



**THE HARYANA STATE COOPERATIVE SUPPLY  
AND MARKETING FEDERATION LIMITED**  
**CORPORATE OFFICE, SECTOR 5, PANCHKULA HARYANA (INDIA)**  
**TEL: 2590520-24, FAX: 2590711 E.Mail: hafed@hry.nic.in**  
**Web-site: [www.hafed.gov.in](http://www.hafed.gov.in)**



**Short term e-tender notice for empanelment of leading manufacturer for arranging, processing and packing of tea & its variants (i.e. Normal, Lemon, Masala, green tea etc.) and coffee in hafed brand.**

Hafed invites short term e-tender for empanelment of leading manufacturer for arranging, processing and packing of tea & its variants (i.e. Normal, Lemon, Masala, green tea etc.) and coffee in Hafed brand on **F.O.R. basis at Hafed complex Taraori, District Karnal in Haryana including loading / unloading, taxes etc.** strictly as per BIS/FSSAI specifications in Hafed Brand.

Hafed is interested to purchase Tea & its variants (i.e. Normal, Lemon, Masala, green tea etc.) and coffee in **Hafed Brand** in 250 g, 1/2kg, 1 Kg packing size for tea & its variants and 100g & 200g packing for coffee as per latest BIS specifications with latest amendments. Interested bidders may submit the rates online in the financial bid format. The tender document containing detailed terms & conditions are available on portal <https://etenders.hry.nic.in> or at Hafed Website [www.hafed.gov.in](http://www.hafed.gov.in). The parties / bidders can submit their bid through e-Tender portal as per dates given below:

|                                                                                               |                                            |
|-----------------------------------------------------------------------------------------------|--------------------------------------------|
| <b>Downloading of Tender Document / Online Bid preparation &amp; Online transfer of funds</b> |                                            |
| On line submission of EMD, E-tender fee & e-service fee                                       | From 06.10.2025 to 14.10.2025 upto 5:00 PM |
| Opening of Technical bid                                                                      | 10:00 AM on 15.10.2025                     |
| Opening of Financial bid                                                                      | 3:00 PM on 15.10.2025                      |

All the bidders are required to get register on e-tendering portal & obtain Digital Signature as per the requirements of the e-tendering portal. Technical and Financial bids will be opened at Hafed Corporate Office, Sector-5, Panchkula (Haryana). All the bidders are requested to be present at the time of opening of technical bid. Hafed reserves the right to accept/reject any/all the tenders or increase/decrease the tendered quantity without assigning any reason whatsoever.

**MANAGING DIRECTOR**

**Detailed Notice Inviting Short Term e-Tender for empanelment of leading manufacturer for arranging, processing and packing of tea & its variants (i.e. Normal, Lemon, Masala, green tea etc.) and coffee in hafed brand**

Hafed invites short term e-tender under two bid systems from the eligible leading manufacturer/firms/ Registered Company or any legal organization which is a **Manufacturer/Producer** of Tea & its variants and coffee as per the eligibility criteria mentioned in Tender Document. Under this process, the Technical Bid as well as financial Bid shall be invited at single stage under two bids i.e. Technical Bid & Financial Bid. Eligibility of the Bidders will be first examined on the basis of the details submitted online under Technical Bid with respect to eligibility and qualification criteria prescribed in the Tender document. The Financial Bid of only eligible bidders shall be opened.

1. The payment towards Tender Document Fee and e-Service Fee shall be made by the parties online directly through Debit Cards & Internet Banking Accounts. Please refer to 'Online Payment Guideline' available at the Single e- Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.
2. Intended parties will be required to online sign-up (create user account) on the website <https://etenders.hry.nic.in> to be eligible to participate in the e-Tender. He/ She will be required to make online payment of tender document and e-service fee in due course of time. The intended parties who fail to pay requisite fee under the stipulated time frame shall not be allowed to submit his/her bids for the respective event/Tender.
3. The interested parties/bidders must remit the funds as per schedule given under Key Dates and make payment via online directly through Debit Cards & Internet Banking Accounts to the beneficiary account number.
4. The intended party thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective event/tender at <https://etenders.hry.nic.in>.
5. The interested parties/bidders shall have to pay mandatory processing fee (under document fee – Non-refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.
6. The Payment for each tender fee (Rs.500/-) and e-Service fee (Rs.1000/-) can be made by eligible parties online directly through Debit Cards & Internet Banking.
7. The interested parties/bidders must remit the funds of the respective events and make payment online directly through Debit Cards & Internet Banking Accounts to the beneficiary account number.

The Parties/Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:

**Schedule/Key Dates**

| Sr. | HAFED Stage              | Party Stage                                                                                                                                                                                                                                                         | Date & Time                                 |
|-----|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| 1   |                          | i) Downloading of Tender Document / Online Bid Preparation.<br><br>ii) Online directly transfer of funds of Rs.25,000/- as EMD through online or directly through Debit Cards & Internet Banking accounts /Tender document fee Rs.500/, processing fees Rs.1,000/-) | From 06.10..2025 to 14.10.2025 upto 5:00 PM |
| 2   |                          | Submission of online Bid upto                                                                                                                                                                                                                                       | 14.10.2025 Upto 5:00 PM                     |
| 3   | Opening of Technical Bid | -                                                                                                                                                                                                                                                                   | 10:00 AM on 15.10. 2025                     |
| 4   | Opening of Financial Bid | -                                                                                                                                                                                                                                                                   | 3:00 PM on 15.10.2025                       |

**Important Note:**

1) The parties/bidders have to complete ‘Application/Bid Preparation & Submission’ stage as per scheduled time as mentioned above. If any party/bidder failed to complete his/her aforesaid stage in the stipulated time schedule, his/her Application/bid status will be considered as ‘Applications/bids not submitted’.

2) Party/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.

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

### **2. Obtaining a Digital Certificate:**

**2.1** The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the party/bidder bidding online. These Digital certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

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

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

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

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

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

**2.7** In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital

signature of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

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

**3. Opening of an Electronic Payment Account:**

For purchasing the tender document online, parties/bidders are required to pay the tender document fee online using the electronic payments gateway service. For online payments guidelines, please refer to the Home page of the e-tendering Portal.

**4. 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.

**5. 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>.

**6. Download of Tender Documents:**

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

**7. Schedule/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 parties/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.

**8. Online Payment of Tender Document Fee, processing fee (Non-refundable) & EMD (Refundable):**

Earnest money of Rs.25,000/- (refundable) to be deposited online through net banking. It will be returned to the unsuccessful bidder in their account. The successful bidder will have to deposit Rs.1,75,000/- thereby making the total of Rs.2,00, 000/- (Rs.25,000/- EMD to be adjusted) as security (refundable) after the end/termination of the contract. No interest will be paid on the security.

**8.1 Online Payment of Tender Document Fee + processing fee:** The online payment for Tender document fee, e-Service Fee can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and e-Service Fee shall be made by parties/bidders/Vendors online directly through Debit Cards & Internet Banking Accounts, the payment for EMD shall be made online directly through RTGS/ NEFT/OTC, the secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

**8.2 PREPARATION & SUBMISSION OF ONLINE APPLICATIONS/BIDS:**

(i) Detailed Tender documents may be downloaded from e-procurement website <https://etenders.hry.nic.in> and tender must be submitted online following the instruction appearing on the screen.

(ii) Scanned copy of Document is to be submitted /uploaded for Technical bid under online Technical Bid/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 Bid/Envelope.

A. **Only Electronic Form (Refer Tender document).**

**FINANCIAL/ PRICE BID shall be submitted through online mode only under Financial Envelope/Bid and not to be submitted manually.**

**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](tel:0120-4200462),[0120-4001002](tel:0120-4001002)

Mobile:

Email:-[support.etender@nic.in](mailto:support.etender@nic.in)

For any technical related queries please call at 24x7 Help Desk number 0120-4001002,0120-4200462,0120-4001005,120-6277787

For support related to Haryana Tenders in addition to help desk you may also contact on email ID [eproc.nichry@yahoo.com](mailto:eproc.nichry@yahoo.com), [Tel:0172-2700275](tel:0172-2700275)

Timing: Technical support assistance will be available over telephone Monday to Friday (9:00am to 5:30pm) (Helpdesk Support in team shall not be contracted for online bidding on behalf of the contractors)

Note: Contact e-Procurement helpdesk on or before prior to 4 hours of the scheduled closing date and time of respective e-tendering event. Also, for queries related to e- payment of EMD kindly contact

the helpdesk at least two days prior to closing date and time of the respective event. Intended bidders mandatorily required to register their queries if there is any pertaining to the online bidding and the single e-Procurement portal at email address:- <https://etenders.hry.nic.in> .

NOTE:-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>.

***For help manual please refer to the 'Home Page' of the e-Procurement website, and click on the available link 'How to...?' to download the file.***

In the first instance, the online payment details of tender document fee + e-Service & Technical Envelope shall be opened. Henceforth, online financial bid of the shortlisted bidder/party/Agency shall be opened in the presence of such parties/bidders/Agency who either themselves or through their representatives choose to be present.

The bidder can submit their online bids as per the dates mentioned in the schedule/Key Dates above.

#### **Guidelines for Online Payments at e-Procurement Portal of Government of Haryana.**

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. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- (ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

#### A) 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.

#### B) RTGS/ NEFT

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



Using this module, bidder would be able to pay from their existing bank account through RTGS/NEFT. This would offer a wide reach for more than 1,10,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

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

#### RTGS / NEFT Payment Procedure

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

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

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

The procedure for paying through OTC mode is as follows:

- (i) Bidder selects over the counter remittance option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid. The bidder chooses the bank account number for refund of the amount.
- (iii) Bidder clicks on “Continue” Button.
- (iv) The e-Procurement portal displays the details of payment. The Bidders click on “Print\_Challan” and print the OTC Challan.
- (v) Bidder submits the OTC Challan at the counter of any designated bank of SBI Bank with Cash/Demand Draft/SBI Bank Cheque (Payment in Cash is allowed upto Rs. 49,999/-).
- (vi) SBI bank verifies the URL (format to be discussed and decided) and amount with e-Procurement portal prior to accepting the payment.
- (vii) On successful verification from e-Procurement portal, SBI bank accepts the payment. In case of failure, SBI bank shall return back the OTC challan and payment to the bidder.

- (viii) SBI bank commits the payment transaction (in case of successful verification from e-Procurement portal) and sends the Bank Transaction number (I-Sure Reference Number) online against the URN and Amount.
- (ix) SBI bank will generate receipt for the payment transaction and issues the same to the bidder.
- (x) The e-Procurement system update the bank transaction number against the URN and Amount based on the details sent by SBI bank online prior to generation of the receipt.
- (xi) The status of the payment will be displayed as “verification successful” in e-Procurement Portal, when the bidder clicks on the verification option in the portal.

Bidder would be required to upload the scan copy of receipt as received from SBI Bank as part of proof in next tender portal before submitting the tender.

#### **ELIGIBILITY AND QUALIFICATION CRITERIA:**

- (i) 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.).
- (ii) Applicant should be in the business of trade of Tea & coffee / consumer products.
- (iii) The applicant must have the following registration and certifications :-
  - a) GST registration certificate
  - b) Valid HACCP & FSSAI license
  - c) PAN No
- (iv) The applicant must have a minimum turn-over of Rs.50 Crore (Rupees Fifty Crore only) in any of the last three financial years.
- (v) The bidder should have valid “Certificate of Tea Board” issued from Tea Board of India.
- (vi) The bidder should have well equipment testing facility at packing go down to check various parameter related to quality. There should be a third party micro verification regularly. The product should be manufactured under hygienic conditions and good manufacturing practices the bidders should have well trained staff and there should be regular audit of the product.
- (vii) The bidder should have packing facility in packing size of 250 g, 1/2kg, 1 Kg for tea & its variants (i.e. Normal, Lemon, Masala, green tea etc) and packing size of 100g & 200g for coffee. The bidder must offer different varieties and blends of tea & its variants and coffee in said packing size.
- (viii) The applicant must have experience of supply of any of the following items in Government Departments/Boards/Federation/Cooperation etc. in India during the last 5 years amounting to Rs.5 Crore atleast in single supply order:
  - a) Tea & its variants and Coffee

- (ix) The applicant should not be involved in any 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.
- (x) Applicant must have atleast last three year turnover and net worth certificate for supply of tea & its variants and coffee business issued by the Chartered Accountant in this regard must be enclosed having UDIN as per Annexure-C.
- (xi) The applicant should have a solvency/credit report of minimum Rs.3 Crore issued by the bank not before one month from the date of application.
- (xii) The supplier will submit one sample of Tea & its variants and coffee alongwith lab test report before 3 days of the technical bid opening. Bidder will be considered as disqualified for non-submission of sample along with lab report are not at stipulated time, and the financial bid will not be opened for the same .

#### **PAYMENT TERMS:**

- i. The payment against supply of Stock at Hafed Rice Mill, Taraori will be released after one month of the receipt of Tea & its variants and coffee.
- ii. No interest will be paid on due payment in any circumstances.
- iii. Invoices which are defective in nature as to the calculations, quantities and or without necessary documents will not be considered for payment unless corrected.

#### **GENERAL TERMS AND CONDITIONS OF E-TENDER FOR PURCHASE OF TEA & ITS VARIANTS (i.e. Normal, Lemon, Masala, green tea etc) AND COFFEE).**

- 1) The offer shall be received through e-tender only of those tenderes who have valid license of manufacturing/trading of Tea & its variants and coffee as per FSSAI specifications.
- 2) The bidder should have valid “Certificate of Tea Board” issued from Tea Board of India.
- 3) Interested bidders should have a valid GST No.(copies to be provided).
- 4) All necessary technical, quality requirements and approval shall be the responsibility of the supplier to cover at their end like HACCP , FSSAI etc.
- 5) All necessary & latest test reports relating to the quality parameters of the products and raw materials shall be provided by the supplier at the time of finalizing the contract.
- 6) All necessary requirements, clearances and certificate from various government bodies and approvals thereof shall be the responsibility of the bidder.
- 7) All documents or copies thereof shall be submitted by the bidder duly self attested by an authorized signatory.
- 8) 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 e-tender/ supply order.

- 9) In case of violation of terms and conditions of the tender, violation of statutory regulations, local laws, HAFED reserves the right to terminate the empanelment as per this EOI.
- 10) The stocks shall be delivered on FOR basis at Hafed Rice Mill, GT Road, Taraori, Karnal.
- 11) In case, the product is not found as per FSSAI specification and any complaint regarding the quality of product is reported from the market or otherwise, the Bidder/supplier shall immediately replace the same at their own expenses not later than three days. In case of any failure of the supplier/ bidder to replace the product, Hafed reserve the right to terminate the contract/agreement.
- 12) Applicant must possess all required statutory permissions from concerned State/ Central Government authorities to undertake the supply of Tea & its variants and Coffee as per requirement from time to time.
- 13) HAFED reserves the right to summarily reject or accept any or all applications received under this e-tender without giving any reasons thereof. Incomplete applications are liable to be rejected.
- 14) HAFED reserves the right to terminate the empanelment within validity of agreement/ contract without assigning any reason thereof.
- 15) The parties/applicant which are empanelled with the competitor agency of Hafed for supply of Tea & its variants (i.e. Normal, Lemon, Masala, green tea etc) and coffee to any other Department/Boards/Corporations, will not give rates/financial bids of an amount higher than what has been quoted to competitor of Hafed of the same products.
- 16) Hafed reserve the right to further open the empanelment as and when required.
- 17) The order shall be placed after receipt of satisfactory test reports and bidder shall have to supply the product within 15 days of placing the order.
- 18) If even after approval the information and facts provided by the supplier are found to be misleading or incorrect etc., the department reserves the right to terminate any future purchases from the supplier and end the contract midterm.
- 19) The negotiations will be held as per Haryana Govt. instructions. All the bidders are requested to be present at the time of opening of tender for negotiations.
- 20) In case of any dispute the matter shall be referred to the Sole Arbitration of the Managing Director, Hafed or his/her nominee, whose decision shall be conclusive and binding on both the parties.
- 21) The jurisdiction will be the concerned court at all districts in Haryana.

**TECHNICAL BID****Annexure-A**

|                                                                                                                                                                                                           |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Name of the Company / Firm                                                                                                                                                                                |  |
| Firm type (Sole Prop./ Partnership/ Company/Cooperative Societies)                                                                                                                                        |  |
| Registered office address                                                                                                                                                                                 |  |
| Email Id                                                                                                                                                                                                  |  |
| PAN No. of firm / Company                                                                                                                                                                                 |  |
| GST Registration No.                                                                                                                                                                                      |  |
| Name of Authorized signatory along with designation                                                                                                                                                       |  |
| Mobile Number of Authorized signatory                                                                                                                                                                     |  |
| Bank Account Number of Firm/ Company                                                                                                                                                                      |  |
| Branch and address of Bank                                                                                                                                                                                |  |
| Bank IFSC Code                                                                                                                                                                                            |  |
| <b>Application fee payment detail:</b>                                                                                                                                                                    |  |
| DD /RTGS/NEFT No. Dated                                                                                                                                                                                   |  |
| Amount                                                                                                                                                                                                    |  |
| Drawn on (Bank's Name)                                                                                                                                                                                    |  |
| If the applicant is empanelled to supply Tea & its variants (i.e. Normal, Lemon, Masala, green tea etc) and coffee to any of the competitor of Hafed, if Yes then give the name of the competitor agency. |  |

**Financials****(Rs. In Crore)**

| Particulars            | FY-2022-23 | FY-2023-24 | FY-2024-25 |
|------------------------|------------|------------|------------|
| Sales turnover         |            |            |            |
| Profit After Tax (PAT) |            |            |            |
| Net worth              |            |            |            |

**Supply Details of beverage items/Consumer products to Govt. Department/ Federation/Board/ Cooperation:**

| Particulars                                                                                                  | FY-2022-23 | FY-2023-24 | FY-2024-25 |
|--------------------------------------------------------------------------------------------------------------|------------|------------|------------|
| Commodities supplies/consumer product (Name of the commodity/product)                                        |            |            |            |
| Value of the Tea & its variants (i.e. Normal, Lemon, Masala, green teaetc. ) and Coffee supplied (Rs. Crore) |            |            |            |
| Quantity of Tea & its variants and Coffee the (in MT)                                                        |            |            |            |

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

| <b>S. No.</b> | <b>Particulars</b>                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Enclosures<br/>Page no.<br/>From – To</b> |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| 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 GST registration certificate.                                                                                                                                                                                                                                                                                                                                                                          |                                              |
| 04.           | Self-attested & stamped copy of FSSAI license, if applicable                                                                                                                                                                                                                                                                                                                                                                           |                                              |
| 05.           | Self-attested & stamped copy of PAN of the company/firm.                                                                                                                                                                                                                                                                                                                                                                               |                                              |
| 06.           | Self-attested & stamped copies of supply orders executed in the last five years.                                                                                                                                                                                                                                                                                                                                                       |                                              |
| 07.           | Self-attested & stamped copy of valid address proof of the firm/company.                                                                                                                                                                                                                                                                                                                                                               |                                              |
| 08.           | Self-attested copy of Aadhar card of authorized signatory.                                                                                                                                                                                                                                                                                                                                                                             |                                              |
| 09.           | Original Board Resolution (in case of company) or Authorization Letter (in case of partnership firm) in favour of the Authorized Signatory.                                                                                                                                                                                                                                                                                            |                                              |
| 10.           | Original Turnover and net worth certificate for the last three financial years issued by Chartered Accountant as per format attached at “ <b>Annexure-C</b> ”..                                                                                                                                                                                                                                                                        |                                              |
| 11.           | Self-attested & stamped copy of this EOI as a token of acceptance of terms & conditions of this EOI.                                                                                                                                                                                                                                                                                                                                   |                                              |
| 12.           | Solvency Certificate/Credit Report issued by the bank.                                                                                                                                                                                                                                                                                                                                                                                 |                                              |
| 13.           | List of Directors / Partners of the company/firm as per attached format at “ <b>Annexure-D</b> ”.                                                                                                                                                                                                                                                                                                                                      |                                              |
| 14.           | Self-Declaration as per <b>Annexure-E</b> on letter head of the company / firm for not been blacklisted by any State/Central Govt. body/ Public Sector Undertaking/ involved in any major litigation that may have an impact of affecting or compromising participation of the party/ prosecuted for violation rules / law under Essential Commodities Act/ not being under liquidation, court receivership and/or similar proceeding. |                                              |
| 15.           | Copy of cancelled cheque of the company/firm.                                                                                                                                                                                                                                                                                                                                                                                          |                                              |
| 16.           | Copy of certificate of Tea issued from Tea Board of India                                                                                                                                                                                                                                                                                                                                                                              |                                              |

**Annexure-C**

**Format of certificate to be issued by Chartered Accountant**

I/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.<br>No. | Particulars       | Amount in Crores |            |            |
|-----------|-------------------|------------------|------------|------------|
|           |                   | FY/2022-23       | FY/2023-24 | FY/2024-25 |
|           |                   | Value            | Value      | Value      |
| 01.       | Turnover          |                  |            |            |
| 02        | Profit after tax  |                  |            |            |
| 03.       | Profit before tax |                  |            |            |

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)**

| <b>S. No.</b> | <b>Name of the Director/Partner</b> | <b>Residential Address</b> | <b>Mobile No. &amp; Email ID</b> | <b>Aadhar No.</b> |
|---------------|-------------------------------------|----------------------------|----------------------------------|-------------------|
|               |                                     |                            |                                  |                   |
|               |                                     |                            |                                  |                   |
|               |                                     |                            |                                  |                   |
|               |                                     |                            |                                  |                   |

(Name of the Signing Authority)

Designation:



**Annexure-E**

**Self Declaration:**

**(On the letter head of the company/firm)**

I/We hereby certify that M/s.....having registered office at ..... not been blacklisted by any State/Central Govt. body/ Public Sector Undertaking/ involved in any litigation that may have an impact of affecting or compromising participation of the party/ prosecuted for violation rules / law under Essential Commodities Act/ not being under liquidation, court receivership and/or similar proceedings.

(Name of the Signing Authority)

Designation:

**FINANCIAL BID:**

| Sr. No. | Product                            | Packing | Offered Rate (in Rs.) per kg including Packing, labelling, cylinder etc. GST and all taxes and F.O.R. at Hafed complex Taraori, District Karnal including loading / unloading, taxes etc. |
|---------|------------------------------------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Tea ( Normal)                      | 1 Kg    |                                                                                                                                                                                           |
| 2       | Tea ( Normal)                      | 500g    |                                                                                                                                                                                           |
| 3       | Tea ( Normal)                      | 250g    |                                                                                                                                                                                           |
| 4       | Tea (Masala)                       | 1 Kg    |                                                                                                                                                                                           |
| 5       | Tea ( Masala)                      | 500g    |                                                                                                                                                                                           |
| 6       | Tea ( Masala)                      | 250g    |                                                                                                                                                                                           |
| 7       | Green Tea in double layer tea bags | 250g    |                                                                                                                                                                                           |
| 8       | Green Tea in double layer tea bags | 100g    |                                                                                                                                                                                           |
| 9       | Lemon Tea in double layer tea bags | 250g    |                                                                                                                                                                                           |
| 10      | Lemon Tea in double layer tea bags | 100g    |                                                                                                                                                                                           |
| 11      | Coffee                             | 100g    |                                                                                                                                                                                           |
| 12      | Coffee                             | 200g    |                                                                                                                                                                                           |