



**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 Up-gradation/ Modernization of Rice Mill at Radaur (Yamuna-nagar), Ladwa(Kurukshetra), Pehowa (Kurukshetra), Dhand (Kaithal), Jakhal(Fatehabad), Ratia (Fatehabad) & Kalanwali (Sirsa) in Haryana 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. 1000/- (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 **21.03.2023** up to **10:00 AM**. The date of technical and financial bids submission is up to **21.03.2023** at **10:30 AM** through e-tender portal. Hafed shall use a quality and cost based system (QCBS). All the Bidders are requested to be present at the time of opening of technical & financial bids.

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 21.03.2023**. Hafed reserves the right to accept /reject any/all the tenders without assigning any reason whatsoever.

**Managing Director  
Hafed, Panchkula**

## **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 Up-gradation/ Modernization of Rice Mill at Radaur (Yamuna-nagar), Pehowa (Kurukshetra), Dhand (Kaithal), Ratia (Fatehabad) & Kalanwali (Sirsa) in Haryana from the reputed consulting agencies/firm 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. 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.1000/-) 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.2000/-</b> through online directly through Debit Cards & Internet Banking Accounts (Tender document fee Rs.1000/-, Processing Fee Rs.1,000/-) and required <b>EMD of Rs. 2,00,000/-</b>	<b>03.03.2023 at 4:00 PM</b> <b>to</b> <b>21.03.2023 at 10:00 AM</b>
2	<b>Pre-Bid meeting</b>	<b>16.03.2023 at 11:00 AM</b>
3	<b>Last Date of submission of queries</b>	<b>16.03.2023 at 10:00 AM</b>
4	<b>Submission of online Bid</b>	<b>03.03.2023 at 4:00 PM</b> <b>to</b> <b>21.03.2023 at 10:30 AM</b>
5	<b>Opening of Technical Bid</b>	<b>21.03.2023 at 11:00 AM</b>
6	<b>Manual / through email submission of additional / supporting documents, if any</b>	<b>21.03.2023 at 10:30 AM</b>
7	<b>Opening of Financial Bid</b>	<b>21.03.2023 at 2:30 PM</b>
8	<b>Mode of Selection (QCBS)</b>	<b>Quality –cum-Cost Based Selection.</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:**

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.

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>

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.

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.

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).

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.

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.

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):**

**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.

**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, [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.

### 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 Rice Mills 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 Rice Mills 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 (DPR) with latest machinery, along with Design and detailed engineering works such as Architectural drawings, Structural drawings, Bill of quantities, Cost Estimates, CB Ratio, IRR Calculation, etc and to prepare the tender document for up-gradation / modernization of Rice Mills, Radaur (Yamuna-nagar), Ladwa (Kurukshetra), Pehowa (Kurukshetra), Dhand (Kaithal), Jakhal (Fatehabad), Ratia (Fatehabad) & Kalanwali (Sirsa).
- **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.

### 3. 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:

- a. The Bidders must have at least experience of three similar projects of Rice Mills implementation and consultancy in the relevant field, bidder shall submit certificate of experience.
- b. The participating agency/firm should not be black listed /debarred by any Govt. or semi Govt. The agency shall specifically mention about any litigation presently going on with any department. The party will submit the self attested certificate in this regard.
- c. The bidder must have to submit ITR for the last 3 year i.e. 2019-20, 2020-21 & 2021-22 duly audited and attested by CA. Bidder should not be GST & PF defaulter.
- d. Bidder to submit self attested copy of GST and PAN No.
- e. Bidder should have a minimum of Rs. 1 Crore turnover for the last 3 years each i.e.

from 2019-20 to 2021-22. Details to be filled as **Annexure – III**.

- f. The bidder will submit the financial cost in the two heads.
  - i) Consultancy fee for preparation of DPR, DNIT and Tender document for up-gradations / modernizations of Rice Mills. Fee be submitted separately for each Mill in Lump-Sum.
  - ii) Project Management Consultant services for supervision & commissioning of the Rice Mills during up-gradation / commissioning at the site of respective Mill.
- g. Bidder will submit audited Balance Sheets for last three years duly certified by the CA.
- h. Bidder should be registered with the concerned competent authority, so as to meet the statutory requirements of the Provident Fund, The Labour Department and any other applicable authority and shall submit copies of the same.
- i. Bidders Company must be registered under applicable laws for at least 5 years.
- l. Bidder will produce the copies of past work orders/agreements from competent authority as per **Annexure – IV**.
- j. Bidder should submit the authority letter of their authorized person for signing and participation in the tender from their company Secretary/ BOD resolution.
- k. Bidder shall be responsible for all the laws applicable presently or laws made applicable by Central Govt., State Govt. or any other statutory authority during the contract period and attach certificates where ever necessary.
- l. Bidder will submit a certificate that all terms and conditions mentioned in the tender document are true and acceptable to them as per **Annexure-I**.
- m. The bidder shall attach all the documents duly self attested as per **Annexure-II**.
- n. The financial bids of only those parties will be opened, who qualifies the evaluation criteria.

#### 4. Evaluation Criteria

Particulars	Marks	Documents required
A) The bidder must have experience of providing consultancy/PMC of minimum 3 similar projects / DPR of Rice Mills in India and Overseas. 3 Projects – 5 Marks More than 3 to 6 - 10 Marks More than 6 Projects – 15 Marks	15 Marks	Certificate of Incorporation & work order.
B) Minimum Turnover from Similar services PMC/ Consultancy. 1 Crore - 5 Marks 1-2 Crore - 10 Marks More than 2 Crore - 15 Marks	15 Marks	Certificate of Chartered Accountant.
C) Bidder must have 10 years of experience in project consultancy services 10 Year – 5 Marks More than 10 Year – 10 Marks	10 Marks	Work order/ Copy of contract/ LOA.
D) Technical Presentation	10 Marks	
Total	50 Marks	

Note : Minimum 30 Marks are required to be qualified for Financial bid.

## 5. CRITERIA FOR EVALUATION

### i) Principle

- For financial evaluation, the total cost indicated in the Proposal, (excluding GST), will be considered.
- HAFED will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the Consultant to be compensated and the liability to fulfill its obligations as per the TOR within total quoted price shall be that of the Consultant.

The lowest Financial Proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other Proposals will be computed as follows:

$$SF = 100 \times FM/F$$

(F = amount of Financial Proposal)

### ii) Combined and Final Evaluation

- Proposals will finally be ranked according to their combined technical score and financial score as follows:

$$S = ST \times TW + SF \times FW$$

Where TW and FW are weightage assigned to Technical Score (ST) and Financial Score (SF) that shall be 0.8 (80%) and 0.2 (20%) respectively.

The Applicant having the highest combined score shall be selected. The second highest Applicant shall be kept in reserve and may be invited in the negotiations in case the first-ranked Applicant withdraws or fails to comply with the requirements specified in this RFP, as the case may be.

## 6. Submission of Reports.

The consultant shall be required to submit following reports as part of the deliverables.

SN	Name of Deliverable	Description/Indicative Timelines
1.	Submission of Techno Commercial Viability Assessment Report.	1 <sup>st</sup> month
2.	Submission of Draft Request For Proposal (RFP) / RFQ/ Concession Agreement and Issuance of LOA to Private Partner/ Concessionaire	2 <sup>nd</sup> month
3.	Submission of Final Detailed Project Report	3 <sup>rd</sup> month
4.	Submission of tender document	4 <sup>th</sup> Month

Note: The successful bidder will submit separate DPR report etc. of each Rice Mills.

## 7. Payment Terms

The following table indicates the timelines for the key milestones along with major deliverables that need to be submitted in order to achieve the milestone.

Sr. No	Milestone	Expected Timeline from agreement	Payment
1	Submission of Techno Commercial Viability Assessment Report.	1 <sup>st</sup> month	10 %
2	Submission of Draft Request For Proposal (RFP) / RFQ/ Concession Agreement and Issuance of LOA to Private Partner/ Concessionaire	2 <sup>nd</sup> month	20 %
3	Submission of Final Detailed Project Report	3 <sup>rd</sup> month	10 %
4	Submission of tender document.	4 <sup>th</sup> Month	10 %
5	During execution of the project on pro-rata basis in four equal installments of entire execution period.	5 <sup>th</sup> Month	45%
5	Balance Payment after successful trial run of the project, not later than 3 months of submission of final reports.	-	5%

## 8. Period of Service

The consultancy firm shall be engaged for one year from the signing of the consulting contract. Any further extension may be based on the performance of the bidders.

## 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 5% 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.

## **12. Arbitration**

In case of any disputes arising out of the contract the same shall be referred to M.D. Hafed or his/her nominee as arbitrator and his decision shall be final and binding on both the parties.



**Technical Proposal Submission Form**

**Date:**

**Place:**

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

**Sub: Tender for engagement of Project Management Consultant (PMC) for Up-gradation/ Modernization of Rice Mill at Radaur (Yamuna-nagar), Pehowa (Kurukshetra), Ladwa(Kurukshetra), Dhand (Kaithal), Jakhal(Fatehabad), Ratia (Fatehabad) & Kalanwali (Sirsa).-**

We, the undersigned, offer to provide our proposal for the assignment " for Up-gradation/ Modernization of Rice Mill at Radaur (Yamuna-nagar), Pehowa (Kurukshetra), Ladwa(Kurukshetra), Dhand (Kaithal), Jakhal(Fatehabad), Ratia (Fatehabad) & Kalanwali (Sirsa)" in accordance with your tender dated ..... We are hereby submitting our proposal only through online mode, which includes Technical Proposal and 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 disqualification. Our Proposal is binding upon us and subject to the modification resulting from Contract negotiations.

We undertake that 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 Hafed is not bound to accept any proposal that is received.

Yours sincerely,

Signature with date:

Name of authorized signatory

Seal of Agency

**TECHNICAL BID**

<b>SN</b>	<b>Technical Eligibility</b>	<b>Documents Required.</b>	<b>Page No. Should be mentioned on each page.</b>
1	The Bidders must have at least experience of three similar projects of Rice Mills implementation and consultancy in the relevant field, bidder shall submit certificate of experience.		
2	The participating agency/firm should not be black listed /debarred by any Govt. or semi Govt. The agency shall specifically mention about any litigation presently going on with any department. The party will submit the self attested certificate in this regard.		
3	The bidder must have to submit ITR for the last 3 year i.e. 2019-20,2020-21 & 2021-22 duly audited and attested by CA. Bidder should not be GST & PF defaulte.r		
4	Bidder to submit self attested copy of GST and PAN No.		
5	Bidder should have a minimum of Rs. 1 Crore turnover for the last 3 years each i.e. from 2019-20 to 2021-22.		
6	Bidder will submit audited Balance Sheets for last three years duly certified by the CA.		
7	Bidder should be registered with the concerned competent authority, so as to meet the statutory requirements of the Provident Fund, The Labour Department and any other applicable authority and shall submit copies of the same.		
8	Bidders Company must be registered under applicable laws for at least 5 years.		
9	Bidder will produce the copies of past work orders/agreements from competent authority.		
10	Bidder should submit the authority letter of their authorized person for signing and participation in the tender from their company Secretary/ BOD resolution.		
11	Bidder shall be responsible for all the laws applicable presently or laws made applicable by Central Govt., State Govt. or any other statutory authority during the contract period and attach certificates where ever necessary.		

1 2	Bidder will submit a certificate that all terms and conditions mentioned in the tender document are true and acceptable to them.		
1 3	The bidder shall attach all the documents duly self attested.		

**Note: In case of Non-uploading of the above, the technical bid shall be rejected.**

Signature of Tenderer

Name: \_\_\_\_\_

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

Email ID: \_\_\_\_\_

Contact/Mobile No. \_\_\_\_\_

**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 at .....had achieved the following level of Turnover in respect for the financial years mentioned here under:

Particulars	2019-20	2020-21	2021-22
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:

**Project Experience Format:**

Project Name :		
Project Location within Country:		Professional staff Provided by the firm:
Name of the Client:		
Start Date (Mon/YYYY)	Completion date (Mon/ YYYY)	Approx. value of services:
Detailed Narrative Description of Project:		
Detailed Narrative Description of Project:		

**Annexure-V****FINANCIAL BID**

S.No.	Particulars/ Consultancy Services Fee	Lump-Sum amount in Rs. (exclusive of GST & other taxes)
1	Consultancy fee for preparation of DPR, DNIT and Tender document for up-gradations / modernizations of Rice Mills. Fee be submitted separately for each Mill.	
	Radaur (Yamuna-nagar)	
	Ladwa(Pehowa)	
	Pehowa (Kurukshetra)	
	Dhand (Kaithal)	
	Jakhal (Fatehabad)	
	Ratia (Fatehabad)	
	Kalanwali (Sirsa)	
2	Project Management Consultant services for supervision & commissioning of the Rice Mills during up-gradation / commissioning at the site of respective Mill.	

1. Our Financial Proposal shall be binding upon us up to the expiration of the validity period of the Proposal, as per TOR.
2. The Financial Proposal is without any condition.
3. This financial proposal covers remuneration for all the Personnel (Expatriate and Resident, in the field, office etc.), equipment, surveys, overhead charges viz. travelling, boarding and lodging and out of pocket expenses.
4. The offer price quoted by us is exclusive of all not specifically mentioned in the TOR document, but essential for successful completion of assignment.
5. We undertake that in competing for and, if the award is made to us, in executing the above consultancy services, we will strongly observe the laws against fraud and corruption to force in India namely "Prevention of Corruption Act 1988" We understand that you are not bound to accept any Proposal you receive.
6. These rates would be valid for the period of assignment and any additional manpower required would be provided on the above-mentioned rates. These rates will also be used in case of subsequent reduction in manpower.

Yours  
sincerely,  
Authorized  
Signature:  
Name and Title of  
Signatory:

Name of Bidder:  
Address

**S**