

## **EXPRESSION OF INTEREST**

Expression of Interest is invited from the leading tea manufacturers for empanelment with Hafed who are capable of arranging, processing and packing of desired blend of tea in Hafed brand and its marketing in India.

The complete EOI containing details of eligibility criteria, procedure of selection, general terms & conditions etc. can be downloaded from Hafed website at [www.hafed.nic.in](http://www.hafed.nic.in) .

The parties fulfilling the eligibility criteria are required to submit hard copy of their technical / business proposals addressed to Managing Director, Hafed Panchkula up to 5:00PM on 29.08.2023 along with the required documents to be submitted in person at Hafed Corporate Office, Sector-5, Panchkula..

**MANAGING DIRECTOR, HAFED.**

## **INTRODUCTION:**

Hafed is the largest apex cooperative federation of Haryana State in India. It came into existence on November 1<sup>st</sup>, 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 Tea/Coffee Manufacturers, who are meeting the minimum eligibility criteria for a period of two years which may be further extended with mutual consent from time to time.

## **ELIGIBILITY CRITERIA:**

S. No.	Criteria	Minimum Requirement / documents to be submitted	Checklist (to be ticked by bidder)
1	The bidder should have an average sales turnover of 10 lac kg tea per annum in the last three years	Copy of undertaking should be submitted in this regard.	
2	Total turnover on account of products sold during last three Financial Years i.e. 2020-21, 2021-22 & 2022-23.	Minimum turnover should be Rs. 20 Crore in each year during last three Financial Years i.e. 2020-21, 2021-22 & 2022-23. <u>Documents to be submitted:</u> Audited Balance Sheet along with Income tax returns with computation.	
3	The bidder should be registered company with at least 10 years' experience in the line of tea.	<u>Documents to be submitted:</u> Authorized Certificate from the party showing experience in tea business	
4	Undertaking by the party that the party has not been debarred or blacklisted by any Centre / State Government Department, Cooperative in India.	Copy of undertaking should be submitted in this regard.	
5	The bidder should have experience in selling its own brand in open domestic market and as well as government sector	A short note mentioning name of brand , organization (Govt./Semi-Govt.) to which tea is supplying etc. must be attached.	
6	The bidder must submit samples along with Test Report of each variant to HAFED at the time of submission of EoI (for which he is evincing E.O.I).	Samples mentioning variety/variant of tea alongwith test report to be submitted.	
7	The unit/party should have a valid FSSAI License	Copy of the FSSAI License to be attached.	
8	The unit/party should have ISO 2200, HACCP Certificate	Copy to be attached.	
9	Details of Aadhar Card/TAN Card and GST/PAN number	Copy to be attached.	
10	Demand Draft/RTGS of NEFT as earnest money of Rs.25,000/- in Hafed account: THE HARYANA STATE COOP SUPPLY & MARKETING FEDERATION LIMITED, State Bank of India SCO-103-106, SECTOR 17-B, CHANDIGARH – 160017, IFSC CODE: SBIN0009926, A/C No. 34060275519	Copy to be proof to be attached.	

11	<p>Infrastructure details: The bidder</p> <p>a) Should have its own Tea plantations capable of providing desired blend tea.</p> <p>b) Should have well equipped testing facility at packing godown to check various parameters related to quality. There should be a third-party micro verification regularly. The product should be manufactured under hygienic conditions and good manufacturing practices (GMP). The bidder should have well trained manufacturing staff and there should be regular quality audit of the product.</p> <p>c) Should have experience of consumer packing of tea in 250 gm, ½ kg &amp; 1 kg and other packs and bidder must offer different varieties and blends of tea in said packing size.</p>	<p>a) Copy of undertaking should be submitted in this regard</p> <p>b) Copy of undertaking should be submitted in this regard.</p> <p>c) Production / Supply Capacity along with details of Registered Office and place where Manufacturing / Processing &amp; packaging Plant is located .</p>	
12	Contact details along with the email & official address	<p>1. Authorized Person from the Management of the agency</p> <p>2. Authorized person Incharge / single point of contact for Hafed</p>	

## **PROCEDURE OF SELECTION:**

### **1. Marking Scheme:**

S.N.	Details	Marks Scheme
1	Processing Capacity available with the party	<p>Tea Processing capacity</p> <ul style="list-style-type: none"> <li>• 15-20 MT per day (5 marks)</li> <li>• <math>\geq 20</math> MT per day (<b>10 marks</b>)</li> </ul>
2	Total turnover of the firm on account of processing/production/ sale of during last 3 years.	<ul style="list-style-type: none"> <li>• 20-30 Cr (5 marks)</li> <li>• <math>\geq 30</math> Cr (<b>10 marks</b>)</li> </ul> <p><b><u>NOTE:</u></b> Average of the three years will be taken during the last 3 F/Y i.e. 2020-21, 2021-22 &amp; 2022-23..</p>
3	Number of years Experience in tea Business.	<ul style="list-style-type: none"> <li>• 10-20 years (5marks)</li> <li>• <math>\geq 20</math> years (<b>10 marks</b>)</li> </ul>
4	Business proposal / Power Point Presentation (PPT) /	<b>20 Marks</b>
		<b>Maximum marks: 50 marks</b>

**Note:** If required Hafed may call the parties for power point presentation (PPT).

2. The interested parties will submit their documents mentioned in the eligibility criteria along with a short business proposal (carrying 20 marks) mentioning the following:
  - a. Brief history of the party.
  - b. Standard Quality parameters followed in market w.r.t. tea quality and what quality of tea can the party supply to Hafed.
  - c. Brand the party is dealing with (if any), suppliers of the party including Govt. Institutes etc
  - d. Experience in export of tea.
  - e. Packings in which the party can supply to Hafed.
  - f. The party will create packing design for Hafed if selected. The party should also mention what all marketing assistance, the party will provide to Hafed.
  - g. Details of in-house processing & packing capability
  - h. Any other important information w.r.t. terms and conditions of supply to Hafed.
3. The agencies will submit the samples (with test report) to Hafed along with their technical proposals.
4. After evaluating the documents as per eligibility criteria, business proposal will be scrutinized by the committee for marks. If required Hafed may call the parties for power point presentation (PPT).
5. Before empanelment, the sample of tea provided by the party, having maximum marks will be physically checked and tasted by Hafed staff.
6. Based on the quality / taste of tea samples, evaluation by the committee as per terms and conditions mentioned in the EOI, the agency shall be empanelled with Hafed for supply of Tea and manufacturer will be informed through email or Dak.
7. Consequent upon the selection of successful vendor, if necessary, HAFED will form its team to visit the factory premises of the bidder to verify the production capacity hygiene and other facilities like lab facilities, FSSAI regulations etc. which were offered by the bidder.

#### **GENERAL TERMS AND CODITIONS:**

1. The bidder may apply for supply of HAFED Brand in 250 gms, ½ kg & 1 kg and other packs and bidder must offer different varieties and blends of tea in said packing size separately in Tea bags.
2. The participating party must submit at least two separate samples (min. 250 gms.) of tea of each variety offered to Hafed.
3. Earnest money of Rs.25000/- (refundable) is to be deposited online through net banking. It will be returned to the unsuccessful bidder in their account. The successful bidder will have to deposit Rs.1,75,000/- thereby making the total of Rs.2,00,000/- (Rs.25000/- EMD to be adjusted) as security (refundable) within 7 days of award of contract. No interest will be paid on the security. The violation of any term and condition of the contract shall result into forfeiture of security and payable bills of bidder/supplier.
4. Parties which have earlier applied and deposited the Earnest money need not to deposit again. Only proof of deposit needs to be attached.
5. The stocks shall be delivered on FOR basis at Hafed Rice Mill, G.T Road Taraori. (Distt. Karnal)

6. Period for release of payment will be 20 days after the receipt of Tea Stock at Hafed Rice Mill, Taraori.
7. The party will submit **signed copy of** Expression of Interest alongwith completely filled checklist column, with the undertaking that the party agree with the terms & conditions of EOI. The party will submit ONLY hard copy of all the document / undertaking in a sealed envelope.
8. In case, the product is not found as per FSSAI specifications and any complaint regarding the quality of product is reported from the Market or otherwise the bidder/supplier shall have to immediately replace the same at their own expenses not later than three days. In case of any failure of the supplier / bidder to replace the product, HAFED reserves the right to terminate the contract / agreement.
9. The bidder should not have been blacklist by any State or Central Government agencies. The bidder shall be responsible for the quality and quantity of the products. In case of any default or any action is taken by the Govt. authorities, the bidder shall be responsible for the same which includes criminal proceedings or any compensation and legal expenses etc.
10. After the submission of technical proposals by the prospective bidder, HAFED will evaluate submission of technical proposals on a pre-defined mandatory/ supporting criterion. Only the shortlisted party would be asked to submit the financial proposal.
11. Conditional proposal will not be entertained.
12. The bidder shall be permitted to submit any query/ clarification pertaining to EOI document in writing delivered by hand or email not later than 15 days of floating of EOI, after that no clarification sought by the applicant will be entertained.
13. Hafed reserves the right to accept/reject any or all offers without assigning any reason.

## **5. 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.