



**HAFED INVITES EXPRESSION OF INTEREST (EOI) FOR
EMPANELMENT OF EXPERIENCED SUPPLIERS WITH HAFED
FOR SUPPLY OF VARIOUS FOOD ITEMS / CONSUMER
PRODUCTS AS PER REQUIREMENT FROM TIME TO TIME**

EOI REF. NO.:

Dated:

THE HARYANA STATE COOPERATIVE SUPPLY AND
MARKETING FEDERATION LIMITED,
CORPORATE OFFICE, SECTOR-5, PANCHKULA
(HARYANA) – 134 109

Telephone (EPABX): +91 172 2590520-26

E-Mail: hafed@hry.nic.in

Website: www.hafed.gov.in

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF EXPERIENCED SUPPLIERS WITH HAFED FOR SUPPLY OF VARIOUS FOOD ITEMS / CONSUMER PRODUCTS AS PER REQUIREMENT FROM TIME TO TIME

NOTICE OF DISCLAIMER

- (i) The information contained in this EOI or subsequently provided to intending Applicant(s) whether verbally or in documentary form by or on behalf of The Haryana State Cooperative Supply and Marketing Federation Limited (HAFED) or any of its employees or officers (referred to as “HAFED Representative”) is provided on the terms and conditions set out in this EOI document and all other terms and conditions subject to which such information is provided.
- (ii) No part of this EOI and no part of any subsequent correspondence by HAFED, or HAFED Representatives shall be taken neither as providing legal, financial or other advice nor as establishing a contract or contractual obligations. Contractual obligations would arise only if and when definitive agreements have been approved and executed by the appropriate parties having the authority to enter into and approve such agreements.
- (iii) The EOI document has been prepared solely to assist prospective Applicants in making their decision to get empanelled with HAFED. HAFED does not purport this information to be all-inclusive or to contain all the information that a prospective Applicant may need to consider in order to submit a bid. The data and any other information wherever provided in this EOI is only indicative and neither HAFED, nor HAFED Representatives, will make or will be deemed to have made any current or future representative, promise or warranty, express or implied as to the accuracy, reliability or completeness or the information contained herein or in any document or information, whether written or oral, made available to a Applicant, whether or not the aforesaid parties know or should have known of any errors or omissions or were responsible for its inclusion in or omission from this EOI.
- (iv) Neither HAFED nor HAFED Representatives make any claim or give any assurance as to the accuracy or completeness of the information provided in this EOI Document. Interested parties are advised to carry out their own investigations and analysis or any information contained or referred to herein or made available at any stage in the bidding process in relation to the Project. Applicants have to undertake their own studies and provide their bids.
- (v) This EOI Document is provided for information purposes only and upon the express understanding that such parties will use it only for the purpose set forth above. It does not purport to be all-inclusive or contain all the information about the Project in relation to which it is being issued.
- (vi) The information and statements made in this EOI document have been made in good faith. Interested parties should rely on their own judgments in participating in the said Project. Any liability is accordingly expressly disclaimed even if any loss or damage is caused by any act or omission on part of the aforesaid, whether negligent or otherwise.
- (vii) The EOI Document has not been filed, or approved in any jurisdiction. Recipients of this document should inform themselves of and observe any applicable legal

requirements. HAFED makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the EOI Document.

- (viii) HAFED reserves the right to reject all or any of the Bids/applications submitted in response to this EOI at any stage without assigning any reasons whatsoever.
- (ix) All Applicants are responsible for all costs incurred by them when evaluating and responding to this document and any negotiation costs incurred by the recipient thereafter. HAFED may in its sole discretion proceed in the matter it deems appropriate which may include deviation from its expected evaluation process, the waiver of any documents and the request for additional information. Unsuccessful Applicants will have no claim whatsoever against neither HAFED nor its employees, officers.
- (x) HAFED reserves the right to modify, suspend, change or supplements this EOI at any stage. Any change to the EOI will be notified to all the Applicants to whom the EOI is issued.
- (xi) Mere submission of a Bid does not ensure selection of the Applicant as Successful Applicant or Operator.
- (xii) As this is an un-ended ongoing process of empanelment, there is no fixed date for opening of EOI. The submitted EOI completed in all respect shall be opened and evaluate periodically and the applicant will be informed accordingly.

1. OVERVIEW

HAFED intends to supply of various food items/consumer products to any Government/Semi-Government/Cooperatives/Cooperation in India as per their indents from time to time, for which Hafed invites applications from experienced suppliers across India for empanelment with HAFED for supply / arrangements of food items/consumer products from time to time..

The application form is enclosed at **Annexure-A**. Interested parties may submit their application form with required documents as at **Annexure-B**. HAFED reserves its right to accept or reject any or all the applications without assigning any reason.

- (i) Interested Parties shall submit their application in the prescribed format (duly filled in) along with supporting documents to:

**The Managing Director,
HAFED,
Corporate Office, Sector-5,
Panchkula (Haryana) -134109**

- (ii) The application must be accompanied with non-refundable processing fee of Rs.11,800/- (Rupees Eleven Thousand Eight Hundred Only) inclusive GST (Rs.10,000/- + Rs.1800/- GST) through DD in favour of The Haryana State Cooperative Supply and Marketing Federation Limited (HAFED) drawn on any Nationalized / schedule commercial bank payable at Panchkula. Processing fee can also be deposited through RTGS/NEFT in favour of HAFED in Bank account as per details given below:-

Name of the Beneficiary : The Haryana State Cooperative Supply and Marketing Federation Limited
Name & Address of the Bank : State Bank of India, Main branch, Panchkula
Account No. : 38523175668
IFSC Code : SBIN0063773

- (iii) HAFED shall constitute an Evaluation Committee which shall examine and evaluate the documents so received from interested applicants on the basis of parameters of eligibility criteria defined in this EOI and other specified requirements.
- (iv) As per the requirement, HAFED shall call bids from the empanelled parties only by means of offline tenders or online e-auctions. The tenders/e-auctions documents will provide complete details of the work scope like quantity, quality, packaging specifications, terms & conditions etc. separately.
- (v) HAFED reserves the right to accept or reject any or all applications without assigning any reason thereof. The issue of this document does not in any way commit or otherwise obliges HAFED to proceed with all or any part of tender process. The EOI is not the subject of any process of contract or any contractual obligations between HAFED and the applicant.

2. INTRODUCTION

- (i) The Haryana State Cooperative Supply and Marketing Federation Limited (HAFED) is the largest cooperative farmers' federation in the State of Haryana in India. HAFED is also one of the procuring agencies in the State for procurement of notified agricultural commodities including food grains and coarse grains for the Federal as well as State Government. HAFED is also engaged in processing of Agri-produce and a major supplier of quality Consumer Food Products of Rice, Wheat Flour and Mustard Oil along with Cattle/Animal Feeds in the domestic markets.
- (ii) In order to cater need to supply of various food items/consumer products to any Government/Semi-Government/Cooperatives/Cooperation in India, HAFED invites applications to empanel experienced suppliers, meeting minimum eligibility criteria for supply of various products and articles on behalf of HAFED.

3. SCOPE OF SERVICES OF SUPPLIER

a) Registration on e-portal of HAFED

- i) Empanelled suppliers will be required to get themselves registered on electronic portal appointed by HAFED for participation in online bidding process.
- ii) Supplier will submit online/offline bids with HAFED through its authorized person only as and when required.

b) Opening and Closing date of submission of the documents

- i) Opening date of EOI- 05.03.2025 onward
- ii) Closing date of EOI- upto 01.04.2025 at 11:00 AM

c) Participation in bidding process

- i) Supplier will be intimated by HAFED about the tenders/contracts through emails on registered email ids.
- ii) The tenders/contracts so floated by HAFED shall provide complete details including variety of items to be supplied quantity, quality and destination with timelines, payment terms etc.
- iii) Supplier will be required to deposit security deposit at the time of participating in tender for an amount pre-defined in tender/bidding documents. The security deposit amount of the unsuccessful bidders shall be returned after finalization of tender whereas the security deposit amount of the successful bidder shall be kept by HAFED till completion of operation. No interest shall be paid by HAFED on security deposit amount.
- iv) Supplier will have to post its bid for the 'scope of services'. Supplier shall have to make offer for confirm delivery of quantity on FOR basis as per the requirement of HAFED from time to time.
- v) Separate Agreement for each tender will be entered into between HAFED and Successful bidder amongst empanelled bidders.

d) Procurement and delivery

- i) Supplier has to procure the stock strictly as per the quality specifications given in the tender documents or contract signed between HAFED and successful supplier to transport it to destination. The Supplier shall bear all expenses i.e. handling, transportation, transit insurance, loading/unloading, etc as mentioned in the Agreement.
- ii) Supplier has to pack the items as per the packaging instructions of the contract executed with HAFED or any specific instructions issued by HAFED.
- iii) Supplier has to ensure delivery of packaged items at the destination within the stipulated time frame without tampering the stock.
- iv) If required, supplier shall obtain the delivery receipt of the stocks from the buyer (nominated by HAFED) and submit the same back to HAFED in original.
- v) Supplier shall be responsible for conducting and obtaining necessary certification and its submission to HAFED as per the Government of India Regulations/State Government before supply.
- vi) Supplier will inform about the status of order / contract to HAFED on weekly basis in writing.
- vii) The Supplier will not compete with HAFED for the same supply order/supply opportunities.
- viii) If any empanelled party arranges the confirmed supply order for HAFED, then HAFED will give a priority to that empanelled party for execution of the same.

e) Consideration and Payment Terms

HAFED shall make payment to the Supplier after deducting Applicable Statutory Dues/Hafed's dues in respect of quality/quantity, deductions/penalties, if any. However detailed payment terms will be decided/communicated on contract to contract basis.

4. MINIMUM ELIGIBILITY CRITERIA FOR EMPANELMENT

- (i) Interested applicant must be in possession of valid license/registration certificate from concerned statutory authorities.
- (ii) Applicant 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 any other State Cooperative Act of the concerned State.).
- (iii) Applicant must possess all required statutory permissions from concerned State/ Central Government authorities to undertake the supply of food item / consumer products as per requirement from time to time.
- (iv) The applicant must have the following registration and certifications :-
 - a) GST registration certificate
 - b) Valid FSSAI license
 - c) A copy of the PAN/TAN No. Certificate
- (v) The applicant must have a minimum turn-over of Rs.200 Crore (Rupees Two Hundred Crore only) in any of the last three financial years from the trade/supply of food items consumer products.
- (vi) The applicant must have experience have supply of any of the following 3 items in Government/Semi Government/Cooperative Federations/Corporations in India during the last 5 years:
 - a) Pulses
 - b) Wheat/Wheat Products like Atta, Dalia
 - c) Edible Oils
 - d) Milk Powder
 - e) Rice
- (vii) The parties/applicants which are empanelled with the competitor agency of Hafed for supply of food items/consumer products to any other Department/Boards/Corporations, will not be entitled for empanelment in Hafed.
- (viii) The applicants should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services to HAFED and applicants are required to give undertaking in their letter head in this regard.
- (ix) The applicants shall require to submit an undertaking on companies'/firms' letter head declaring that the applicant has never been blacklisted by any Govt. or autonomous organization with regard to its business in last 10 years.
- (x) The applicant should not have been prosecuted for violation of rules / laws under the Essential Commodities Act or any such other laws or orders there under in any court of law.
- (xi) Applicant must have positive net worth as on 31.01.2025. A certificate issued by the Chartered Accountant in this regard must be enclosed having UDIN.
- (xii) The applicant should have a solvency of minimum 1 Crore of recent date issued

by the bank.

5. DOCUMENTS REQUIRED FOR EMPANELMENT

- (i) Application form duly filled, stamped and signed by authorized signatory of the company / firm.
- (ii) Proof for remittance in case of RTGS/NEFT or Demand draft of Rs.11,800/- (Rupees Ten Thousand Six Hundred Twenty Only) towards non refundable fee.
- (iii) Self-Attested copy of valid registration certificate confirming its registration with the Registrar of Companies.

OR

Self-Attested copy of valid registered/notarized partnership deed, if applicant is partnership firm.

OR

If applicant 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.

- (iv) Self attested & stamped copy of GST registration certificate.
- (v) Self-Attested & stamped copy of PAN card of the company /firm.
- (vi) Self attested & stamped copy of FSSAI license, if applicable.
- (vii) Self attested copy valid proof in support of a single supply order of atleast Rs.10 Crore of any food item, within the last three financial years (2021-22, 2022-23 & 2023-24) to any Government/Semi-Government/Cooperatives/Cooperation in India in any of the three financial years.
- (viii) Self attested & stamped copy of valid address proof of the firm/company.
- (ix) Self attested & stamped copy of certification like ISO, MSME, HACCP etc., if any.
- (x) Self attested copy of Aadhar card of authorized signatory.
- (xi) Original Board Resolution (in case of company) or Authorization Letter (in case of partnership firm) in favour of the Authorized Signatory.
- (xii) Original Turnover certificate for the last three preceding financial years issued by Chartered Accountant as per enclosed format at “C”.
- (xiii) Copy of cancelled cheque of the company/firm.
- (xiv) Self attested & stamped copy of this EOI as a token of acceptance of terms & conditions of this EOI.
- (xv) Solvency Certificate issued by their banker.
- (xvi) List of Directors / Partners of the company/firm as per attached format at “D”.
- (xvii) Self Declaration on letter head of the company / firm for not been blacklisted by any State/Central Govt. body/ Public Sector Undertaking at any point of time in India.

- (xviii) Self Declaration on letter head of the company / firm for not been involved in any major litigation that may have an impact of affecting or compromising participation of the party in the e-auctions.
- (xix) Self Declaration on letter head of the company / firm for not been prosecuted for violation rules / law under Essential Commodities Act or any such others law or orders there under in any court of law.
- (xx) Self Declaration on letter head of the company / firm for not being under liquidation, court receivership and/or similar proceeding.
- (xxi) Self attested & stamped copy of last three years audited Balance Sheet and Profit & Loss Account of the company / firm including Auditor's Report.

6. EVALUATION OF APPLICATIONS AND EMPANELMENT

- I. HAFED shall evaluate details submitted by the interested applicants and examine the documents provided vis-a-vis requirements specified in the document. HAFED reserves its right to accept or reject any or all the applications and/or ask for any additional and/or missing documents from the interested applicant(s).
- II. The selected parties will be informed regarding acceptance of their application(s) by e-mail and then they shall be required to sign the empanelment agreement with HAFED as per terms & conditions of EOI.
- III. As per requirement, HAFED shall call financial bids from the empanelled members. The tenders/auctions documents will provide complete details of the scope of work like quantity, quality, packaging specifications etc and all other terms & conditions.
- IV. Only empanelled suppliers and member cooperative societies, at their own discretion, can participate in that particular tenders/e-auctions invited by HAFED from time to time.

7. TERM OF EMPANELMENT

The empanelment of Supplier shall be for a period of two year from the date of empanelment which may be further extended on annual basis at the sole discretion of HAFED based on the satisfactory performance of the Supplier. However, the empanelment of Supplier can be terminated prior to stipulated period or thereafter without assigning any reason with one month notice.

8. GENERAL TERMS

- I. The empanelled applicant shall keep HAFED indemnified at all times in all respect against any claims/liabilities/proceedings etc. from any third party or otherwise arising out/or in connection with this EOI.
- II. The Applicant hereto agree that the courts and tribunals at Panchkula shall have exclusive jurisdiction to settle any or all disputes which may arise out of or in connection with this EOI. All disputes arising out of this EOI shall be decided in accordance with the laws of Republic of India.
- III. In case of violation of terms and conditions of the EOI, violation of statutory regulations, local & Maritime laws, HAFED reserves the right to terminate the empanelment as per this EOI.
- IV. HAFED reserves the right to summarily reject or accept any or all applications received under this EOI without giving any reasons thereof. Incomplete applications are liable to be rejected.
- V. HAFED reserves the right to terminate the empanelment within validity of

agreement/ contract without assigning any reason thereof.

- VI. All documents submitted with HAFED must be serial numbered, stamped and signed by the Authorized Signatory only and are required to be filled in Annexure-B.
- VII. Empanelled applicant shall be required to sign an empanelment agreement with HAFED as per terms & conditions of EOI.
- VIII. HAFED will not be responsible for any cost/expenses incurred by applicant in respect of preparation / submission of EOI.

9. APPLICABLE LAW, JURISDICTION AND DISPUTE RESOLUTION

- I. This EOI and award of work under this EOI shall be constituted and the legal relation between the parties hereto shall be determined and governed according to the laws of the Republic of India and only courts at Panchkula and High Court of Punjab and Haryana at Chandigarh shall have the jurisdiction in all the matters arising out of / touching and/or concerning this agreement and parties to this agreement agree to irrevocably submit to the exclusive jurisdiction of those courts for purpose of any such proceeding. The aforementioned exclusive and irrevocable jurisdiction of aforesaid court is irrespective of place of occurrence of any course of action pertaining to any dispute between the parties.
- II. All or any dispute arising out or touching upon or in relation to the terms of this EOI including the interpretation and validity of the terms thereto and the respective rights and obligations of the parties shall be settled amicably by mutual discussion failing which the same shall be settled through arbitration. The arbitration proceedings shall be governed by the Arbitration and Conciliation Act of 1996 (as amended up to the date) or any statutory amendments / modifications thereof for the time being in the force. The seat & venue of the arbitration shall be at Panchkula (Haryana), India and language of arbitration shall be English.
- III. There shall be separate legal clauses pursuant to award of work and same shall be incorporated in Service Level Agreement. Post award work obligations shall be dealt as per the Service Level Agreement to be executed between HAFED and selected Applicants after bidding and terms & conditions of this Service Level Agreement shall prevail over the terms & condition of this EOI.

10. FORCE MAJEURE

Should any extra-ordinary and unforeseen circumstances arise, like fire, flood or any other natural calamities, strike, riot, civil commotion, epidemic, plague, accident and/or ware preventing either contracting party from fully or partially carrying out the obligations under the EOI, party so prevented shall inform in writing the other party of the causes of such failure within 3 (three) days from the beginning thereof and shall not be liable for performance of the EOI wholly or to the extent of non-performance, as the case may be.

Annexure-A**Application Form**

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	
DD /RTGS/NEFT No. Dated	
Amount	
Drawn on (Bank's Name)	

Financials**(Rs. In Lakhs)**

Particulars	FY-----	FY----	FY ----
Sales turnover (Domestic)			
Profit After Tax (PAT)			
Net worth			

Supplies Details of Food/Consumer products

Particulars	FY-----	FY----	FY---
Commodities supplies/consumer product (Name of the commodity/product)			
Value of the food items/consumer products supplied (Rs. Crore)			
Quantity of the food items/consumer product (in MT)			

Annexure-B**Details of Documents submitted with EOI**

S. No.	Particulars	Enclosures Page no. From – To
01.	Application form duly filled, stamped and signed by authorized signatory of the company / firm.	
02.	Processing fee details	
03.	Self attested & stamped copy of last three years audited Balance Sheet and Profit & Loss Account of the company / firm including Auditor's Report	
04.	Self attested & stamped copy of GST registration certificate.	
05.	Self attested & stamped copy of FSSAI license, if applicable	
06.	Self attested & stamped copy of PAN of the company/firm.	
07.	Self attested & stamped copy of MOA/AOA/Partnership deed	
08.	Self attested & stamped copies supply orders executed in the last three years.	
09.	Self attested & stamped copy of valid address proof of the firm/company.	
10.	Self attested & stamped copy of certification like ISO, MSME, HACCP etc., if any.	
11.	Self attested copy of Aadhar card of authorized signatory.	
12.	Original Board Resolution (in case of company) or Authorization Letter (in case of partnership firm) in favour of the Authorized Signatory.	
13.	Original Turnover and net worth certificate for the last three financial years issued by Chartered Accountant as per format "C".	
14.	Self attested & stamped copy of this EOI as a token of acceptance of terms & conditions of this EOI.	
15.	Solvency Certificate issued by their banker.	
16.	List of Directors / Partners of the company/firm as per attached format at "D".	
17.	Self Declaration on letter head of the company / firm for not been blacklisted by any State/Central Govt. body/ Public Sector Undertaking at any point of time in India.	
18.	Self Declaration on letter head of the company / firm for not been involved in any major litigation that may have an impact of affecting or compromising participation of the party in the e-auctions.	
19.	Self Declaration on letter head of the company / firm for not been prosecuted for violation rules / law under Essential Commodities Act or any such others law or orders there under in any court of law.	

S. No.	Particulars	Enclosures Page no. From – To
20.	Self declaration on letter head of the company / firm for not being under liquidation, court receivership and/or similar proceeding.	
21.	Copy of cancelled cheque of the company/firm.	
22.	Undertaking by the applicant that he/she is not empanelled with any other competitive agency of Hafed for supply of Food/Consumer Products.	
23.	<p>Proof of experience of supply of any of the following 3 items to any Govt./Semi Govt./Cooperative Federation/Corporation during the last 5 years :</p> <ul style="list-style-type: none"> (i) Pulses (ii) Wheat/Wheat Products like Atta, Dalia (iii) Edible Oil (iv) Milk Powder (v) Rice 	

Annexure-C

Format of certificate to be issued by Chartered Accountant

The Managing Director,
HAFED,
Corporate Office, Sector-5,
Panchkula

We hereby certify that M/s..... having registered office at is engaged in the business of trading / supply of_____ and their turnover and net worth for the last three preceding financial years from the above business is as per details given below :-

S. No.	Particulars	F.Y.....		F.Y.....		F.Y.....	
		Qty (MT)	Value (Rs.in lakh)	Qty (MT)	Value (Rs.in lakh)	Qty (MT)	Value (Rs.in lakh)
01.	Domestic Turnover						
02.	Net Worth	-----		-----		-----	

For (Name of the Chartered Company /Firm)

(Name of the Signing Authority)

Designation:

Membership No.:

Mobile No.:-

UDIN

Place of Issue:

Date of Issue:

Annexure-D**(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.

**NOW THIS DEED WITNESSETH AND IT IS HEREBY AGREED BY AND
BETWEEN THE PARTIES AS FOLLOWS:-**

1. Interpretations

- a) The headings in the Agreement are inserted for convenience only and shall be ignored in construing the Agreement.
- b) Unless the context otherwise requires, words (including words defined herein) denoting the singular number shall also include the plural number and vice versa, and words denoting any gender shall include any other gender.
- c) All references to any document or agreement are to be construed as references to such document or agreement as amended, varied, modified or supplemented from time to time and any document or agreement in addition to or in substitution thereof.

2. Empanelment of Supplier

- a) HAFED acknowledges that, it had received the application from Supplier in prescribed format along with all supporting documents as mentioned in EOI dated..... HAFED has completely scrutinized the documents submitted by the Supplier and declares Supplier “successful” as he fulfills the required eligibility conditions specified by HAFED in the EOI document.
- b) HAFED hereby undertakes and agrees to empanel the Supplier and allows the Supplier so as to participate in bidding for supply contracts HAFED may post in future.

3. Scope of Services of Supplier

a) Registration on e-portal of HAFED.

- i) Empanelled Supplier will be required to get themselves registered on electronic portal appointed by HAFED for participation in online bidding process for various export contracts.
- ii) Supplier will submit online/offline bids with HAFED through its authorized person only as and when required.
- iii) Supplier has paid one-time registration fee of Rs.....with HAFED by way of DD/NEFT to HAFED on vide UTR No in Hafed’s Bank Account no.....

b) Participation in bidding process.

- i) Supplier will be intimated by HAFED about the tenders/contracts through emails on registered email ids.
- ii) The tenders/contracts so floated by HAFED shall provide complete details including variety of items to be exported, quantity, quality and port of destination with timelines, payment terms etc.
- iii) Supplier will require to deposit security deposit at the time of participating in tender for an amount pre-defined in tender/bidding documents. The security deposit amount of the unsuccessful bidders shall be returned after finalization of tender whereas the security deposit amount of the successful bidder shall be kept by HAFED till completion of operation. No interest shall be paid by HAFED on security deposit amount.

- iv) Supplier will have to post its bid for the 'scope of supply services'. Supplier shall have to make offer for complete and confirm delivery of quantity to port of destination and lead times.
- v) During the process of bidding through e-portal, portal will display lowest bid offered (without disclosing name of the Supplier). Supplier may revise the bid (only decrease from last lowest bid) any number of times during the duration of the auction.
- vi) Separate Agreement for each tender will be entered into between HAFED and Successful bidder amongst empanelled bidders.

c) **Procurement and delivery**

- i) Supplier has to procure the stock strictly as per the quality specifications given in the tender documents or contract signed between HAFED and successful supplier to destination. The Supplier shall bear all expenses i.e handling, transportation, etc as mentioned in the Agreement.
- ii) Supplier has to pack the items as per the packaging instructions of the contract executed with HAFED or any specific instructions issued by HAFED.
- iii) Supplier has to ensure delivery of packaged items at the port of destination within the stipulated time frame without tampering the stock.
- iv) If required, supplier shall obtain the delivery receipt of the stocks from the buyer (nominated by HAFED) and submit the same back to HAFED in original.
- v) All Supplier documents must mention name & IEC code of HAFED as first party seller / Supplier.
- vi) Supplier shall be responsible for conducting and obtaining necessary certification and its submission to HAFED as per the Government of India Regulations before releasing of payment by HAFED.
- vii) Supplier will inform about the status of order / contract to HAFED on weekly basis in writing.

4. Completeness of the contract

The contract between selected Supplier and HAFED shall be deemed as complete only if;

- a. The Supplier completes the supply of contracted quantity of agri-items and articles, as per the defined quality specifications and within the stipulated time lines as per contract to the HAFED by the foreign buyer, or
- b. In the event the Supplier is not able to supply the contracted items to HAFED for any reason awarded to the Supplier, the cost of the order will be recovered from the Supplier by revoking his security deposit amount. The Supplier shall also be blacklisted for participating in future contracts.
- c. Supplier will strictly comply all terms & conditions of the specific contract entered into between HAFED and Institutions/Agency or any terms & conditions specified by HAFED.

5. Representation and Warranties of HAFED

HAFED makes the representations and warranties set out in this Clause to the Supplier on the date of this Agreement.

a. Status

It is an entity, duly incorporated and validly existing under the law of its jurisdiction and incorporation.

b. Binding obligations

The obligations expressed to be assumed by it under the Agreement including the supply of agri-items and articles are legal, valid, binding and enforceable obligations.

c. Non-conflict with other obligations

The entry into and performance by it of, and the transactions contemplated by, the Agreement including the Pledge do not and will not conflict with any law or regulation applicable to it or any agreement or instrument binding upon it or any of its assets.

d. Power and authority

It has the power to enter into, perform and deliver, and has taken all necessary action to authorize its entry into, performance and delivery of, the Agreement and the transactions contemplated by the Agreement.

e. Validity and admissibility in evidence

All authorizations required or desirable:

- a) to enable it lawfully to enter into, exercise its rights and comply with its obligations in the Agreement; and
- b) to make the Agreement admissible in evidence in its jurisdiction of incorporation, have been obtained or effected and are in full force and effect.

6. Representation and Warranties of Supplier

Supplier makes the representations and warranties set out in this Clause to HAFED on the date of this Agreement.

a) Status

It is Company/firm, duly incorporated and validly existing under the law of its jurisdiction and incorporation and registered under the relevant provisions of Companies Act of 1956 or 2013 or Partnership Act.

b) Binding obligations

The obligations expressed to be assumed by it under the Agreement including the supply of agri-items and articles are legal, valid, binding and enforceable obligations.

c) Technical and Financial Capacity

It satisfies with and complies with and undertakes to comply at all times during the currency of this Agreement, with the Minimum Eligibility Criteria with respect to Financial and Technical Capacity as mentioned in the Tender document.

d) Non-conflict with other obligations

The entry into and performance by it of, and the transactions contemplated by, the Agreement including the Pledge do not and will not conflict with any law or regulation applicable to it or any agreement or instrument binding upon it or any of its assets.

e) Power and authority

It has the power to enter into, perform and deliver, and has taken all necessary action to authorize its entry into, performance and delivery of, the Agreement and the transactions contemplated by the Agreement.

f) Validity and admissibility in evidence

All authorizations required or desirable:

- a. To enable it lawfully to enter into, exercise its rights and comply with its obligations in the Agreement; and
- b. To make the Agreement admissible in evidence in its jurisdiction of incorporation, have been obtained or effected and are in full force and effect.
- c. This Agreement is valid for one year from the date of signing of contract.

7. Indemnification:

Supplier shall indemnify HAFED and keep indemnified against any loss or damage, claims, compensation, penalty, fine, levies, etc. on account of slackness, deficiency, failure to observe any obligations under the contract, failure to comply with statutory/mandatory provisions pertaining to the contract by the Service Provider in respect of the services provided etc., whatsoever.

8. Force Majeure

- (i) If at any time during the existence of this agreement either party is unable to perform in whole or in part any obligations under this agreement because of war, hostility, military operations, civil commotion, sabotage, quarantine, restrictions, acts of God and acts of Government (including but not restricted to prohibitions of exports and imports), fires, floods, explosions, epidemics, strikes or any other labour trouble, embargoes, then the date of fulfillment of any obligations engagement shall be postponed during the time when such circumstances are operative. Any waiver/extension of time in respect of the delivery of any installment or part of the goods shall not be deemed to be waiver/extension of time in respect of the remaining deliveries.
- (ii) If operation of such circumstances exceed three months either party will have the right to refuse further performance of the contract in which case neither party shall have the right to claim eventual damages.
- (iii) The party which is unable to fulfill its obligations under the present contract must within 15 days of occurrence of any of the causes mentioned in this clause shall inform the other party of the existence or termination of the circumstances preventing the performance of the contract. Certificate issued by the competent authority connected with the case in the country of sellers or the buyers shall be sufficient proof of the existence of the above circumstances and their duration. Non-availability of raw material will not be an excuse to the sellers for not performing their obligation under the contract.

9. **General Provisions:**

- a. **Governing Laws:** This agreement will be governed and construed in accordance with the laws of the Republic of India without giving effects to the principles of conflicts of laws. Both parties agreed to submit the jurisdiction at Panchkula and further agreed that any cause of action arising under this agreement may be brought in a court at Panchkula.
- b. **Compliance with Laws, Notifications etc:** Supplier confirms that it has entered into this transaction with the full knowledge and understanding of this Agreement and subject to all the laws and notifications and rules applicable to this area, including terms and conditions laid down by the Government of India or any State Govt. and the undertakings given by the HAFED to the Competent Authority of the Government of India in this regard and that the Supplier has familiarized itself with all the aforesaid and other applicable agreements, arrangements, undertakings, conditions on inspection of the documents with the HAFED.
- c. **Further Assurances:** The parties hereto shall cooperate with each other, both during and after the term of this agreement, and to execute, when requested, any other document deemed necessary or appropriate by parties hereto to carry out the purpose of this agreement.
- d. **Severability:** If any provision of this agreement is held to be invalid or enforceable for any reason, the remaining provisions will continue in full force without being impaired or invalidated in any way. The parties hereto agree to replace any invalid provision with a valid provision which most closely approximates the intent and economic effect of the invalid provision.
- e. **Waiver:** not a limitation to enforce
 - i. Failure of either party to enforce at any time or for any period of time the provisions hereof shall not be construed to be waiver of any provisions or of the right thereof to enforce each and every provision.
 - ii. Any express or implied waiver by the HAFED of any default shall not constitute a waiver of any other default by the ' Supplier or a waiver of any of the HAFED rights. All original rights and powers of the HAFED under this Agreement will remain in full force, notwithstanding any neglect, forbearance or delay in the enforcement thereof by the HAFED, and the HAFED shall not be deemed to have waived any of its rights, or any provision of this Agreement, or any notice given hereunder, unless such waiver be provided in writing by HAFED, and any waiver by the HAFED of any breach by the supplier of the Agreement, shall not be deemed a waiver of any continuing or recurring breach by the 'Supplier of the Agreement.
- f. **No Assignment:** Neither party may assign or transfer its rights or obligations under this agreement without the prior written consent of the other party, and any assignment or transfer in derogations of the foregoing shall be null and void, provided, that either party shall have the right to assign the agreement, without the prior written consent of the party, to the successor entity in the event of merger, corporate re-organization or sale of all or substantially all of its assets. The terms of this agreement shall be binding upon such assignees.

g. Right to amend terms and conditions:

- i. The Supplier agrees and understands that terms and conditions of the Agreement may be modified/amended by the HAFED in accordance with any directions/order of any court of law, Governmental Authority, in compliance with applicable law and such amendment shall be binding on the 'Procuring Society.
 - ii. The HAFED further reserves the right to correct, modify, amend or change all the Schedules attached to this Agreement and also Schedules and/or Annexure which are indicated to be tentative at any time or addendum to this agreement, if any, executed between the parties.
- h. Notice:** Any notices required or permitted herein under shall be given to the appropriate party at the address specifies herein or as such other address as the party shall specify in writing. Such notice shall be deemed given: upon personal delivery; if sent by the facsimile, upon confirmation of receipt; or if sent by certified by or registered mail postage etc. 7 days after the date of mailing.
- i. Entire Agreement:** This agreement together all annexure, specifications and other attachments which are incorporated herein by reference, is the sole and entire agreement between the parties relating to the subject matter hereof. This agreement supersedes all prior understandings, agreements and documentation relating to such subject matter. No supplement, modification or amendments of this agreement shall be binding unless executed in writing by both parties in this agreement. In the event of conflict of provisions of the main body of the agreement and attached annexure, specification or other materials, this agreement shall take precedence.
- j. Place of execution of agreement:** The execution of this agreement will be completed only its execution by the Hafed through its authorized signatory at the registered office at Panchkula after the copies duly executed by supplier is received by Hafed. Hence, this agreement shall be deemed to have been executed at Panchkula even if the supplier has prior thereto executed this agreement at any place(s) other than Panchkula.
- k.** This Agreement shall be executed in duplicate with one original each being retained by parties hereto.

10. Prevention of Fraud and Corruption

- (i) Supplier shall be bound to take all measures necessary to prevent Fraud and Corruption while dealing with HAFED.
- (ii) Supplier shall not, directly or through any other person or firm, offer, promise or give or otherwise allow any of HAFED's employees any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
- (iii) Supplier shall not enter with other supplier into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the import process.
- (iv) Supplier shall not commit or allow any employees of HAFED to commit any

offence under the relevant provisions of IPC/Prevention of Corruption Act; further the Supplier will not use improperly or allow any employee(s) of HAFED, for purposes of competition or personal gain, or pass onto others, any information or document provided by HAFED as per of the business relationship, including information contained or transmitted electronically.

- (v) Supplier shall not instigate third persons to commit offences/activities outlined in Fraud Prevention Policy or be an accessory to such offences.
- (vi) Supplier if in possession of any information regarding fraud/suspected fraud, hereby agree and undertake to inform HAFED of same without any delay.

11. Applicable Law, Jurisdiction and Dispute Resolution:

- a) This Agreement shall be constitute and the legal relation between the parties hereto shall be determined and governed according to the laws of Republic of India and only courts at Panchkula or High Court of Punjab and Haryana at Chandigarh shall have the jurisdiction in all matters arising out of /touching and/or concerning this agreement and parties to this agreement agree to irrevocably submit to the exclusive jurisdiction of those courts for purposes of any such proceeding. The aforementioned exclusive and irrevocable jurisdictions of aforesaid courts are irrespective of place of occurrence of any cause of action pertaining to any dispute between the parties.
- b) All or any disputes arising out or touching upon or in relation to the terms of this agreement including the interpretation and validity of the terms thereof and the respective rights and obligations of the parties shall be settled amicably by mutual discussion failing which the same shall be settled through arbitration. The arbitration proceedings shall be governed by the Arbitration and Conciliation Act of 1996(as amended up to date) or any statutory amendments/modifications thereof for the time being in force. The seat and venue of the arbitration shall be at Panchkula India and language of arbitration shall be English.
- c) Nothing contained in this clause shall prevent the HAFED from seeking interim injunctive relief against the Supplier in the courts having jurisdiction over the parties.

12. Execution

This agreement has been approved by the Competent Authority of HAFED vide approval dated in the file no.....and same is being executed for and on behalf of

HAFED through its,, who has duly been authorized by the Managing Director of HAFED vide authorization letter dated which is enclosed herewith as Annexure “A”. This agreement is being signed on behalf of through its, S/o who has duly been authorized by the Company vide Board Resolution/Authorization letter dated which is annexed herewith as annexure “B”.

IN witness whereof, we the parties hereto have set and subscribed their respective hand and seal on this Agreement on the day, month, year first as mentioned in the presence of the following witnesses as the intention is to carry the obligation under the agreement.

For an on behalf of Hafed

For and on behalf of Supplier

(Name & Signature)

(Name & Signature)

Witness:

1. _____

1. _____

2. _____

2. _____