



**THE HARYANA STATE COOPERATIVE SUPPLY
AND MARKETING FEDERATION LIMITED**

CORPORATE OFFICE, SECTOR 5, PANCHKULA HARYANA (INDIA)

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Web-site: www.hafed.gov.in

Notice inviting e-tender for engagement of Quality Assayers for procurement of various varieties of Basmati Paddy.

The Haryana State Cooperative Supply and Marketing Federation Limited (HAFED) invites e-tender for engagement of Quality Assayers for procurement of various varieties of Basmati Paddy from various mandies of Haryana.

The tender document containing eligibility criteria and other terms & conditions is available at Haryana Single e-procurement portal at <https://etenders.hry.nic.in> or Hafed's website www.hafed.gov.in. The period of downloading of tender document & bid submission starts from **15.11.2023 at 06.01 PM** upto **10:00 AM on 21.11.2023** through the e-procurement portal as mentioned above. The technical bid will be opened on **21.11.2023 at 10:15 AM** at Hafed Corporate Office, Sector-5, Panchkula (Haryana).

Hafed reserves the right to reject any/all tenders without assigning any reason.

MANAGING DIRECTOR

DETAILED NOTICE INVITING TENDER

Hafed invites e-tenders for engagement of Service Provider(s)/ reputed Agri Commodities Trading House(s) for procurement of various Agri-commodities at Hafed Corporate Office, Sctor-5, Panchkula (Haryana) in single stage, two cover systems:-

Sr. No	Item	Earnest Money (in Rs.)	Tender Document Fee+ E-service Fee including GST (in Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submission
1.	Engagement of Quality Assayers for the procurement of various varieties of Basmati Paddy.	Rs. 2,00,000/-	Rs. 5900/- Rs. 1180/- Rs. 7080/-	15.11.2023 at 06:01 PM	21.11.2023 at 10:00 AM

Under this process, the Technical Bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. Technical Bid & Commercial Envelope. Eligibility of the Bidders will be first examined based on the details submitted online under first cover (Technical) with respect to eligibility and qualification criteria prescribed in the Tender document. The Price Bid under the second cover shall be opened for only those bidders whose Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

- 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.**
- 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 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.**
- 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 of Rs.1180/- and document fee of Rs. 5900/- (both non-refundable) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.
5. The Payment for Earnest Money Deposit (EMD) of Rs. 2,00,000/- (Two Lakh) can be made by eligible bidders online directly through online system.
6. 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.

Key Dates

Sr. No.	Stage	Party Stage	Start Date and Time	Expiry date and Time
1	Release of Tender	-	15.11.2023 06:00 PM	21.11.2023 10:00 AM
2	-	Downloading of Tender Document/ Online Bid Preparation, Hash Submission and Submission of online Bid and deposit of EMD	15.11.2023 06.01 PM	21.11.2023 10:00 AM
3	Opening of Technical Bid Envelope		21.11.2023 10:15 AM	-
4	Opening of Financial Bid		will be intimated later on	-

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 shiel 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 (9:00 am to 5:30 pm) (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:-

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

(Online Payment Guidelines)

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

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

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT or Over The Counter (OTC)

Operative Procedures for Bidder Payments

A) Debit Card

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

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

B) Net Banking

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

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.

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

C) RTGS/ NEFT

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

Using this module, bidder would be able to pay from their existing bank account through RTGS/NEFT. This would offer a wide reach for more than thousands 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 Quality Assayers 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 updates 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.

DETAILED TERMS AND CONDITIONS

1. BACKGROUND

The Haryana State Cooperative Supply and Marketing Federation Limited (HAFED) is the largest cooperative farmers' federation in the State of Haryana. HAFED is also one of the procuring agencies in the State for procurement of agricultural commodities including food grains, coarse grains, oil seeds and pulses at minimum support price (MSP) for the federal as well as the State Government. HAFED also procures agricultural commodities on commercial basis for processing, trading and export.

HAFED intends to procure various varieties of Basmati Paddy throughout Haryana for export of rice and/or domestic trading. However, it needs help of Quality Assayer(s) to facilitate HAFED in such procurement of paddy and for the purpose, HAFED invites bids from the eligible parties meeting minimum eligibility criteria as described in the tender document.

2. SCOPE OF SERVICES

The Quality Assayer will be responsible for all activities relating to procurement of various varieties of Basmati Paddy throughout Haryana as per requirement of Hafed. The broader scope of work is given here under:-

- (i) Various varieties of Basmati Paddy (CSR-30, PB-01, 1401, & 1718, etc.) shall be procured as per the quality and quantity requirement of HAFED.
- (ii) The purchase of good quality Basmati Paddy will be made from the mandis by participating in the auctions and purchase of a heap will be finalized jointly by the officers/officials of HAFED and the Quality Assayer after proper market survey.
- (iii) Assayer will also be responsible for coordinating with the inspecting authorities to oversee the quality inspection, processes and ensuring that the quality standards are met.
- (iv) The Assayer will be responsible for checking and monitoring that the Basmati paddy heaps purchased by HAFED are properly packed by the Arhatia.
- (v) The Assayer will ensure that the quality and quantity of various varieties of Basmati Paddy is as per the instruction/requirement of HAFED.
- (vi) The Assayer will monitor the lifting of stocks from the mandi and its delivery at the warehouse/ rice mill so that realization of stocks as per their actual weight may be received by Hafed.

3. MINIMUM ELIGIBILITY CRITERIA FOR EMPANELMENT

- i. The bidder may either be a sole proprietorship firm, Partnership firm (duly registered under the provisions of Indian Partnership Act of 1932 as amended from time to time), a Company (registered under the relevant provisions of Companies Act of 1956 or 2013), a Limited Liability Partnership (duly

registered under the LLP Act, 2008) or a Cooperative society (duly registered under the MSCSA, 2002 or the State Cooperative Societies Act).

- ii. The Bidder should have a valid Kachha Arhatia License for any Mandi/ or whole State of Haryana for the period of the last 05 years.
- iii. The Bidder should have experience of procurement of Basmati Paddy (CSR 30/PB-01/1401/1121/1718) of a value of at least INR 20 Crore with 3 star and above-rated Rice Exporters recognized by Govt of India in the last five years based on work order quantity & past invoices of commission.
- iv. The bidder must have a minimum average turnover of Rs. 05 crore (Rupees Five Crore only) in all the preceding three financial years (2020-21, 2021-22 and 2022-23).
- v. The bidder must have valid GST registration certificate, PAN, and TAN numbers.
- vi. The Bidder should not be blacklisted by any State Govt /PSU/Food Grains/Procuring Agency.

4. DOCUMENTS REQUIRED TO BE SUBMITTED ONLINE

- (i) Original Board Resolution (in case of company) or Authorization Letter from all partners (in case of partnership firm) in favour of the Authorized Signatory.
- (ii) Proforma 'A' and 'B' duly filled and signed by the authorized person must be enclosed.
- (iii) Self-attested & stamped copy of any of the following: -
valid registration certificate confirming its registration with the Registrar of Companies/Registrar of Cooperative Societies.
OR
valid registered/notarized partnership deed, if bidder is a partnership firm.
- (iv) Self-attested & stamped copy of GST registration certificate.
- (v) Self-attested & stamped copy of PAN/TAN card of the company/firm.
- (vi) Self-attested copy of Aadhar card of authorized signatory.
- (vii) Any valid documentary proof of having made purchases for/on behalf of any State/ Centre Government Deptt./Agencies/ 3 Star and above rated Rice Exporters.
- (viii) List of Directors / Partners of the company/firm as per attached format at **Annexure-C**.
- (ix) An affidavit regarding Blacklisting as per **Annexure-D** on a stamp paper of minimum value of Rs.10/- duly notarized/attested by the Executive Magistrate. Any variation in the language of Affidavit leading to change in the meaning of the requisite Affidavit will lead to disqualification of the bidder.
- (x) Copy of cancelled cheque of the company/firm.

5. Bid Evaluation Criteria

- i. Only those Bidders who qualify Minimum Eligibility Criteria requirement shall be qualified for Technical Bid Evaluation.
- ii. Any Bid found to be non-complaint to the mandatory Technical requirement, Tender terms condition and work scope shall be rejected and shall not be considered for further evaluation. Bids that are technically complaint would only be taken up for financial evaluation.
- iii. A score would be given to each bidder by Tender committee based on scoring criteria.
- iv. Bids that are technically qualified would only be taken up for financial/ commercial evaluation.
- v. The Bidder reserve the right to renegotiate any terms (Price/ Technical) further with the successful bidder.
- vi. Technical Bids shall then be evaluated for the following broad parameter. The bidder should have following criteria for participating in the tender. The Bidder should enclose documentary evidence or fulfilling the following evaluation criteria. The technical committee consisting of members from state department will evaluate the bidder those who qualified in the previous minimum eligibility criteria.
- vii. The Quality Assayers shall be selected through bidding process on combined Quality cum Cost Based System (QCBS).
- viii. There shall be two stage selection process in evaluating the proposal received.
- ix. 70% weightage shall be given to technical proposal and 30% shall be given to Financial Proposal.
- x. In first stage, Technical evaluation will be carried out those proposal that fulfills the pre-qualification / Eligibility criteria.
- xi. Technical Proposal will be assessed based on a defined evaluation criteria and ranked as per the marks received in the technical evaluation (Technical Score)
- xii. In the second stage, financial evaluation will be carried out. Only the technically qualifying bidder would be invited for opening of the financial Bid. Proposal will then finally be ranked according to their combined technical and financial score.

6. Technical Evaluation score Criteria

Particulars	Marks	Documents Required
A) Duration of having a Kacha Aartia license	15 Marks	Relevant certificate
5 to 10 Years – 5 Marks		
11 to 15 Years- 10 Marks		
More than 15 Years- 15 Marks		

Particulars	Marks	Documents Required
B) Average Turnover of the Quality Assayer during the last 3 years. 5-10 Crore- 5 Marks 10.01-15 Crore- 10 Marks 15.01-20 Crore- 15 Marks More Than 20.01 Crore- 20 marks	20 Marks	Audited Balance sheet and P&L Statements
C) The Quality Assayer should have done procurement of Basmati Paddy (CSR 30, PB-01, 1401, 1121, & 1718) of a value of at least INR 20 Cr for 3* rated Exporters recognized by Govt of India in the last five years. Procurement Value of INR 20 Cr – 30 Cr – 5 Marks Procurement Value of INR 30 Cr – 50 Cr – 10 Marks Procurement Value of more than INR 50 Cr – 15 Marks	15 Marks	Work Order /Copy of Contract/LOA/Balance Sheet.

7. Evaluation of Financial Bids

- (i) Only those bids which have a minimum technical score of 60% of total marks as in table above shall be considered qualified.
- (ii) To arrive at the combined score weightage of 70% will be given to the technical score. The Financial evaluation will be carried out and the bidder with the lowest Bid Price (L-1) will be assigned 30 Marks i.e. 30%. The Financial scores of other bidders i.e. L-2 & L-3 will be computed as under

$$30 \times \frac{\text{L-1 Quoted Price}}{\text{Quoted price by L-2 or L-3}}$$
 Total score (Out of 100)= Technical score (70%) + Financial Score (30%).
- (iii) In case of Tie between two or more bidder i.e. equal financial quote) the bidder with higher score under technical evaluation shall be ranked in order. Further, in case of tie between two or more bidders in combined score, the bidder with higher experience in terms of procurement of basmati varieties shall be ranked first in order.

8. EARNEST MONEY DEPOSIT (EMD)/SECURITY

- (i) The bidder shall be required to deposit EMD of Rs. **2,00,000/-** (Two Lakh) with Hafed on which no interest shall be paid by HAFED. The EMD of unsuccessful bidders shall be refunded after finalization of the tender by following due process. The EMD of the successful bidder shall be adjusted against the Security amount which shall be refunded only after the successful execution of the contract as per due process after adjusting any type of loss caused to HAFED.
- (ii) The successful bidder shall be required to deposit an additional security amount of Rs. 5 Lakh per mandi by RTGS or in the shape of Fixed Deposit duly pledged in favor of concerned Cooperative Marketing Society (CMS) of HAFED or in the shape of Bank Guarantee within one week of issue of acceptance letter against due performance of his obligations under the contract. The Bank Guarantee shall remain valid and enforceable for the period of one year. The Fixed Deposit shall be released and Bank Guarantee shall be discharged only after the successful execution of the contract. HAFED shall have all rights to encash the fixed deposit or the Bank Guarantee to recover any type of loss caused to HAFED.

9. FORFEITURE OF EMD/SECURITY

The earnest money deposit/security shall be liable to forfeiture in full or in part without giving any notice and without prejudice to any other right or remedies of the HAFED under the contract and law in the following cases: -

- (i) if the Bidder after submitting his Bid resiles from his offer and/or modifies the terms and conditions thereof in any manner.
- (ii) in the event of the Bidder's failure after the acceptance of his Bid to furnish the requisite security deposit by the due date.
- (iii) if the successful bidder fails to abide by the terms of the contract or does not complete the assignment as per the timelines.
- (iv) in case of any loss caused to Hafed due to acts of omission/commission by the successful bidder/Agency.

10. DISQUALIFICATION CONDITION(S)

- (i) The bidder and/or any of its partner(s)/director(s)/proprietor individually or as a part of firm/company must not be blacklisted by any Central/ State Government Department/ any of its Statutory/Autonomous bodies/PSU during the last 3 years.
- (ii) The bidder or any of its associate/partner/director, who is having dispute/ pending litigation with HAFED with respect to rendering services to HAFED is also not eligible to participate in this tender.
- (iii) In case any FIR registered by any Central/State investigation Agency or Police is pending against the bidder and/or any of its partner(s)/director(s)/

proprietor for fraud/ corruption, loss or any other case pertaining to financial transaction(s)/ loans, agri business with any Central/State Government/ their Agencies/ Financial Institutions, etc., such bidder will be disqualified ab-initio notwithstanding the status/stage of investigation.

11. TERMS OF ENGAGEMENT

The engagement of Quality Assayer shall be for the Kharif Marketing Season 2023-24.

12. GENERAL TERMS & CONDITIONS

- (i) In general, one quality Assayer will be engaged for one Mandi. However, more than one Quality Assayer may be engaged by Hafed for one Mandi and Hafed reserves the right to allocate/distribute the work amongst them based on days or any other allocation criteria. The list of mandis is enclosed at Annexure-E.
- (ii) The procurement of good quality Paddy will be started immediately on receipt of directions from Hafed.
- (iii) If the rice miller/ Storekeeper rejects the quality of the paddy being received then no payment will be released to the farmer, Aartia, quality assayer against the said rejected stocks and transportation costs and other applicable charges etc. will be recovered from the Arhatia and Quality Assayer in 70:30 ratio.
- (iv) HAFED reserves the right to summarily reject or accept any or all bids received under this e-Tender without giving any reasons thereof at any time prior to award of contract, without incurring any liability to the bidders. Incomplete bid(s) are liable to be rejected.
- (v) All documents submitted with HAFED must be serial numbered, stamped and signed by the Authorized Signatory. Hafed reserves the right to call for any additional document to verify genuineness of the claim regarding experience and the bidder will be bound to furnish the same within requisite time failing which its bid shall be liable to be rejected without affording any further opportunity.
- (vi) HAFED will not be responsible for any cost/expenses incurred by bidder in respect of preparation/submission of e- Tender.
- (vii) All the conditions contained in the e-tender document are important and required to be complied with.
- (viii) The Quality Assayer shall be required to strictly abide by all the local laws governing the territory and rules and regulations of the local authorities and also follow the Act/ rules/ byelaws prescribed by the concerned Market Committee/ Marketing Board. The Quality Assayer shall be fully responsible for any violation of such Act/rules.
- (ix) The Quality Assayer will have to execute all the work to the full satisfaction of the HAFED. Directions for proper execution of the contract issued in this behalf by the HAFED or any officer authorized in this regard shall be binding on him.

- (x) In case, any bid/ technically qualified bid is not received for empanelment as Quality Assayer in any mandi, HAFED will have the right to consider any other bidder for other mandi for engagement as Quality Assayer for that mandi.
- (xi) The financial bid is to be submitted as per **Annexure-F**. The rate to be quoted should not be more than Rs.35/- per Qtl. Any bid having financial bid of more than Rs.35/- per qtl. shall not be accepted and will be summarily rejected.

13. QUALITY/GRADE SPECIFICATIONS

- (i) The stocks procured by the Quality Assayer should conform to the quality/grade specifications at the time of deposit at warehouses/ Rice Mill.
- (ii) The Quality Assayer shall be responsible for the quality and quantity and also safety of the stocks till its storage in designated warehouses/ Rice Mill.
- (iii) The officials of Hafed will also randomly check the quality of various varieties of Basmati Paddy being procured at various mandis.
- (iv) A team of officials comprising of Quality Assayer and /or his representative and official of HAFED will also randomly check the quality of stock at the storage location.
- (v) The Quality Assayer shall be responsible for reimbursement of any loss caused to Hafed in case it is found that stock deposited at the warehouse/ Rice Mill did not conform to specifications at the time of deposit.

14. MAINTENANCE OF RECORDS

- (i) The Quality Assayer shall be responsible for maintaining all relevant records like samples drawn, checking of quality parameters including the moisture content, quantity and value of produce procured daily.
- (ii) The Quality Assayer shall, on demand, make available the aforesaid registers and accounts, documents etc. for inspection by the representatives of HAFED from time to time or whenever required.

15. TAX DEDUCTION AT SOURCE (TDS)

Tax at source will be deducted from the Quality Assayer bills, as applicable as per provisions of Income Tax Act 1961. The Quality Assayer shall furnish the correct PAN/GSTIN to HAFED for this purpose.

16. LIQUIDATED DAMAGES

- (i) HAFED shall be open to recover from the Quality Assayer for any damages caused to the HAFED due to any act of the Quality Assayer or his employees/ manpower/ workmen from any amount payable by Hafed to the quality assayer under this agreement or any other agreement.
- (ii) In case of failure of the Quality Assayer to provide timely and successful delivery of goods at the designated warehouses resulting in damage/loss to HAFED, the Quality Assayer shall be liable to compensate such losses

suffered by the HAFED, without prejudice to right of HAFED to initiate other legal proceedings. Loss to HAFED property if any, attributable to the Quality Assayer shall be recovered as per the valuation as per books of accounts of the HAFED.

17. TERMINATION/ FORE-CLOSURE

- (i) HAFED can terminate the contract at any point of time by giving Fifteen Days written notice to the Quality Assayer without assigning any reason and without payment of any compensation thereof. However, HAFED shall not give any notice of termination of contract to the Quality Assayer when there is a default in compliance of the terms and conditions of this Agreement, or the Quality Assayer fails to comply with its statutory obligations.

18. HAFED'S DECISIONS AND INSTRUCTIONS

Except where otherwise specifically stated, the HAFED's decision shall be binding on the Quality Assayer. The Quality Assayer shall carry out all instructions of Hafed pertaining to the services and comply with the applicable laws. In case of any difference of opinion in interpretation of any clause of this agreement, the decision of MANAGING DIRECTOR HAFED will be final.

19. SUB-CONTRACTING

This is non-transferable contract. Subletting of the work or part of work is not allowed under any circumstances.

20. ARBITRATION

If any dispute or difference of any kind whatsoever shall arise between the parties in connection with or arising out of this agreement (and whether before or after the termination on breach of this agreement) parties shall promptly and in good faith negotiate with a view to arriving at an amicable resolution and settlement. In the event no amicable resolution and settlement is reached within a period of 15 days from the date on which the dispute or differences arose, such dispute or differences shall be referred to a mutually acceptable sole Arbitrator, or upon the failure of the parties to agree upon a sole Arbitrator, either party may get the appointment of Sole Arbitrator from the competent court of governing jurisdiction. The Arbitration proceedings shall be conducted as per the provision of the Arbitration and Conciliation Act and rules made thereunder. The fees and expenses shall be borne equally by both the parties. The existence of any dispute or differences or the initiation or continuation of the Arbitration proceeding shall not postpone or delay the performance by the parties of their respective obligations pursuant to this agreement. The outcome of the Arbitration shall be binding upon all the parties involved.

FORMAT OF TECHNICAL BID

Name of the Company / Firm	
Firm type (Sole Prop./ Partnership/ Company)	
Registered office	
Email id of Authorized signatory	
Registration No.	
PAN no. of firm / Company	
GST Registration No.	
Name of Authorized signatory along with designation	
Mobile Number of Authorized signatory	
Bank Account Number	
Branch and address of Bank	
Bank IFSC Code	
Details about Mandi Licence i) Mandi Licence No. ii) Date of Issue: iii) Valid Upto: iv) Name of State: v) Area of operation: vi) Commodities Covered.	
Experience details: i) Name of the party ii) Commodity procured. iii) Year of Procurement iv) Qty. procured (May attach separate sheet, if required)	
Name of Mandi/Mandis for which bid has been submitted	
Whether ready to work in any other Mandi (apart from the mandi(s) for which bid has been submitted) in case any bid/ technically qualified bid is not received for any mandi	(Yes / No)

Financials**(Rs. In Lakhs)**

Particulars	FY/2020-21	FY/ 2021-22	FY/2022-23
Total Turnover			
Profit After Tax (PAT)			

I/we hereby state that:-

1. I/we have read all the schedules, appendices, annexures to the tender document, terms & conditions carefully.
2. This technical bid contains page No.____ to _____. I/ we have signed each & every page.
3. I/ we hereby verify that all the details and documents given above and attached with this technical bid are true to the best of my/our knowledge and belief. If any, discrepancy is found at a later stage or if any information/ document submitted is found to be incorrect/ false, our Bid is bound to be rejected and we will be liable for any action as a result thereof. I/ we understand that the above technical qualifications are minimum and will have to be fulfilled by me/ us to be eligible to participate in the price bid.
4. I/we hereby agree to abide by all the terms & conditions laid down in the e-tender document.

Signatures:

Seal/ Stamp :

Full Name of the authorized signatory :

Designation of the signatory :

Contact No. of signatory :

E-Mail ID of signatory :

Details of Documents submitted with technical bid

S. No.	Particulars	Enclosures Page no. From __ To __
01.	Annexure- 'A' duly filled and signed by the authorized person.	
02.	Self-Attested copy of valid registration certificate confirming its registration with the Registrar of Companies/registered/notarised partnership deed OR If bidder is a company registered under the relevant provisions of Companies Act of 1956 or 2013, self attested & stamped copy of certificate of incorporation along with copy of MOA/AOA are required to be submitted. If applicant is Partnership firm registered under the provisions of Indian Partnership Act of 1932 as amended from time to time, self attested & stamped copy of registered / notarized partnership is required to be submitted.	
03.	Self attested & stamped copy of GST registration certificate.	
04.	Self attested & stamped copy of PAN/TAN of the company/firm.	
05.	Self attested & stamped copy of valid address proof of the firm/company	
06.	Self attested copy of Aadhar card of authorized signatory.	
07.	Any valid documentary proof of having made purchases for/on behalf of any State/Centre Government Deptt./Agencies/ 3 star and above rated rice exporter.	
08.	Certificate from the Chartered Accountant in respect of Turnover for the last three financial years (2020-21, 2021-22 and 2022-23) as per eligibility criteria alongwith UDIN	
09.	Original Board Resolution (in case of company) or Authorization Letter from all partners (in case of partnership firm) in favour of the Authorized Signatory for participation in tender.	
10.	List of Directors / Partners of the company/firm as per attached format at "C".	
11.	An affidavit duly Notarized/ attested by the Executive Magistrate declaring that the bidder has not been blacklisted by any Govt. or autonomous organisation with regard to its business in last 3 years (as per Annexure "D").	
12.	Copy of cancelled cheque of the company/firm.	

Annexure-C

(On the Letter head of the Company/Firm)

Details of Director(s) / Partner(s)

S. No.	Name of the Director/Partner	Residential Address	Mobile No. & Email ID	Aadhar No.

AFFIDAVIT

(To be furnished on non-judicial stamp paper of Rs. 10/- duly notarized/attested by the Executive Magistrate)

I/We son/daughter/wife of Sh.
Director(s)/Partner(s)/Proprietor of (name of
Company/Firm/Agency/Cooperative Society) do hereby solemnly affirm, declare and
undertake as under:-

1. That I and/or any of its partner(s)/director(s)/proprietor individually or as a part of firm/company has not been black-listed by any Central/ State Government Department/ any of its Statutory/Autonomous bodies/PSU during the last 3 years.
2. That I or any of my associate/partner/director, is/are not having dispute/ pending litigation with HAFED with respect to rendering services to HAFED.
3. That no any FIR registered by any Central/State investigation Agency or Police is pending against me/us and/or any of my partner(s)/director(s) /proprietor for fraud/ corruption, loss or any other case pertaining to financial transaction(s)/loans, agri business with any Central/State Government/ their Agencies/ Financial Institutions, etc.

DEPONENT

Place:

Dated:

VERIFICATION

Verified that contents of above affidavit are true and correct to the best of my knowledge and belief. No part of it is false and nothing material has been kept concealed therefrom.

Place:

DEPONENT

Dated:

Annexure-E**LIST OF MANDIS**

Sr. No.	District	Sr. No.	Mandi
1.	Ambala	1.	Ambala City
2.	Fatehabad	2.	Fatehabad
3.	Hisar	3.	Uklana
		4.	Barwala
4.	Panipat	5.	Panipat
		6.	Samalkha
5.	Jind	7.	Uchana
		8.	Alewa
6.	Kurukshetra	9.	Pipli
		10.	Shahabad
7.	Karnal	11.	Karnal
		12.	Taraori
		13.	Assandh
		14.	Nilokheri
8.	Kaithal	15.	Pundri
		16.	Cheeka
		17.	Pai
9.	Sonipat	18.	Ganour
10.	Yamuna Nagar	19.	Radaur

Annexure-F

‘FORMAT OF FINANCIAL BID’
(To be submitted in a separate cover and not to be
attached with Technical Bid Documents)

I/We hereby quote following rates for service charges per Qtl.

Sr. No.	District	Sr. No.	Mandi	Rate (in Rs. per Qtl.) in figure exclusive GST
1.	Ambala	1.	Ambala City	
2.	Fatehabad	2.	Fatehabad	
3.	Hisar	3.	Uklana	
		4.	Barwala	
4.	Panipat	5.	Panipat	
		6.	Samalkha	
5.	Jind	7.	Uchana	
		8.	Alewa	
6.	Kurukshetra	9.	Pipli	
		10.	Shahabad	
7.	Karnal	11.	Karnal	
		12.	Taraori	
		13.	Assandh	
		14.	Nilokheri	
8.	Kaithal	15.	Pundri	
		16.	Cheeka	
		17.	Pai	
9.	Sonipat	18.	Ganaur	
10.	Yamuna Nagar	19.	Radaur	

(The rates should be quoted in Rs. per Qtl. exclusive of GST in figures as well as in words not more than upto two decimals. There should be no cutting/overwriting in the price bid.)

***The above quoted rate should not be more than Rs.35/- per Qtl. Any financial bid of more than Rs.35/- per qtl. shall not be accepted and will be summarily rejected.**

Signature of Tenderer/Authorized Signatory

Full name of Tenderer/ Signatory