



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

EOI REF. NO.: Hafed/Mkg/Mgr/784

Dated: 04.08.2025

Opening Date of EOI- 04.08.2025 at 01:00 PM

Closing date of EOI- 18.08.2025 at 02:00 PM

THE HARYANA STATE COOPERATIVE SUPPLY AND  
MARKETING FEDERATION LIMITED,  
CORPORATE OFFICE, SECTOR-5, PANCHKULA  
(HARYANA) – 134 109  
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**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF EXPERIENCED SUPPLIERS WITH HAFED FOR SUPPLY OF VARIOUS FOOD ITEMS / CONSUMER PRODUCTS AS PER REQUIREMENT FROM TIME TO TIME**

**NOTICE OF DISCLAIMER**

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

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

- (viii) HAFED reserves the right to accept / reject all or any of the applications submitted in response to this EOI at any stage without assigning any reasons whatsoever.
- (ix) The issue of this document does not in any way commit or otherwise obliges HAFED to proceed with all or any part of EOI process. The EOI is not the subject of any process of contract or any contractual obligations between HAFED and the applicant.
- (x) All Applicants are responsible for all costs incurred by them when evaluating and responding to this document and any negotiation costs incurred by the recipient thereafter. HAFED may in its sole discretion proceed in the matter it deems appropriate which may include deviation from its expected evaluation process, the waiver of any documents and the request for additional information. Unsuccessful Applicants will have no claim whatsoever against neither HAFED nor its employees, officers.
- (xi) HAFED reserves the right to modify, suspend, change or supplements this EOI at any stage. Any change to the EOI will be notified to all the Applicants to whom the EOI is issued.
- (xii) Mere submission of an application does not ensure selection of the Applicant as Successful Applicant.

#### **1. INTRODUCTION:**

- (i) The Haryana State Cooperative Supply and Marketing Federation Limited (HAFED) is the largest farmers' cooperative federation in the State of Haryana. HAFED is also one of the state procuring agencies for procurement of food grains, coarse grains, oil seeds and pulses for the central as well as State Government. HAFED is also engaged in processing of agri-produce and a major supplier of quality Consumer Food Products like Rice, Wheat Flour and Mustard Oil along with Cattle/Animal Feeds in the domestic market and overseas.
- (ii) HAFED intends to supply various food items/consumer products to Government Departments/Boards/Federation/Cooperation etc. as per their indents from time to time, for which Hafed invites applications from experienced suppliers across India meeting minimum eligibility criteria for empanelment with HAFED.

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

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

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

- (ii) The application must be accompanied with non-refundable processing fee of Rs.11,800/- (Rupees Eleven Thousand Eight Hundred Only) inclusive GST (Rs.10,000/- + Rs.1800/- GST) through DD in favour of The Haryana State Cooperative Supply and Marketing Federation Limited (HAFED) drawn on any Nationalized / schedule commercial bank payable at Panchkula. Processing fee can also be deposited through RTGS/NEFT in favour of HAFED in Bank account as per details given below:-
- |                            |   |   |
|----------------------------|---|---|
| Name of the Beneficiary    | : | The Haryana State Cooperative Supply and Marketing Federation Limited |
| Name & Address of the Bank | : | State Bank of India, Main branch, Panchkula                           |
| Account No.                | : | 38523175668   |
| IFSC Code                  | : | SBIN0063773   |
- (iii) HAFED may constitute an Evaluation Committee which shall examine and evaluate the documents so received from interested applicants on the basis of parameters of eligibility criteria defined in this EOI and other specified requirements.
- (iv) As per the requirement, HAFED shall call financial bids from the empanelled parties only by means of offline tenders or online e-auctions. The tender/e-auction documents will provide complete details of the work scope like quantity, quality, packaging specifications, terms & conditions etc. separately.

## **2. SCOPE OF SERVICES**

### **a) Registration on e-portal of HAFED**

- i) Empanelled suppliers may be required to get themselves registered on electronic portal of HAFED for participation in online bidding process.
- ii) In other case, empanelled supplier may be asked to submit offline bids with HAFED through its authorized person only as and when required.

### **b) Participation in bidding process**

- i) Supplier will be intimated by HAFED about the tenders/contracts through emails on registered email ids.
- ii) The tenders/contracts so floated by HAFED shall provide complete details including variety of items to be supplied quantity, quality and destination with timelines, payment terms etc.
- iii) Empanelled supplier will be required to deposit security amount at the time of participating in tender for an amount pre-defined in tender/bidding documents. The security amount of the unsuccessful bidders shall be returned/refunded after finalization of tender whereas the security amount of the unsuccessful bidder shall be kept by HAFED till successful execution of supply order. No interest shall be paid by HAFED on security deposit.
- iv) Separate Agreement for each tender will be entered into between HAFED and Successful bidder(s) amongst empanelled bidder(s).

### **c) Procurement and delivery**

- i) Successful bidder shall have to supply the stocks strictly as per the quality

specifications given in the tender documents or contract signed between HAFED and successful supplier. The Supplier shall bear all expenses i.e. handling, transportation, transit insurance, loading/unloading, etc..

- ii) Supplier has to pack the items as per the packaging instructions of the contract executed with HAFED or any specific instructions issued by HAFED.
- iii) Supplier has to ensure delivery of packaged items at the destination within the stipulated time frame.
- iv) Supplier shall obtain the delivery receipt of the stocks from the buyer (nominated by HAFED) and submit the same back to HAFED in original.
- v) Supplier shall be responsible for conducting and obtaining necessary certification and its submission to HAFED as per the Government of India Regulations/State Government before supply.
- vi) Supplier will inform about the status of order / contract to HAFED in writing, on periodic basis.
- vii) The Supplier will not compete with HAFED for the same supply order/supply opportunities.

**d) Consideration and Payment Terms**

HAFED shall make payment to the Supplier after deducting applicable Statutory deductions like TDS etc. and any other deduction/penalty on account of quality/quantity if any. However detailed payment terms will be communicated on contract to contract basis.

**3. MINIMUM ELIGIBILITY CRITERIA FOR EMPANELMENT**

- (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 food items / consumer products.
- (iii) The applicant must have the following registration and certifications :-
  - a) GST registration certificate
  - b) Valid FSSAI license
  - c) PAN No. certificate
- (iv) The applicant must have a minimum turn-over of Rs.200 Crore (Rupees Two Hundred Crore only) in any of the last three financial years.
- (v) 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.10 crore atleast in single supply order:
  - a) Pulses
  - b) Wheat/Wheat Products like Atta, Dalia
  - c) Edible Oils
  - d) Milk Powder
  - e) Rice

- (vi) 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.
- (vii) Applicant must have positive net worth as on date of application. A certificate issued by the Chartered Accountant in this regard must be enclosed having UDIN.
- (viii) The applicant should have a solvency/credit report of minimum Rs. 1 Crore issued by the bank not before one month from the date of application.

#### **4. DOCUMENTS REQUIRED FOR EMPANELMENT**

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

OR

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

OR

If applicant is a company registered under the relevant provisions of Companies Act of 1956 or 2013, self attested & stamped copy of certificate of incorporation are required to be submitted. If applicant is Partnership firm registered under the provisions of Indian Partnership Act of 1932 as amended from time to time, self attested & stamped copy of registered / notarized partnership is required to be submitted.

- (iv) Self attested & stamped copy of GST registration certificate.
- (v) Self-Attested & stamped copy of PAN card of the company/firm.
- (vi) Self attested & stamped copy of FSSAI license.
- (vii) Self attested copy of valid proof in support of a single supply order of atleast Rs.10 Crore of any food item, within the last five years to any Government Departments/Boards/Federation/Cooperation etc.
- (viii) Self attested & stamped copy of valid address proof of the firm/company.
- (ix) Self attested copy of Aadhar card of authorized signatory.
- (x) Original Board Resolution (in case of company) or Authorization Letter (in case of partnership firm) in favour of the Authorized Signatory.
- (xi) Original Turnover and profit report certificate for the last three preceding financial years issued by Chartered Accountant duly mentioning UDIN as per enclosed format at “**Annexure- C**”.
- (xii) Copy of cancelled cheque of the company/firm.
- (xiii) Self attested & stamped copy of this EOI as a token of acceptance of terms & conditions of this EOI.

- (xiv) All documents submitted with Hafed must be serial numbered, stamped and signed by the Authorized Signatory only and are required to be filled in “**Annexure-B**”.
- (xv) Solvency Certificate/Credit Report issued by the bank.
- (xvi) List of Directors / Partners of the company/firm as per attached format at “**Annexure-D**”.

**5. Self Declaration as per Annexure-E:**

Self-Declaration on letter head of the company / firm for 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 proceeding.

**6. EVALUATION OF APPLICATIONS AND EMPANELMENT**

- I. HAFED shall evaluate details submitted by the interested applicants and examine the documents provided vis-a-vis requirements specified in the document. HAFED reserves its right to accept or reject any or all the applications and/or ask for any additional and/or missing documents from the interested applicant(s).
- II. The selected parties will be informed regarding acceptance of their application(s) by e-mail.

**7. TERM OF EMPANELMENT**

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

**8. GENERAL TERMS**

- I. The empanelled applicant shall keep HAFED indemnified at all times in all respect against any claims/liabilities/proceedings etc. from any third party or otherwise arising out/or in connection with this EOI/ supply order.
- II. In case of violation of terms and conditions of the EOI, violation of statutory regulations, local laws, HAFED reserves the right to terminate the empanelment as per this EOI.
- III. Applicant must possess all required statutory permissions from concerned State/ Central Government authorities to undertake the supply of food item / consumer products as per requirement from time to time.
- IV. HAFED reserves the right to summarily reject or accept any or all applications received under this EOI without giving any reasons thereof. Incomplete applications are liable to be rejected.
- V. HAFED reserves the right to terminate the empanelment within validity of agreement/ contract without assigning any reason thereof.
- VI. The parties/applicant which are empanelled with the competitor agency of Hafed for supply of food items/consumer products 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.

VII. Hafed reserve the right to further open the empanelment as and when required.

9. **APPLICABLE LAW, JURISDICTION AND DISPUTE RESOLUTION**

**ARBITRATION:** “If any dispute or difference of any kind whatsoever shall arise between the parties in connection with or arising out of this agreement (and whether before or after the termination or 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 differences arose, such dispute or differences shall be referred to a mutually acceptable sole Arbitrator, or upon the failure of the parties to agree upon a sole Arbitrator, either party may get the appointment of Sole Arbitrator from the competent court of governing jurisdiction. The Arbitration proceedings shall be conducted as per the provision of the Arbitration and Conciliation Act and rules made thereunder. The fees and expenses shall be borne equally by both the parties.

The existence of any dispute or difference 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.”

10. **FORCE MAJEURE**

Should any extra-ordinary and unforeseen circumstances arise, like fire, flood or any other natural calamities, strike, riot, civil commotion, epidemic, plague, accident and/or war preventing either contracting party from fully or partially carrying out the obligations under the EOI, party so prevented shall inform in writing the other party of the causes of such failure within 3 (three) days from the beginning thereof and shall not be liable for performance of the EOI wholly or to the extent of non-performance, as the case may be, without payment of any damage/penalty.



**Annexure-A****Application Form**

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 food items/consumer products to any of the competitor of Hafed, if Yes then give the name of the competitor agency.	

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

**(In case Balance sheet for the financial year 2024-25 is not finalized, either provisional or previous one year i.e. 2021-22 balance sheet be submitted)**

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

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

Particulars	FY-2020-21	FY-2021-22	FY-2022-23	FY-2023-24	FY-2024-25
Commodities supplies/consumer product (Name of the commodity/product)					
Value of the food items/consumer products supplied (Rs. Crore)					
Quantity of the food items/consumer product (in MT)					

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

<b>S. No.</b>	<b>Particulars</b>	<b>Enclosures Page no. 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 “C”.	
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 “Annexure-D”.	
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.	

**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. No.	Particulars	Amount in Crores		
		FY/2022-23	FY/2023-24	FY/2024-25
		Value	Value	Value
01.	Turnover			
02.	Profit after tax			
03.	Net Worth			

For (Name of the Chartered Company /Firm)

(Name of the Signing Authority)

Designation:

Membership No.:

Mobile No.:-

UDIN

Place of Issue:

Date of Issue:

**Annexure-D**

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

**Details of Director(s) / Partner(s)**

<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: