invited for financial evaluation.
- v. In the Second stage, financial evaluation will be carried out. Only the technically qualifying bidders would be invited for opening of the financial bid. Proposals will then finally be ranked according to their combined technical and financial scores.
- vi. 70% weightage shall be given to technical proposal and 30% shall be given to financial proposal. The first ranked Consultant shall be selected while the second ranked will be kept in reserve

## 7. Evaluation Criteria

Sr. No.	Criteria	Maximum marks
<b>1</b>	<b>Organization Credentials:</b>	<b>40 marks</b>
1.1	Experience of working on Consulting Engagements with Central / State Government with project consulting fee of atleast 50 Lakhs for each project in the last three years 5 marks for each project subject to maximum of 10 marks	10 marks
1.2	Experience of working as a PMC / PMA on large infrastructure and / or industrial development projects with Central or State Government with a project fee of atleast INR 5 Cr in last three years.	5 marks
1.3	Experience of working on consulting assignments with Govt of Haryana/ Department of Government of Haryana OR with any Donor/Multilateral Agency for Govt. of Haryana	10 marks

	5 marks each project subject to maximum of 10 marks	
1.4	Turnover from Consultant / Advisory services at the time of submission ie in Financial Year 2020-21  10-15 Cr – 5 marks 15-20r – 10 marks >20 Cr – 15 marks	15 marks
<b>2</b>	<b>Qualification of Team Leader &amp; other Team Members (Evaluation will be based upon Interview)</b>	<b>40 marks</b>
2.1	Subject Matter Expert  Total experience in relevant field >=15 years: 10 Marks  Experience in advising Central/State Government agencies and/or Private companies on green field projects like Cattle Feed, Edible Oil, Plant Management; and exposure of setting up new Food processing plants and implementing new systems etc. - 15 marks (5 marks each project)	25 marks
2.2	Project Director:  Total experience >=15 years  Qualification- MBA/PGDM from a reputed college  Should have experience in chemical and manufacturing sector and working on projects with Government/ Private firms related to undertaking Business Process Studies, Formulating DPRs, benchmarking studies, revenue optimization etc. At-least 3 projects in last 3 years – 15	15 marks
<b>3</b>	<b>Approach &amp; Methodology and Technical Presentation</b>	<b>20 marks</b>
	<b>Total</b>	<b>100 marks</b>

## 8. Payment Terms

The proposal shall include a financial quote of a lump sum value. The payment terms shall be on a milestone basis as per following:

#	Milestone	Payment	Timeline
1	Signing of contract	5%	Contract Signing Date. T
2	Submission of Two DPRs	25%	T + 3 months
3	Quarterly Payment	10% per quarter	Every Quarter upon submission of Quarterly progress report for next 7 quarters i.e.21months



## **9. Penalty**

A penalty of 5% of the milestone fee shall be levied on the consultant in case of delay in achieving the milestone for the reasons attributable to the Consultant.

## **10. Award of Contract**

HAFED will notify the successful bidder in writing that its proposal has been accepted. On receipt of notification the bidder shall furnish acceptance of award within 7 days of its issuance from HAFED, thereafter, sign Contract Agreement. After signing of the Contract Agreement, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

## **11. Earnest Money Deposit (EMD) and Performance Bank Guarantee**

The bidders are required to submit EMD of Rs. 2,00,000/- (Rs. Two Lakhs). The successful bidder shall deposit security amount of 3% of the contract/award value which can be submitted in shape of Performance Bank Guarantee and the same shall be valid beyond 3 months of the project duration.

## Appendices

### Form Tech 1- Technical Proposal Submission Form

Date:

Place:

To

The Managing Director,  
Haryana State Co-operative Supply and Marketing Federation Limited  
(HAFED), Sector 5, Panchkula,  
Haryana - 134108

**Sub: Terms of Reference (TOR) for hiring a Project Management Consultant (PMC) to assist in Setting up, Relocation and Modernization of Cattle Feed Plants of HAFED**

We, the undersigned, offer to provide our proposal for the assignment "Hiring a Project Management Consultant (PMC) to assist in Setting up, Relocation and Modernization of Cattle Feed Plants of HAFED" in accordance with your Request for Proposal dated \_\_\_\_\_. We are hereby submitting our Proposal only through online mode, which includes Technical Proposal, and a Financial Proposal.

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 our disqualification. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services related to the assignment not later than the date indicated in Document Control sheet.

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

Yours sincerely,

Signature with date:

Name of authorized signatory

Seal of Agency

## **Form Tech 2- Details of Bidder**

1. Name of the Company:
2. Registered Office:
3. Date of Incorporation:
4. Constitution of the Bidder Company:
5. Core business activities:
6. Experience in consultancy services (years) with proof:
7. Details of contact persons:
8. Any other details:

Name:

Designation:

Contact tel. No.:

Mobile no.:

Fax no.:

Email ID:

Postal address:

(Signature of Authorized signatory)

### Form Tech 3- Project Experience Format

<b>Project Name:</b>		<b>Country:</b>
<b>Project Location within Country:</b>		<b>Professional Staff Provided by the Firm:</b>
<b>Name of Client:</b>		<b>No. of Staff:</b>
<b>Start Date (Mon/YYYY):</b>	<b>Completion Date (Mon/YYYY):</b>	<b>Approx. Value of Services:</b>
<b>Detailed Narrative Description of Project:</b>  <input type="checkbox"/>		
<b>Detailed Narrative Description of Project:</b>  <input type="checkbox"/>		

## Form Tech 4- Write up on Project Conceptual Clarity and Approach

In this write up the firm should propose the following:

- Understanding of the project,
- Action plan it intends to follow – Approach & Methodology
- Value addition proposed for the assignment.

The practical difficulties and obstacles which can possibly arise during the course of assignment and how to address them should also be highlighted.

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

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

## **Form Tech 5- Format of Curriculum Vitae**

1. Name of the Staff
2. Designation
3. Name and address of the firm presently employed, if any
4. Position in the Proposed project (describe degree of responsibility also)
5. Qualifications (Technical and General)
6. Experience (Relevant in the context of assignment)
7. Employment Record (starting with present position, all previous assignments may be covered) Name of the Firm
8. Position Held
9. Years of Employment
10. Integrity

Date:

Signature of the Bidder / Authorized Representative

Seal / Stamp of the Firm

**Form Tech 6- Chartered Accountant Certificate**

[ON THE LETTER HEAD OF AUDITORS /CHARTERED ACCOUNTANTS]

**CERTIFICATE**

**TO WHOM SO EVER IT MAY CONCERN**

This is to certify that M/s. .... having its  
Registered Office ..... had achieved the  
following level of Turnover in respect for the financial years mentioned hereunder:

<b>Particulars</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
Turnover			

The figures certified for the stated Financial Years are based on the Books of Account, Audited Balance Sheet of the Company and the records produced before us.

Signatures of Auditors/Chartered Accountants:

Name :

Seal

Place :

Date :

**Form Tech 7- Self Undertaking regarding blacklisting**

Date

To

The Managing Director,  
Haryana State Co-operative Supply and Marketing Federation  
Limited(HAFED) Sector 5,Panchkula,  
Haryana -134108

**Sub: Terms of Reference (TOR) for hiring a Project Management Consultant (PMC) to assist in Setting up, Relocation and Modernization of Cattle Feed Plants of HAFED**

Dear Sir/Madam,

I/We (Name of the Bidder) hereby take that I/We (Name of the Bidder) have not been blacklisted/banned/debarred by any State / Central Government or any of its Agency / PSU or under a declaration of ineligibility for fraudulent or corrupt practices or inefficient/ ineffective performance.

Yours faithfully

(Signature, name and designation of the authorized signatory)

For and on behalf of .....



**Form Fin-1(B): Financial Proposal (To be uploaded online only)**

S.No	Description	Total Project Cost (Exclusive of all taxes)
1	Terms of Reference (TOR) for hiring a Project Management Consultant (PMC) to assist in Seeting Up, Relocation and Modernization of Cattle Feed Plants of HAFED. <ul style="list-style-type: none"><li>•</li></ul>	In figure: _____  In words: _____

Authorized Signature:

Name: .....

Designation .....

Name of firm: ...

Address.....

.....

Note:

1. GST shall be paid separately as per prevailing rate and the same is not required to indicated in Financial Proposal
2. All payment shall be made in Indian Rupees and shall be subject to applicable Indian laws withholding taxes if any.
3. The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily