



THE HARYANA STATE COOPERATIVE  
SUPPLY AND MARKETING FEDERATION LIMITED  
CORPORATE OFFICE, SECTOR 5, PANCHKULA HARYANA (INDIA)  
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**e-Tender for Outsourcing all Operations of Hafed Oil Mill, Rewari and Narnaul for crushing of Mustard Seed, Production of Oil, Packing and all labour operations etc.**

Hafed invites e-Tender from reputed Mustard Oil Mills / Firms / Companies for outsourcing of all the operations like crushing of Mustard Seed, Production of fortified Mustard Oil, Packing of Oils in bottles/Jars/Tins and all the labour operations etc. of Hafed Oil Mills Rewari and Narnaul (Haryana) and to undertake work including repair and maintenance during operation initially for one year. The tender document containing details of scope of work, eligibility criteria, and other terms & conditions is available on portal <https://etenders.hry.nic.in> or at Hafed Website [www.hafed.gov.in](http://www.hafed.gov.in). The bidders have to submit their tender documents through e-Tendering portal as per dates given in the tender document. All bidders are required to get registered on e-tendering portal & obtain Digital Signature from NIC office. The technical bids will be opened on **25.03.2025** at Hafed Corporate Office, Sector-5, Panchkula. The financial bid of only those bidders will be opened / considered who are found technically eligible. The date of opening of financial bids will be informed accordingly. All the bidders are requested to be present at the time of opening of the tender for negotiations. Hafed reserves the right to accept/reject any/all the tenders without assigning any reason whatsoever.

**MANAGING DIRECTOR**

### **Detailed Notice inviting e-tender**

Hafed invites E-Tenders from reputed Mustard Oil Mills / Firms / Companies for outsourcing of all the operations like crushing of Mustard Seed, Production of fortified Mustard Oil, Packing of Oils in bottles/Jars/Tins and all the labour operations etc. of Hafed Oil Mills located in Rewari and Narnaul (Haryana) and to undertake work including repair and maintenance during operation for one year from the date of award letter and extendable for one year by Hafed on the request of the party and depending upon the performance and approval of the competent authority in single stage two cover system i.e. request for Technical Bid (online bid under Technical Envelope) and request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

<b>S N</b>	<b>Name of Work</b>	<b>EMD to be deposited</b>	<b>Tender Document Fees and E-services fees</b>
1.	Out sourcing of complete jobs of crushing, overhauling, repair & maintenance and operation along-with packaging of Edible Oils and by Products.	<b>Rs. 10,00,000 /-</b>	Rs. 2,000/- (non refundable)

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 Govt. of Haryana and also mentioned under the Tender Document.
2. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://etenders.hry.nic.in> to be eligible to participate in the e-Tender. The bidder 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.
3. The interested bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance as given under Key Dates and make payment via RTGS/NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder/agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://etenders.hry.nic.in>
4. The interested bidders shall have to pay mandatorily Processing Fee of Rs. 1,000/- and document fee of Rs. 1,000/- (both are 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. The Payment for document fee (Rs.1,000/-) and Processing Fee (Rs.1,000/-) can be made by eligible bidders online directly through Debit Cards & Internet Banking. The interested bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance before the expiry date & time of the respective events. And make payment via RTGS/NEFT to the beneficiary account number specified under the online generated challan. The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:

## KEY DATES

S N	Particulars	Date & Time
1	(i) Downloading of Tender Document / Online Bid Preparation.  (ii) Online directly transfer of funds of Rs.2,000/- and required EMD through online directly through Debit Cards & Internet Banking Accounts.  (Tender document fee Rs.1,000/- and Processing Fee Rs.1,000/-) and required EMD of Rs. 10,00,000/-)	<b>13.03.2025 from 05.00 PM</b>  <b>to</b>  <b>24.03.2025 up to 04:00 PM</b>
2	Submission of online Bid	<b>13.03.2025 from 05.01 PM</b>  <b>to</b>  <b>25.03.2025 up to 10:00 AM</b>
3	Opening of Technical Bid	<b>25.03.2025 at 11:00 AM</b>
4	Manual submission of additional / supporting documents only.	<b>26.03.2025 upto 11:00 AM</b>
5	Opening of Financial Bid	<b>Will be intimated later</b>

### NOTE:

**“In case any bidder wants to apply and submit EMD for ONE or MORE ITEMS (except all items) then first he/she click to “EXEMPTION” button and fill the exempted amount then bidder can choose the Items/amount of its EMD for which he/she wants to submit the EMD of offered items. He/she may also upload the details of Items to be quoted in the said tender”**

### Important Note:

- 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'.
- Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.

### **INSTRUCTIONS TO BIDDER ON ELECTRONIC TENDERING SYSTEM**

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. **Registration of bidders on e-Procurement Portal:**

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e-Procurement Portal i.e. <https://etenders.hry.nic.in> Please visit the website for more details.

2. **Obtaining a Digital Certificate:**

The Bids submitted online should be encrypted and signed electronically with a Digital

Certificate to establish the identity of the bidder bidding online. These Digital certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://etenders.hry.nic.in>

The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://etenders.hry.nic.in> for Digital Signature Certificate (DSC) including the e- Token carrying DSCs.

Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3. **Pre-requisites for online bidding:**

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from NIC or downloaded from the home page of the website - <https://etenders.hry.nic.in> the link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

4. **Online Viewing of Detailed Notice Inviting Tenders:**

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <https://etenders.hry.nic.in>.

5. **Download of Tender Documents:**

The tender documents can be downloaded free of cost from the e-Procurement portal <https://etenders.hry.nic.in>

6. **Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

7. **Online Payment of Tender Document Fee, Processing fee & EMD fees & Bid Preparation & Submission (Technical & Commercial/Price Bid):**

**Online Payment of Tender Document Fee + Processing fee:**

The online payment for Tender document fee, Processing Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and Processing Fee shall be made by bidders/Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall be made online directly through RTGS / NEFT & OTC.

The secure electronic payments gateway is an online interface between lessees and Debit card / online payment authorization networks.

**PREPARATION & SUBMISSION OF online APPLICATIONS/BIDS:**

- (i) Detailed Tender documents may be downloaded from e-Procurement website <https://etenders.hry.nic.in> and tender mandatorily be submitted online following the instruction appearing on the screen.
- (ii) Scan copy of Document to be submitted / uploaded for Technical bid under online Technical Envelope. The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF/JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of Technical Envelope.
- (iii) **FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)**

8. **ASSISTANCE TO THE BIDDERS**

For queries on Tenders Haryana Portal, Kindly Contact

Note: Bidders are requested to kindly mention the URL of the portal and Tender ID in the subject shield 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-](tel:0120-4200462,0120-4001002)

[4001002](tel:4001002) Mobile:88262-46593

Email:-support.etender@nic.in

For any technical related queries please call at 24x7 Help Desk

number0120-4001002,0120-4200462,0120-4001005,120-6277787

For support related to Haryana Tenders in addition to help desk you may also contact onemail 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 5:00 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:-**

- (A) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://etenders.hry.nic.in>
- (B) For help manual please refer to the 'Home Page' of the e-Procurement website at <https://etenders.hry.nic.in>, and click on the available link 'How to...?' to download the file.

**(Online Payment Guidelines)****Guideline for Online Payments at e-Procurement Portal of Government of Haryana.**

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

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

**Operative Procedures for Bidder Payments****A) Debit Card**

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

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

## **B) Net Banking**

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

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on "Continue" button.
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks.
- (v) Bidder chooses his / her Bank.
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank.
- (vii) Bidder enters his account credentials and confirms payment
- (viii) The Bank verifies the credentials and confirms with "successful" or "failure" message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal.
- (x) The status of the payment is displayed as "successful" in e-Procurement portal.
- (xi) In case of successful payment, a success message along with unique transaction ID is passed on to e-Procurement system. The e-Procurement portal shall store the unique transaction number in its database 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 of bank branches and would enable the bidder to make the payment from almost any bank branch across India.

1. To choose the payment of EMD, the bidder clicks on RTGS/NEFT payment option.
2. Upon doing so, the e-Procurement portal will redirect the bidder to a page where it will generate a Challan.
3. This Challan shall include the beneficiary (virtual) account number and other details like beneficiary IFSC code each.

### **RTGS / NEFT Payment Procedure**

The bidder shall be required to take a print of the challan and make the RTGS / NEFT on the basis of the virtual account number period on the challan. This provision will ensure that number confidential details regarding the bidder or tender are disclosed to the bank while remitting the RTGS/NEFT.

The bidder would remit the fund at least one day in advance to the last day and make the payment via RTGS/NEFT to the beneficiary account number as mention in the challan. SBI Bank shall receive this amount and credit the payment gateway service provider intermediary Department/PSUs Escrow Security Deposit account post validating the first part of the beneficiary account number, i.e., the client code only, In case of validation of client code is not successful, the bank shall return the fund and not credit the Tech process intermediary Department/PSUs Escrow Security Deposit A/c.

#### **D) Over the Counter (OTC)**

This solution shall allow the bidder having account with SBI bank, to make the payment from any CMS enables Branch of SBI Bank in India. Bidders can make the payment via cash (if amount is ≤₹49,999), Demand Draft or SBI Bank Cheque.

The procedure for paying through OTC mode is as follows:

- (i) Bidder selects over the counter remittance option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid. The bidder chooses the bank account number for refund of the amount.
- (iii) Bidder clicks on “Continue” Button.
- (iv) The e-Procurement portal displays the details of payment. The Bidders click on “Print Challan” and print the OTC Challan.
- (v) Bidder submits the OTC Challan at the counter of any designated bank of SBI Bank with Cash/Demand Draft/SBI Bank Cheque (Payment in Cash is allowed upto Rs. 49,999/-).
- (vi) SBI bank verifies the URL (format to be discussed and decided) and amount with e-Procurement portal prior to accepting the payment.
- (vii) On successful verification from e-Procurement portal, SBI bank accepts the payment. In case of failure, SBI bank shall return back the OTC challan and payment to the bidder.
- (viii) SBI bank commits the payment transaction (in case of successful verification from e-Procurement portal) and sends the Bank Transaction number (I-Sure Reference Number) online against the URN and Amount.
- (ix) SBI bank will generate receipt for the payment transaction and issues the same to the bidder.
- (x) The e-Procurement system update the bank transaction number against the URN and Amount based on the details sent by SBI bank online prior to generation of the receipt.
- (xi) The status of the payment will be displayed as “verification successful” in e-Procurement Portal, when the bidder clicks on the verification option in the portal.
- (xii) Bidder would be required to upload the scan copy of receipt as received from SBI Bank as part of proof in next tender portal before submitting.



## **TENDER DOCUMENT :**

TENDER DOCUMENT FOR MUSTARD OIL MILLS / FIRMS / COMPANIES FOR OUTSOURCING OF ALL THE OPERATIONS LIKE CRUSHING OF MUSTARD SEED, PRODUCTION OF FORTIFIED MUSTARD OIL, PACKING OF OILS IN BOTTLES/JARS/TINS ETC. OF HAFED OIL MILLS LOCATED IN REWARI AND NARNAUL (HARYANA) AND TO UNDERTAKE WORK INCLUDING REPAIR AND MAINTENANCE FOR ONE YEAR FROM THE DATE OF AWARD LETTER AND EXTENDABLE FOR ONE YEAR BY HAFED ON THE REQUEST OF THE PARTY AND DEPENDING UPON THE PERFORMANCE AND APPROVAL OF THE COMPETENT AUTHORITY.

### **Invitation of Bids**

Hafed invites online bid for allotment of Mustard Oil Mills / Firms / Companies for outsourcing of all the operations like crushing of Mustard Seed, Production of fortified Mustard Oil, Packing of Oils in bottles/Jars/Tins and all the labour operations etc. of Hafed Oil Mills located in Rewari and Narnaul (Haryana) and to undertake work including repair and maintenance during operation for one year from the date of award letter and extendable for one year by Hafed on the request of the party and depending upon the performance and approval of the competent authority.

#### **All outsourcing operational work of Hafed Oil Mills, Rewari & Narnaul (Haryana)**

1. Bidder(s) are advised to study all technical and commercial aspects, instructions, forms, terms & conditions and specifications mentioned in the tender document carefully. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in the rejection of the bid.
2. Bidder(s) will be responsible for compliance of provisions of all type of Taxes/Levies or any other taxes as applicable from time to time
3. The Payment:
  - i) For Tender Document Fee Rs.1,000/- (non- refundable)
  - ii) For e-service fees Rs. 1,000/- (non- refundable)
4. **The EMD of Rs. 10,00,000/- (Rs. Ten Lac) may be deposited online only. The bidder may bid for one particular Oil Mill or for both the Oil Mills, however, EMD amount will remain only Rs. 10,00,000/-.**
5. The successful Bidder/Firm/Contractor shall be required to deposit **Rs. 25 Lakh** as a security amount. The Security/Earnest money amount shall be refunded only after the successful execution of the contract. No interest shall be payable by HAFED on the Security/Earnest money deposit. The Security/Earnest money deposit shall be liable to forfeiture, without giving any notice and without prejudice to any other right or remedies of the HAFED under the contract and law if the Bidder/Firm/Contractor fails to execute the contract strictly in accordance with the terms and conditions of the agreement / contract with HAFED.
6. The bidder(s) would remit the funds as mentioned under the key dates and make the all payment via Debit Cards / Internet Banking Account/ RTGS / NEFT or OTC to the beneficiary account number as mentioned in the challan.
7. **Procedure for submission of Bids:**

The bids shall be submitted online in two separate envelopes:  
"Envelope 1: "Technical Bid  
The parties/bidders shall uploaded the required details online in the Technical Bid

"Envelope 2: "Commercial Bid"  
The bidders shall quote the prices in price bid format under Commercial Bid.
8. Bidders are mandatorily required to submit the technical and financial bid in the prescribed online format only.
9. **NEGOTIATIONS:**

Negotiations will be held as per Haryana Govt. instructions/guidelines. All the bidders are requested to be present at the time of opening of tender for negotiation.

10. Hafed / Tender Committee reserve the right to reject any/all tenders without assigning any reason whatsoever.
11. **Validity of offered / negotiated rates :**  
The offered / negotiated rates will be **valid for twenty (20) working days** from the date of opening of the tenders.
12. **Manual submission of documents:**  
Manual submission of documents relating to the technical bids can be considered, in case the document uploaded are not legible or the bidder could not upload the document due to some technical problem / error.
13. After taking input / suggestions from the bidders in the pre-bid meeting, if needed, the **Corrigendum** will be uploaded on Haryana Govt. e-tendering portal and Hafed's website

## **TERMS AND CONDITIONS**

### **1. General Information.**

- (a) The Haryana State Cooperative Supply and Marketing Federation Limited (HAFED) invites E-Tenders from reputed Mustard Oil Mills / Firm / Companies for outsourcing of all the operations like crushing of Mustard Seed, Production of fortified Mustard Oil, Packing of Oils in bottles/Jars/Tins and all the labour operations etc. of Hafed Oil Mills located in Rewari and Narnaul (Haryana) and to undertake work including repair and maintenance during operation for one from the date of award letter to the successful bidder(s).
- (b) The present capacity of Hafed Oil Mill Hafed Oil Mill Rewari is 50 TPD and Hafed Oil Mill Narnaul 30 TPD crushing of Mustard seed. The bidder has to operate the Oil Mill with capacity utilization of more than 90% or as per the requirement of Mustard Oil by Hafed. The Mill should be operated in 3 shifts and minimum working days should be 25 days in a month. In case of failure to achieve the above parameter of capacity utilization of plants, Hafed will be at liberty to impose penalty to make up the loss due to this and also can get the work completed at the risk and cost of the bidder/firm/contractor.
- (c) The bidder/firm/contractor will be liable to complete work which will start from unloading and stacking of mustard seed in godowns, lifting through weighbridge to the plant, processing in plant, packaging finished products in 1 Ltr bottle, 2 Ltr. Bottle, 5 Ltr. Jar, 15 Ltr./Kg. Tin and 1 Ltr. Pouch or as per requirement of Hafed and loading the packed oil in trucks for transportation. The provision of skilled manpower for plant operation including repair and maintenance will be made by the bidder/firm/contractor. The complete processing chart is attached as per **Annexure-I**.
- (d) The spares & consumable required for plant repairs/maintenance, fuel for DG Gen Set and fire wood for boiler will be arranged by successful bidder/bidder/firm/contractor at his cost.
- (e) Hafed Mustard Seed is stored in the Oil Mills Rewari and Narnaul. The Mustard Seed is also stored in various districts of the state. The firm/contractor has to lift and transport the mustard seed to the Oil Mills for crushing.
- (f) The firm/contractor will have to arrange the necessary manpower, fuel, packing material, bottles, jars, pouches, cartons for packing of bottles, bottle caps, labels, seals etc. for packaging of oils in 1 Ltr bottle, 2 Ltr. Bottle, 5 Ltr. Jar, 15 Ltr./Kg. Tin and 1 Ltr. Pouch or as per requirement of Hafed.
- (g) The empty Bardana of Mustard Seed and the bye-products like Mustard Cake and the foreign matter will be retained by the firm/contractor.

- (h) In case the demand of Mustard Oil is more than the production capacity of Hafed Oils Mill, Rewari and Narnaul and the requirement is not met out by these Oil Mills, in that case the bidder will have to process/crush the mustard seed in his own Oil Mill on the same pattern and terms conditions, if the firm/contractor agrees for the same.
- (i) In case the entire quantity of mustard oil produce is not sold by Hafed's existing marketing channel/distributors, in that case the firm/contractor may can do the marketing of Hafed's Oils on the commission basis and the terms conditions to be settle by Hafed and after taking approval of competent authority. However, no credit sale will be allowed and the stocks will be lifted only after deposit of entire payment.

**2. Eligibility criteria for the firm/contractor/bidder.**

1. The bidder(s) must have at least 5 years experience of production of Mustard Oil.
2. The Oil Mill bidder must have its own Oil Mill with minimum crushing capacity of 50 ton per day (TPD) of Mustard Seed Oil. (The bidder/firm/contractor having Oil Mills on Lease will not be eligible).
3. The bidder(s) must have valid FSSAI license, EPF, ESI registrations.
4. The Oil Mill must have minimum 96 Kohlus and minimum 8 Expellers in their Oil Mill in single premises.
5. The Oil Mill must have minimum storage tank capacity of 200 MT to store Loose Mustard Oil.
6. The Oil Mill must have minimum storage capacity of 2500 MT to store Mustard seed.
7. The Oil Mill must have 6 head automatic bottle filling plant installed and running in the Mill for filling of 1 Ltr. or 2 Ltr. bottles.
8. The Oil Mill must have Agitator in running condition for fortification of Mustard Oil with Vitamin A&D.
9. The bidder(s) must submit a self - certificate / undertaking to the effect that it has not been debarred / blacklisted by any of the Central / State Departments / Agencies as on date of publication of this tender or any criminal case is not registered against the firm or its own partners anywhere in India.
10. The EMD of Rs. 10,00,000/- (Rs. Ten Lakh) may be deposited online only. The bidder may bid for one particular Oil Mill or for both the Oil Mills, however, EMD amount will remain only Rs. 10,00,000/-.
11. The bidder(s) must have a minimum average turnover of at least Rs.30 crore during last 3 financial Years i.e. 2021-22, 2022-23 & 2023-24 for participation in the tender.
12. The bidder(s) will submit last three financial years ITR i.e. 2021-22, 2022-23 & 2023-24 duly audited by a Chartered Accountant to be attached with their UDIN No.
13. Bank solvency certificate issued by any scheduled bank.
14. The bidder(s) must have a valid PAN and GST registration certificate.
15. The bidder/firm/contractor will ensure that all the provision of the contract labour (Regulation and abolition) Act, 1970 or any other similar latest regulation, ESI, EPF etc. are strictly complied with.

(Detailed terms and condition is attached as per **Annexure-II**)



### 3. Scope of Work:

- (a) The scope of work will involve entire operational and non operational works of Hafed Oil Mills during the period of agreement. The scope of work indicating responsibility is attached as **Annexure-III**.
- (b) For smooth functioning/operation of the Mill, overhauling, repair and maintenance of all sections/stations from Jharana to final filter and packing section involving all machinery and equipments including mechanical and electrical and instrumentation work have to be checked & repaired by the party. Proper arrangements of transport for lifting the mustard seed from godowns via weighbridge will be made by the party.
- (c) If the party fails to deliver the work allotted as per scope and terms and conditions of the tender, Hafed shall get the work executed from any other agency at the risk and cost of the party.
- (d) The packing of other edible oils i.e. Soyabean Refined Oil, Cottonseed Refined Oil etc. will be done by the party / contractor and the packing material in other items required for packaging will be supplied by the bidder.
- (e) In case of more requirements of Mustard Oils by Hafed and Hafed Oil Mills fully utilized, in that case the party / contractor have to crush the Mustard seed stocks of Hafed in his Oil Mills with his consent and requirement of Hafed.
- (f) The Mustard seed used bardana and foreign matter of the cleaning section will be retained by bidder/firm/contractor.
- (g) During contract period the bidder/firm/contractor cannot sublet the Hafed Oil Mills to another party/firm.
- (h) It is made clear that no payment will be made by Hafed to the bidder/firm/contractor during contract period, except issue of Mustard Seed.
- (i) The bidder has to arrange and process the Mustard Seed in the Oil Mills to complete the quantity of Mustard Oil as per the OTR. The Mustard Oil will not be allowed for mixing in the Oil processed out of the Mustard Seed provided by Hafed.
- (j) Hafed officials and teams will be authorized to check and inspect the Oil Mills, the stocks of Mustard Seed and Oil, quality & all the operations being carried out by the bidder at any time.
- (k) In-case, it is found that all the terms& conditions are not being followed by the bidder and for the deviations if any from the terms conditions of the tender document including the quality of the Mustard Oil strict legal action will be taken against the bidder.

For any deviation/failure the work can be got done at the risk & cost of the bidder, legal action can be taken for recovery of the losses if any and the contract can be terminated by Hafed. If it is found that the bidders is not adhering to the terms conditions of the tender.
- (l) The bidder will be fully responsible for the quality of Mustard Oil produced and supplied either for commercial sale, institutions, PDS, WCD, MDM, etc till it's consumption by the customer or beneficiary of any scheme of Central or State Government. For any quality complaints or deviations from the specifications/parameters, Hafed will be at the liberty for taking appropriate legal action against the bidder.
- (m) Hafed will be at the liberty for conducting the physical verification of the stocks of Mustard Seed, Mustard Oil, Oil Mills, where the Mustard Seed is being processed.
- (n) The successful bidder(s) are requirement to make into an **agreement** with the concerned Hafed Oil Mills for the work of all outsourcing operations of Hafed Oil

Mill Rewari and Hafed Oil Mill Narnaul.

- (o) The bidder/firm/contractor will ensure proper safety of the Oil Mills including plant machinery, mustard seed, oil stocks, packing material, finished/.packed products, bardana and complete stock inventory in the premises and the miller have to ensure sufficient and proper insurance cover well in time for safety and security of the items/infrastructure mentioned above.
4. **Provision of Mustard Seed.** Hafed will provide Mustard Seed stocks for crushing to the bidder/firm/contractor according to the capacity of the plant well in time. The mustard seed will be sampled stack wise and will be lab tested for oil contents on mutual consent basis.
5. **Performance Parameters.** The recovery of Kachchi Ghani Mustard Oil and Mustard Cake will be as per the sample analysis report mutually agreed to. Less recovery /shortage of Mustard Oil / Mustard Cake will be borne by the bidder/firm/contractor as per costing basis including all expenses.
6. **Capacity Utilization.** Capacity utilization of minimum 90% should be achieved by the bidder/firm/contractor at the end of crushing season.
7. **Damage to Machinery.** Any damage to machinery during overhauling, repair/ maintenance and operation, if occurred due to negligence of labour of the bidder/firm/contractor, the same will be recovered from the bidder/firm/contractor.
8. **Arrangements for Spares & Consumable.** The arrangement of spares and consumables or any other item for completion of the work not mentioned in the tender document will be arranged by the bidder/firm/contractor.
9. **Electricity & Gen Set.** The provision of electricity and Gen Set will be under the aegis of Hafed. The electricity charges and all the Gen Set expenses i.e. Diesil, Lubricants, repair & maintenance etc. will be borne by the bidder/firm/contractor.
10. **Boiler Operation.** The operation of boiler for the plant will be under party /contractor, however fire wood will be provided by bidder/firm/contractor.
11. Any operation which is not indicated above but is required for smooth running of the Mill will be made by the bidder/firm/contractor.
- The bidder/firm/contractor has to do the job right from feeding of mustard seed up to production & supply of oil in the mother tanks, fortification of oil packaging in different packings, sampling and testing, temporary stacking, weighment and loading into the trucks.
12. **Pungency Parameter & Penalty.** Pungency should not be less than 0.27% failure of which may cause penalty at the following conditions:-
- |       |                                 |                               |
|-------|---------------------------------|-------------------------------|
| (i)   | Pungency below 0.27% upto 0.25% | = Penalty @ Rs. 10/- per qtl. |
| (ii)  | Pungency below 0.25% upto 0.20% | = Penalty @ Rs. 20/- per qtl. |
| (iii) | Pungency below 0.20%            | = The oil will be rejected.   |
13. **Quality Check / Penalty.** The successful bidder will ensure that Oil produced in the Oil Mills will meet all the quality parameters in accordance with the quality specifications and packaging as laid down by the FSSAI and requirements of HAFED from time to time". Failure of the same will draw penalty and the cost of rejected oil to be borne by the successful bidder.
14. Sufficient labour/manpower will be made available for loading/unloading and for packing section by the bidder/firm/contractor.
15. **Breakdown due to Reason Beyond the control of human being.**

In case of any natural calamity or any reason which is beyond the control of anybody,

the production is held up in that case no compensation / additional payment will be given to the bidder/firm/contractor.

16. **Accommodations for Labourer.**

Rent free accommodation in Oil Mills will be provided to the labourers subject to availability in the Oil Mills. Family and Children are strictly prohibited. The electricity and water will be provided at the cost of Hafed. All other arrangements for food etc will be provided by the bidder/firm/contractor.

17. **Sale of Oils.**

The sale of edible oils will be made by Hafed. However, the party / contractor can also make Sale of Oils under the brand name of Hafed on commission basis (as decided by Hafed). In such case, the bidder/firm/contractor will deposit an advance payment with Hafed Oil Mills for the Oils to be sold on commission basis. However, the bidder/firm/contractor will ensure that the Oils must be sold on sufficient profit to Hafed.

18. **Misc. Terms & Conditions for Bidder(s).**

- a) The bidder/firm/contractor will ensure proper safety of Mustard Seed, Oil stocks, packing materials, plant machinery and complete inventory in the oil mill premises. In case of any misuse of inventory/infrastructure and Hafed incur loss in that case the entire loss/cost shall be recovered from the bidder/firm/contractor.
- b) In case bidder/firm/contractor or his labours is found guilty for any malpractices than the contract can be terminated by Hafed besides forfeiting his security and appropriate action will be taken to recover the losses.
- c) In case it is established that party / contractor is not making payment to the labourers than payment can be given to the labours and will be recovered from the amount of Security and this can be considered as a breach in the contractual obligations which can lead to termination of his contract.
- d) Bidder/firm/contractor or their labours/manpower cannot claim any compensation if Mill is closed for breakdown, power-cut, strike or any other unforeseen circumstances.
- e) Bidder/firm/contractor will have to provide specific dress, shoes, etc. (as per FSSAI packing / labeling rules 2016 or amended as per the latest amendment) to the labour/manpower who is working in the packing area, production area and in the mill premises.
- f) It will be the responsibility of bidder/firm/contractor to keep the Packing Section and Mustard Cake filling points neat & clean. He will also provide proper and sufficient manpower for this work.
- g) Bidder/firm/contractor will pack the edible oils in difference packing like bottles/jars/tins etc. in 1 Ltr. bottle, 2 Ltr. Bottle, 5 Ltr. Jar, 15 Ltr./Kg. Tin and 1 Ltr. Pouch or as per requirement of Hafed.
- h) In the event of failure to meet out the contractual obligations of the bidder/firm/contractor the Hafed reserve the right to terminate the contract at any time and forfeit the security deposit besides taking action for recovery of the losses.
- i) The insurance of the Mustard Seed stocks, plant and machinery, packing material, complete inventory of oils and all the items in the oil mill premises etc. will be done by the party / contractor.
- j) Complete inventory of the plant and machinery, mustard seed, stocks of oil and all other items in the premises and all other infrastructure will be prepared. The handing over of the Oil Mills will be done on the basis of this inventory and similarly the taking over of the oil mill after expiry of the contract period will be done as per the inventory and all the

plant and machinery should be in proper working satisfactory conditions.

- k) During the contract period if Hafed suffers any loss due to damage in plant and machinery, any losses to the stocks lying Mustard Seed, stock articles, packing material, stock of Mustard Oil, packed Oil or any kind of Financial loss to Hafed, the same will be recovered from the private Oil Mill / Firm / Contractor by taking all legal actions as per law.

19. **Arbitration Clause.**

- i. If any dispute of 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 arrive at 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 difference arose, such dispute of 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 there under. The fees and expenses shall be borne equally by both the parties.
- ii. The existence of any dispute of differences or the initiation or continuation of the arbitration proceeding shall not postpone or delay the performance by the parties of their respective obligation pursuant to this agreement. The outcome of the Arbitration shall be binding upon all the parties involved.”



### **TECHNICAL BID**

Following documents are to be uploaded in Technical bid for end –to-end outsourcing operations of Hafed Oil Mill Rewari and Narnaul:

<b>SN</b>	<b>Documents to be uploaded</b>	<b>Bidders Response (Yes/No)</b>	<b>Document are attached at page No.</b>
1	Copy of proprietor/partnership deed or L/C Societies registration certificate/valid license.		
2	Copy of valid Mustard Oil Manufacturing license: The bidder(s) must have at least 5 years experience of production of Mustard Oil. Valid certificate of experience should be attached.		
3	Copy of PAN Card		
4	Copy of GST certificate		
5	Copy of FSSAI registration		
6	Copy of ESI registration		
7	Copy of EPF registration		
8	Copy of CA certificate to the effect that have a minimum average turnover of at least Rs.30 crore during last 3 financial years i.e 2021-22, 2022-23 & 2023-24 for participation in the tender.		
9	Last three financial years ITR i.e. 2021-22, 2022-23 & 2023-24 duly audited by a Chartered Accountant to be attached with their UDIN No.		
10	Self declaration certificate to the effect that : <ul style="list-style-type: none"><li>- Crushing capacity of 50 TPD Mustard seed</li><li>- 96 Kohlus and 8 Expellers.</li><li>- 200 MT storage tank for storage of Mustard Oil.</li><li>- 2500 MT storage capacity of Mustard seed.</li><li>- 6 head automatic filling machine for filling of 1 &amp; 2 ltr. bottles, in running condition.</li><li>- Agitator for fortification of Mustard Oil.</li></ul>		
11	Self certificate / undertaking to the effect that it has not been debarred / blacklisted by any of the Central / State Departments / Agencies as on date of publication of this tender or any criminal case is not registered against the firm or its own partners anywhere in India.		
12	Full address detail with mobile no., email ID and Aadhar Card.		
13	Bank solvency certificate issued by any scheduled bank.		
14	Duly audited Balance sheet/profit and loss account of preceding last two financial years.		
15	Bank statement for the last six months.		
16	Certificate regarding acceptance of all terms & conditions as mentioned in tender document.		

## FINANCIAL BID

**A . Financial bid for Outsourcing of all the operations etc. of Hafed Oil Mills Rewari & Narnaul and complete packing operations of Mustard Oil as per below performa:**

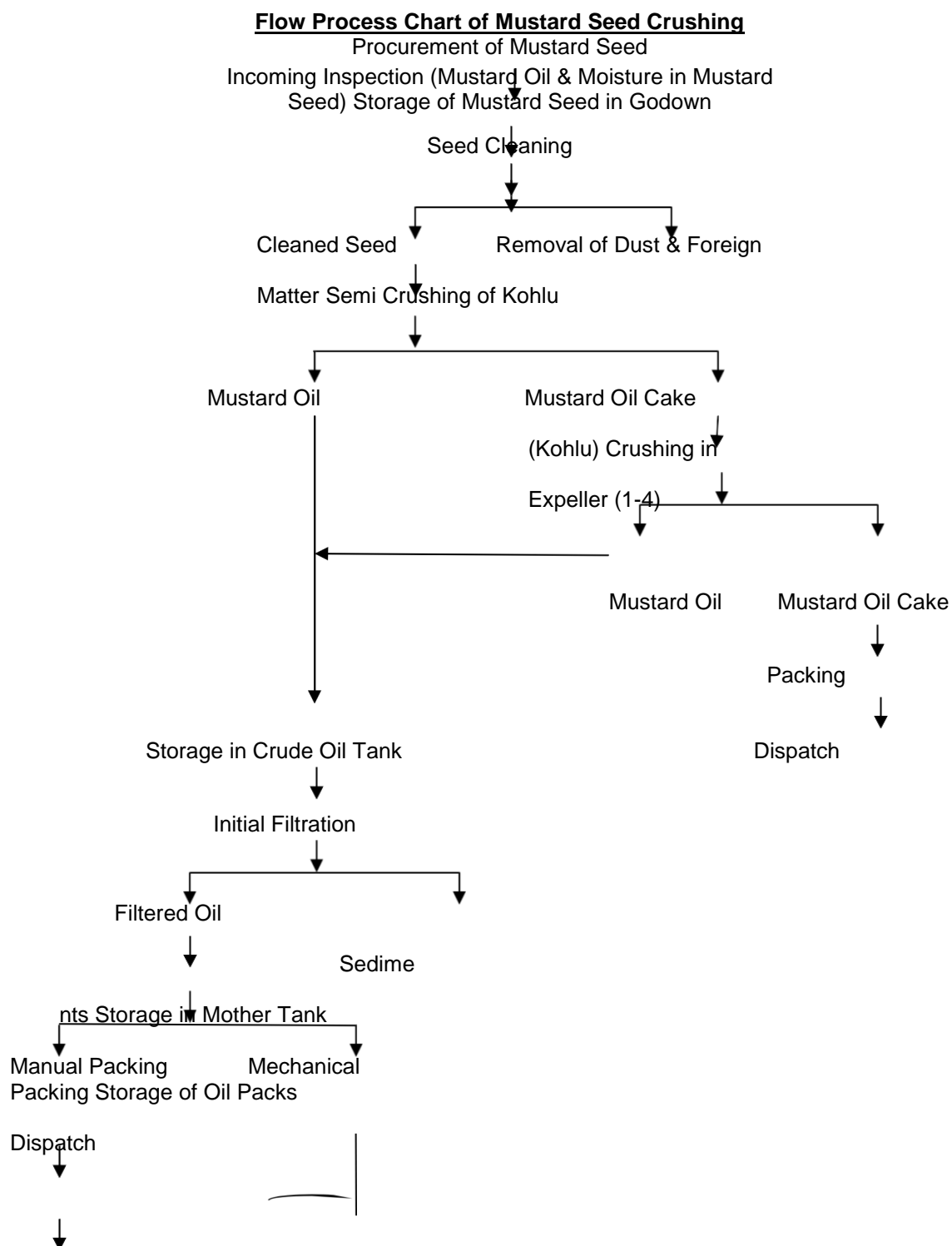
Sr. No.	Name of Work	Offered Out Turn Ratio (OTR) of Mustard Oil with complete operations as mentioned in scope of work in percentage of Mustard Seed supplied)		
			For Hafed Oil Mill, Rewari (in %age)	For Hafed Oil Mill, Narnaul (in %age)
1	a) Outsourcing of all the operations like crushing of Mustard Seed, Production of fortified Mustard Oil, Packing of Oils in bottles / Jars / Tins, Cartons, Label, Cap, lab, testing etc. of Hafed Oil Mills located in Rewari & Narnaul (Haryana) and to undertake work including repair and maintenance during operation for one year.	OTR for 1 Ltr. Bottle		
		OTR for 2 Ltr. Bottle		
		OTR for 5 Ltr. Jar		
		OTR for 15 Ltr./Kg. Tin		
	b) Complete packaging operations of Mustard Oil and packing in 1 Ltr. bottle, 2 Ltr. Bottle, 5 Ltr. Jar, 15 Ltr./Kg. Tin and 1 Ltr. Pouch etc. including loading/unloading/destination transportation.	OTR for 1 Ltr. Pouch		

- Note:
1. It is made clear that the bidder/firm/contractor has gone through the tender document, terms conditions and the scope of work properly and accordingly the Out Turn Ratio (OTR) has been quoted.
  2. The OTR may be offered for Hafed Oil Mill Rewari or Hafed Oil Mill Narnaul or for both Hafed Oil Mills as per EMD deposited.

**B. Financial bid for Packing charges of Soyabean or other Refined Oils as per below performa:**

Sr. No.	Name of Work	Offered rates Rs. per quintal (excluding GST)		
			For Hafed Oil Mill, Rewari	For Hafed Oil Mill, Narnaul
1	Packing Charges of Soyabean or other Refined Oils.	OTR for 1 Ltr. Bottle		
		OTR for 2 Ltr. Bottle		
		OTR for 5 Ltr. Jar		
		OTR for 15 Ltr./Kg. Tin		
		OTR for 1 Ltr. Pouch		

- Note:
1. Loose oils will be provided by Hafed Oil Mills.
  2. The rate Rs. per quintal may be submitted for Hafed Oil Mill Rewari or Hafed Oil Mill Narnaul or for both Hafed Oil Mills as per EMD deposited.



**a. Mustard Seed Cleaning :**

Mustard Seed is cleaned through Jharna. Its sieve of various mesh-sizes is 120,100,76 per square inch surface area, which is used to segregate foreign matter such as stone, crushed brick particles, glass particles, sand, metal scrap whereas the dust catcher cyclone sucks fine grain foreign matter which is suspected to be present in the mustard seed sacks.

**b. Semi Crushing :**

Approx. 20 to 25 Kg of cleaned Mustard Seed is fed at a time into Kohlus through overhead conveyor and set to rotate for 50 to 60 minutes duration by mixing  $\frac{1}{2}$  to  $1\frac{1}{2}$  tr of water depending upon moisture content of the seed. The seed is crushed in Kohlus with the help of latt in wooden chamber. Mustard Oil is collected in crude oil tank through drain channel. As a result of semi crushing , 55-60% mustard oil is extracted from mustard seed and residual cake is taken out from Kohlu and is fed into expeller through conveyor and elevator.

**c. Crushing in Expeller :**

The residual mustard cake from Kolhu (Ghani) is fed into expeller. The oil is extracted by pressing of cakes through worms. The residual cake from first expeller is further fed into second expeller through elevator. The jacket steam is passed into expeller kettle to softer the cake and facilitates extraction of mustard oil. The residual cake fed into third and fourth expeller as per procedure adopted in first and second expeller. The oil is extracted by pressing of cakes through worms. The final cake is transported to cake godown through conveyor and elevator. The mustard Oil from all expeller are collected in crude oil tank through oil drain channel approximate 35-40% mustard oil is expected from the seed.

**d. Filtration :**

- **Initial filtration:** The crude oil is lifted by the pump form crude oil tank and fed into the first filter press. The filter press has 30 plates containing filter cloth. Mustard Oil is passed through filter cloth. The sediments remain in frames of filter press -1 and oil is collected filter oil tank -1. The deposit sediments in the frame of filter press are cleared once in a day reproduced into the expellers along with kohlu cake.

- **Final filtration :** Mustard Oil from crude oil tank -1 is fed second filter press. It has only 30 plates containing filter cloth. Oil is passed through filter cloth the sediments remain in the frames of filter press and oil is collected in second filtered oil tank (FOT). Mustard oil from FOT-2 is transferred to mother tank (40 MT). The deposited sediments in the frames of filter press are cleaned once in a day reproduced in to the expellers along with kohlu cake.

**e) Packing :**

Packing of Mustard Oil :  $\frac{1}{2}$  Ltr, 1 Ltr, 5 Ltr, Tin & Jar, 15 Ltr./Kg Tins & Jar

Packing of Refined Soyabean Oil : 1 Ltr. Pouch, 5 Ltr. Tin, 15 Ltr./Kg Tins & Jar

**Detailed Terms & Conditions of Tender**

1. For the jobs mentioned in the tender documents or any other job assigned at any Item. I/We undertake to provide sufficient Labour force, failing which I/We shall be liable to penalty. However, the penalty amount shall be worked out on the basis of loss of production and the margin which the plant would have obtained due to sale of that much production during the period the Contractor has not provided the Labourers. Amount of penalty will be recovered from the security amount.
2. In the event of failure to meet the contractual obligations on the part of the Contractor, MD has right to terminate the contract any time and forfeit the security deposited.
3. For any losses /damages caused to the Oil Mills due to negligence or fault of the labours, the Contractor will be held responsible.
4. The Labour will be arranged as per the Factory Act and contractor will be responsible for compensation, in case the Labourer meets with any accident.
5. I/We will not terminate contract in between and if do my/our security be forfeited.
6. Payment to the labour will be made timely by the party / contractor.
7. The tender finalizing Committee reserves the right to accept or reject any tender without assigning any reason.
8. Income Tax (T.D.S), if any shall be deducted in accordance with the Income Tax Act.
9. Performance of the Labour Contractor shall be reviewed after every quarter by a Committee consisting of GM, Incharge (Accounts), Chemist or any other representative of Oil Mills. In case, the Committee feels that the bidder/firm/contractor is not able to work as per requirement of Hafed, then contract is liable for termination. The decision of the Committee shall be final and binding on the bidder/firm/contractor. Quantum of the work will decrease/increase as per working circumstances.
10. In case of any dispute, decision of Managing Director, Hafed shall be final and binding.
11. The Contractor or his authorized representative shall be available in the plant during its running, repair and maintenance. In case work of plant suffers on account of inadequate inexperienced Labourers then plant can arrange the Labour at the cost of bidder/firm/contractor and further can impose penalty as per the losses suffered.
12. In case of any operations not covered in the tender notice, the rates can be settled mutually on the basis of rates settled for similar operations.
13. The bidder/firm/contractor will ensure proper safety of new bardana by his Labour. In case of any misuse full cost of bardana shall be recovered from the Contractor from his security.
14. Legal cases are subject to Rewari/Narnaul Jurisdiction.
15. In case it is established that bidder/firm/contractor is not making payment to Labourers than payment can be given to the Labourers from the security amount and this can be considered as a breach in the contractual obligations which can lead to termination of his contract.
16. It is the discretion of GMs of Hafed Oil Mills to allow/disallow any representative/Labour of the bidder/firm/contractor in the interest of plant to whom he feels that with his entry office/plant atmosphere is disturbed and safety is affected. However, identity Card will be issued to the

Labourers and in case it is felt that a particular Labourer/representative of Labour Contractor is working against the interest of Federation then his entry will be banned in the Unit and Contractor will have to remove his from his rolls and alternative Labour will be provided by the Labour Contractor, in lieu thereof without any extra claim.

- a) At the rates given in the schedule of rates.
  - b) At specific percent below that rates given in the schedule.
  - c) At specific percent above the rates given in the schedule.
17. Conditional tender will not be entertained.
18. Tender without earnest money will not be entertained/liable for rejection.
19. Any other condition specified at the time of tender opening will be included in the terms & condition & shall be added in the agreement.
20. No interest on the Earnest Money and Security amount will be paid by Hafed.
21. Tender negotiating committee is empowered to negotiate the rates in case Committee feels that rates received are not reasonable.
22. Labour Contractor will submit agreement bond on stamp paper of Rs.100/- without which no payment will be released along with two reputed witnesses & two sureties.
23. No preference will be given to any person/society regarding relaxation in security amount.
24. The provisions of provident fund rules as applicable to Labour Contractors are to be complied with. Labour Contractor will deposit monthly EPF in full i.e. employee's + employer share & any other liability relating to rules of EPF.
25. The tenderer should sign on each page of tender document along with terms & conditions and give his address.
26. In case of tenderer is Co-operative L/C Society, the copy of Registration Certificate issued by the A.R.C.S. is required to be enclosed. In case, the tenderer is other than Co-operative L/C Society, the photocopy of Income Tax PAN No. is required to be enclosed with tender form & without copy of PAN No. the same will not be considered.
27. The bidder/firm/contractor will pack the edible oils in difference packing & material as per requirement of Hafed/Market from time to time.

(Signature of Tenderer)

**DETAILED JOB DISCREPTION : OPERATION OF PLANT**

<b>S.No.</b>	<b>Nature of Work</b>	<b>Remarks</b>
1.	Loading/unloading of mustard seed, stacking of the same in Mills/D.O godowns with proper heights under the supervision of store keeper.	Initial arrival of mustard seed from mandi to mill complex.
2.	Loading/unloading of Bardana, Gunny Bales, polythene covers/tarpaulin and stacking in godowns including Loading, transportation at the destination points	Under supervision of Store Keeper, Hafed.
3.	Segregation of Bardana including opening of pulanda, segregation in five categories i.e. <b>(I)</b> Fit for M. seed <b>(II)</b> Repairable for M. seed <b>(III)</b> Fit for M. Cake <b>(IV)</b> Repairable for M. Cake <b>(V)</b> Rags and Pulanda making in five categories and stacking. Stitching/sealing of bags with machine. Repairs of damaged bardana will be done by the party labourers. Failure to the same, the party will be imposed penalty of cost of loss to the Hafed.	The stitching machine and thread will be provided by the party itself.
4.	Lifting of mustard seed from godowns via weighbridge to the Plant Jharana for crushing. Proper stacking in jharana.	Under Supervision of F.I. (Store).
5.	Provision of transport for shifting of mustard seed from godowns to Plant jharana via weighbridge.	Under party arrangements.
6.	Processing of mustard seed in plant as per standard plant operation procedure described in processing chart.	Party will ensure.
7.	Proper collection of oil from plant and filtration. Proper repairs and maintenance of filter press.	Filter clothes will be provided by Bidder / firm / contractor.
8.	Filling, weighment, labeling, sealing, packing in cartoons etc and stacking of packed edible oil in Packing Section /godowns.	Under supervision of Store Keeper.
9.	Loading/unloading of packing material in packing section/godowns and proper stacking.	Arrival of packing material from supplier.
10.	Loading/unloading m cake bags from godowns into trucks.	By Products.
11.	Filling, weighment, labeling, sealing, packing in cartoons etc and stacking of packed edible oil in packing section/godowns. Proper repair/maintenance of packing section machine.	Under supervision of store keeper, Hafed.
12.	Shifting of packed edible oil from packing section to godowns.	Under Supervision of Store Keeper, Hafed.
13.	Loading of all type of packed edible oil from trucks Loose edible oil loading/unloading in oil tankers including Loading, transportation at the destination points.	Dispatching of oil / receiving edible oil.
14.	Shifting of packing material from godowns to packing section	Under Supervision of Store Keeper.
15.	Party will ensure repair and maintenance of plant machinery for smooth running of plants. Adequately skilled labour to be engaged by the party for the plant operational jobs.	Spares to be provided by bidder / firm / contractor.
16.	<b><u>Soybean Oil</u></b> (a) Unloading of loose oil in oil storage tanks (b) Filling, weighment, labeling, sealing, packing in cartoons etc. and stacking of packed edible oil in Packing Section /godowns. (c) Loading of packed oil into trucks.	Under supervision of Store Keeper.