



**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)



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**EXPRESSION OF INTEREST INVITING APPLICATIONS FROM EXPERIENCED PROCESSORS FOR EMPANELMENT WITH HAFED FOR PROCESSING OF MUSTARD SEED FOR OIL EXTRACTION AND SUPPLY OF KACHCHI GHANI MUSTARD OIL TO HAFED**

HAFED INTENDS TO EMPANEL PROCESSORS OF MUSTARD SEED ACROSS INDIA, MEETING MINIMUM CRITERIA, FOR PROCESSING OF STOCK OF MUSTARD SEED ON BEHALF OF HAFED AND DELIVER KACHCHI GHANI MUSTARD OIL TO HAFED SPECIFIED DELIVERY POINTS.

The application form and other terms & conditions may be downloaded by the interested parties from **[www.hafed.gov.in](http://www.hafed.gov.in)** and **[www.agribazaar.com](http://www.agribazaar.com)**. Intending processors having minimum 30 MT per day crushing capacity of Mustard Seed shall submit application in the prescribed format (duly filled) along with supporting documents to Addl. GM(Processing), Hafed Corporate Office, Sector-5, Panchkula (Haryana). Sealed application form complete in all respect should be submitted through post or dropped in the tender box kept at the Reception of Hafed Head Office or submitted to officials of [www.agribazaar.com](http://www.agribazaar.com) (M/s Star Agribazaar Technology Limited) on or before **13.02.2019 by 11 AM which will be opened on same day at 12 Noon**. Hafed reserves the right to accept or reject any or all applications without assigning any reason thereof. The issue of this document does not in any way commit or otherwise obliges Hafed to proceed with all or any part of tender process. The EOI is not the subject of any process of contract or any contractual obligations between HAFED and prospective Processor.

Addl.GM(Processing)

## A. Introduction

HAFED is the largest apex cooperative federation of Haryana State in India. It came into existence on November 1st, 1966 with the formation of Haryana as a separate State. Since then, it is playing a leading role in serving the farmers of the State as well as customers in India and overseas by providing hygienic and safe quality consumer products.

HAFED shall undertake processing of Rapeseed Mustard Seed stock procured by HAFED under Price Support Scheme (PSS) in the State for its disposal in the form of Kachchi Ghani Mustard Oil for PDS and/ or other nutritional schemes of the State.

HAFED invites application to empanel processors of mustard seed meeting minimum eligibility criteria for processing of Mustard Seed to oil. HAFED shall invite quotes from empanelled processors to outsource processing activities as per request. The empanelled processors will be required to register on the online portal [www.agribazar.com](http://www.agribazar.com) to participate in the bidding process. The bidding process shall be based on auction or reverse auction or fixed cost or any other policy based on the nature of contract decided from time to time.

### Scope of Work:

#### a. Registration on e-portal of agribazaar.com

- i. Empanelled processors will be required to get themselves registered on electronic portal specified by HAFED i.e. [www.agribazar.com](http://www.agribazar.com) for participation in bidding for various processing contracts.
- ii. Processor will authorize a person to operate the electronic portal and submit the bids online through bidding portal.
- iii. Once the application of the processor for registration is approved by HAFED, the processor shall have to enter into an agreement with HAFED **for a period of one year** with further extensions subject to discretion of HAFED.

#### b. Participation in bidding process

- i. Processor will be intimated by HAFED/ agribazaar.com about the tenders/contracts listed in portal on regular basis through specified e-portal.
- ii. The tenders/contracts on e-portal will provide complete details including location of mustard stock, order quantity, quality specifications of Kachchi Ghani Mustard Oil to be supplied and delivery location with timelines.
- iii. Before submitting the Bid, Processor may pre-inspect the physical stocks lying at HAFED specified warehouse(s).
- iv. Processor will be required to deposit **EMD** before participation in the bidding process. The amount of EMD will be pre-defined in the bidding contract.
- v. Processor will have to post its bid for the 'scope of processing services'. Processors shall have to make offer for a complete lot and confirm to off take quantity from warehouse, delivery quantity to delivery centers and lead times.

- vi. The bidding may be on different parameters depending upon the requirement of the contract uploaded on e-portal and it may differ from contract to contract. For each contract, portal will display best bid (lowest and highest) depending on the nature of the contract (without disclosing name of the processor). Interested processor(s) may revise the bid (only increase / decrease from last highest /lowest bid depending upon the nature of the contract) any number of times during the auction.
- vii. At the end of bidding period, the processor with the lowest/highest bid depending upon the nature of the contract will be awarded the contract subject to final approval of HAFED.
- viii. On award of contract, successful processor will have to submit Security in the form of Bank Guarantee equivalent to cost of the quantity of processed Kachchi Ghani Mustard Oil delivered at the specified delivery location mentioned in the contract or existing market price of processed product at buyer delivery point, whichever is higher.

**c. Processing of Mustard seed and Delivery**

- i. Processor has to lift stock from HAFED specified warehouses and transport it to their Mill/Plant (this would include handling, transportation, transit insurance, loading/unloading etc.)
- ii. Processing of Mustard seeds to produce Kachchi Ghani Mustard Oil meeting the quality specifications prescribed by HAFED.
- iii. To ensure packaging of Kachchi Ghani Mustard Oil as prescribed by HAFED in the different contracts.
- iv. To ensure delivery of packaged processed Kachchi Ghani Mustard Oil to the HAFED specified delivery points within the stipulated time frame without tampering the stock.
- v. The processor will be obligated to keep HAFED updated of all the activities including lifting of stocks from warehouse, assaying, lot wise completion of milling, packaging and delivery to buyer on the e-portal.

**D. Pre-qualification criteria/ Documents to be submitted for selection of prospective Processor (s):**

- a. Interested Processor shall have its owned mustard oil extraction with a minimum milling capacity of **30 MT/day** of mustard seeds. In case of multiple units, the processor must provide details of each processing unit as per the format attached.
- b. Interested Processor shall have to supply bottles of 2 ltr. Kachchi Ghani Mustard Oil as per requirement of Hafed.
- c. Interested Processor 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) or a company (registered under the relevant provisions of Companies Act of 1956 or 2013).
- d. Interested Processor must have following registrations and certifications and shall provide a self-attested copies of all the certificates with the application:
  - a. FSSAI registration
  - b. GST registration
- e. The processor must possess all required statutory permissions from concerned State/ Central Government authorities to undertake processing activities and storage unit.

- f. Processor should have a minimum experience of 2 (two) a year of processing of mustard seed into mustard oil and is required to produce documentary evidence for same.
- g. Copy of Memorandum and Articles of Association of company needs to be submitted.
- h. Processor (s) shall also submit a self-certificate/ undertaking issued by the owner/ proprietor of the firm/ company certifying that they have not been debarred / blacklisted for doing business by Govt. agencies/ State agencies/HAFED as on date. The processor shall have to submit an UNDERTAKING to this effect at the time of application for empanelment. In case of submission of false declaration (found at any stage), such supplier shall be disqualified forthwith.
- i. The interested processor should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as milling service provider to HAFED.
- j. The Processor can also be asked to furnish additional information/confirmation in connection with verification of the document submitted by the Processor, if deemed necessary.

#### **E. Submission of Empanelment document:**

- i. The downloaded Empanelment document, as a token of acceptance of the Empanelment notice's terms and conditions, should be signed and stamped on each page before submission. Only the original signed and stamped empanelment document should be submitted for empanelment.
- ii. Processor should furnish letter of authority or power of attorney for having authorized the person to sign the documents on behalf of firm or society or corporate body.
- iii. In case of Partnership firm, the self-attested copy of the registered partnership deed to be furnished along with the empanelment document.
- iv. In case of Company, the names of all the Directors shall be mentioned and a self-attested copy of the Resolution passed by the Board of Directors of the company authorizing the person signing the application to do so on behalf of the company shall be attached with the application along with self-attested copy of the Memorandum & Articles of Association of the company, certificate of incorporation etc.
- v. The Empanelment application must contain the name, designation and place of business of the person with Phone and Fax Nos. of persons making the application for empanelment and must be signed and sealed by the Prospective Processor with his usual signature.
- vi. The processor should submit their supporting documents such as Firm/company Brochure, Balance sheets of last two years, details of installed capacity & ISO or other accreditation certificates (if any), Registration certificates with various tax authorities or Government Departments, etc.
- vii. The selected supplier(s) shall ensure compliance of all the government regulations/ conventions/ policies/ guidelines/orders etc in force related to any or all the related activities.

#### **F. General Terms & Conditions:**

- i. HAFED reserves the right to accept or reject any offer of Empanelment application without assigning any reasons what so ever.
- ii. Final selection of Processors for processing of mustard seed for producing Kachchi Ghani Mustard Oil from the Empanelment applications received will be done at the discretion of HAFED and the decision of HAFED shall be final and binding on all the participating parties.

- iii. The Processor may clearly note that terms and conditions enumerated in this Empanelment document are only illustrative and not exhaustive. The selected Processor will have to enter into contracts as devised by HAFED to fully protect HAFED's overall interests and also the interests of the prospective buyers.
- iv. Empanelment of Processor doesn't entail any commitment from HAFED for contracts with them during validity of the empanelment.
- v. Applicant(s) having same address or contact detail would be rejected.
- vi. Any further corrigendum/ Addendum to the Empanelment documents will be uploaded by HAFED on websites i.e. [hafed.gov.in](http://hafed.gov.in) or [www.eprocure.gov.in](http://www.eprocure.gov.in) or [www.tenders.gov.in](http://www.tenders.gov.in) and no press advertisement shall be published for the same.
- vii. The above terms and conditions shall have to be considered by the Processor in totality and the Empanelment application containing incomplete documents & not complying with the above conditions shall be summarily rejected.

Ownership of Empanelment Documents and information therein (all Empanelment documents) will become the property of HAFED upon submission. Where the prospective Processor believes that information provided in response to this Empanelment application is, or should be kept confidential; or disclosure of this information would unreasonably affect Processor's business affairs, notice is to be given at the time of delivery of the information or documents by clearly marking such information 'confidential'. In so far as is practicable HAFED will give effect to the prospective Processor's stated wishes, and requests for access to such information will be determined under the RTI Act, 2005.

#### **G. Evaluation of applications**

Duly constituted committee of HAFED shall evaluate details submitted by the interested processors and examine the documents provided vis-a-viz requirements specified in the EOI document. HAFED reserves its right to accept or reject any or all the applications and/or ask for any additional and/or missing documents from the interested processor(s).

The selected processor(s) will be informed regarding acceptance of their application(s) and shall be further advised for registration on specified electronic portal for participation in bidding process and signing of an empanelment agreement with HAFED.

**ANNEXURE – I****FORMAT (TO BE FILLED UP) BY PROSPECTIVE PROCESSOR**

1. Name of the processor		
2. Firm type (Sole Prop/ Partnership / Firm/company / Cooperative)		
3. Registered office		
4 Telephone No. (s)		
5 Fax No(s)& E-mail id (s)		
6. Name of proprietor/partner/director		
7. CIN No.		
8. PAN No.		
9. GST registration number		
10. Year of Establishment		
11. Annual Milling/Supplying Capacity		
12. Attach supporting documents such as: (i) Firm/company Brochure, Audited Balance Sheets of last three years, ISO or other accreditation certificates (if any), Registration certificates with various tax authorities or Government departments, etc.	Attached	Not attached
(viii) Last 2 years audited Balance sheets or Profit-Loss Statement	Attached	Not attached
(x) Self-attested IT return for financial year (Last three year)	Attached	Not attached
(xi) GST registration certificate	Attached	Not attached
(xii) PAN Card copy	Attached	Not attached
(xii) Factory license for processing & stocking	Attached	Not attached
(xiii) FSSAI license for processing unit	Attached	Not attached
(xv) The address proof of the authorized signatory, namely, Telephone bill/copy of pass port / electricity bill/ voter ID proof should be submitted along with the application. The address proof in respect of the firm shall be either certificate of registration or certificate of incorporation issued by the concerned authority.	Attached	Not attached
(xvii) Acceptance of all terms & conditions specified in Empanelment	Attached	Not attached
14. Any other document, as asked for in the Empanelment.		

**Plant wise details (for milling unit)**

Production unit details	Plant 1	Plant 2	Plant 3
Location			
District			
State			
Pin Code			
Capacity in TPD			
Commercial Operation Date			
Contact person			
Telephone			
Email ID			
FSSAI registration No.			

**Declaration**

Self-declaration for not been blacklisted by any State/Central Govt. body/ Public Sector Undertaking at any point of time in India	
Self-declaration for not been involved in any major litigation that may have an impact of affecting or compromising the delivery of services as milling service provider to HAFED	
Self-declaration for not been prosecuted for violation rules / law under Essential Commodities Act or any such others law or orders there under in any court of law.	

Certified that the above information is true and we confirm that all information given in the Empanelment documents are correct and if at any point of time the information is found to be incorrect our Empanelment will be liable for rejection by HAFED.

Place:

Date:

Signatures:

Name & Designation: Firm/company Seal