



HAFED SUGAR MILL ASSANDH

Village: Phaphrana, Teh.: Assandh, Distt. Karnal

E-Mail: dgmhfd@gmail.com

" An ISO 22000 : 2005 Certified Unit"

A Unit Of

The Haryana State Co-op Supply & Marketing Federation Limited.

Hafed Corporate Office Building, Sector 5, PANCHKULA.

Phone No. 2590520-26, Fax No.91-172-2590711,2590707.

E-Mail: Hafed@hry.nic.in Web-site.www.hafed.gov.in.

GST NO. – 06AAAJH0022R316

90530-08707

HAFED

PRE-BID MEETING NOTICE

E-Tender Notice for "appointment/engagement of a consultancy firm for preparation of details of financial liabilities & assets, including immovable and movable assets, along with a Standard Operating Procedure (SoP) for the smooth transfer of the Hafed Sugar Mill Assandh to The Assandh Cooperative Sugar Mills, Limited."

Hafed Sugar Mill, Assandh invites e-tender from reputed firms including/ possessing chartered accountants and Insolvency professionals to undertake preparation of details of financial liabilities & assets, including immovable and movable assets, along with a Standard Operating Procedure (SoP) for the smooth transfer of the Hafed Sugar Mill Assandh to The Assandh Cooperative Sugar Mills, Limited.

A pre-Bid meeting will be held on 10-11-2025 at 13:30 Hrs. at Hafed Sugar Mill, Assandh for discussing scope of the work and terms and conditions of the said e-tender.

The detailed terms & conditions, DNIT etc. are available on Hafed's website www.hafed.gov.in.

Interested parties may attend in person or join through video conferencing for which the firms may send their request/suggestions through their official e-mail to dgmhfd@gmail.com. The VC link for the same will be sent to the interested firms timely before pre bid meeting date.

Hafed reserves the right to cancel/change the pre-bid meeting notice without assigning any reason whatsoever

GENERAL MANAGER

DETAILED TERMS AND CONDITIONS

1. Back ground Information

Hafed has set up a Sugar Mill of 2500 TCD capacity with Co generation of power to export 2MW power to state grid at Village Phaphrana near Assandh, District. Karnal, Haryana. The Mill is in operation since 2008-09. The capacity of the mill is 2500 TCD.

Invitation of Bids:

Hafed Sugar Mill, Assandh invites e-tender for appointment/ engagement of a consultancy firm.

1. SCOPE OF WORK:

Hafed Sugar Mill, Assandh invite e-tender tender for appointment/engagement of a consultancy firm for of the following scope of work:

1. To prepare the details of financial liabilities & assets, including immovable and movable assets, liabilities, land, buildings, plant & machinery, all legal documents, deeds, and agreements related to ownership, lease, and statutory compliances, Identification of legal or procedural requirements for the transfer of ownership/ management to The Assandh Cooperative Sugar Mills, Limited Karnal.
2. To prepare the necessary drafts, affidavits, or undertakings required for the transfer process along with a Standard Operating Procedure (SoP) by taking into account all the legal and financial matters/implications, documentation and procedures to be adopted after consultation with the concerned Departments i.e. Sugarfed and RCS, Haryana and Chartered Accountants for the smooth transfer of the Hafed Sugar Mill Assandh to The Assandh Cooperative Sugar Mills, Limited.
3. Drafting of the detailed proposal/note for transfer, including background, justification, financial implications and legal framework, all required documents, formats and annexures for submission to the competent authority.
4. The firm shall be coordinate with the concerned Department / Authority for all documentation, approval and procedural formalities required for the transfer of Sugar Mill, Assandh.
5. The firm shall extend the full cooperation in preparing, submitting and obtaining necessary permission, clearances and records as may be required by the HAFED for effecting the transfer.

Note: Any other work, which are not specifically mentioned in the scope of work, but otherwise are essential to smooth transfer of Sugar Mill, Assandh will also be done by the successful bidder on the same cost.

2. MINIMUM ELIGIBILITY CRITERIA

- (i) The bidder should be a firm/company duly registered under the relevant Act(s).
- (ii) The bidder must have valid GST registration certificate, PAN number and other statutory compliance.

- (iii) The bidder firm should be registered with the Institute of Chartered Accountants of India and also be qualified as insolvency professionals, (qualified under the exam conducted by the insolvency and bankruptcy board of India (IBBI).
- (iv) The bidder firm should have atleast 10-15 years of relevant experience.
- (v) The bidder firm should have the experience of successful completion of atleast one work of similar assignments in the Government/Semi Government/ Board/ Corporation/ Cooperative/ Private Institution.
- (vi) The bidder firm should have turnover of Rs.35 Lakh atleast in a year from the preceding financial years (2023-24 & 2024-25).
- (vii) The bidder should have never been black-listed by any State/Central Govt./Agency and no police case/vigilance enquiry should be pending against the owner/Partner/Director of the firm/company as the case may be and the bidder should submit affidavit to this office.

3. DOCUMENTS REQUIRED TO BE SUBMITTED ONLINE

- (i) Copy of Board Resolution (in case of company) or Authorization Letter from all partners (in case of partnership firm) in favour of the Authorized Signatory for participation in the tender.
- (ii) Copy of Deed of Partnership duly registered as a Partnership firm.
- (iii) Profile of the firm/company containing all the essential details since its inception/establishment and covering the details about its members and projects undertaken by the firm etc.
- (iv) Copies of Audited Balance Sheet of last two financial years i.e. 2023-24 & 2024-25) have UDIN number.
- (viii) Copies of ITR acknowledgement with computation sheet of last two financial years i.e. 2023-24 & 2024-25.
- (v) Documents for the technical bid in **Annexure 'A' and 'B'** of tender document duly filled in and signed by the authorized signatory must be enclosed.
- (vi) List of Directors/Partners of the company/firm as per attached format at **Annexure-C** of tender document.
- (vii) Copy of PAN & GST Registration Certificate.
- (viii) Copy of Membership Card of the CA/CA firms issued by ICAI.
- (ix) Self declaration on letter head of participating firm regarding acceptance of all terms and conditions of the Tender clearly quoting the Tender ID/Reference number.
- (x) An affidavit, as per **Annexure-D** duly Notarized on the stamp paper of minimum value of Rs.10. Any variation in the language of Affidavit leading to change in the meaning of the requisite Affidavit will lead to disqualification of the bidder.

Note:- All the documents to be uploaded should be self attested and stamped by the Authorized signatory.

4. GENERAL TERMS & CONDITIONS

- (i) The firm shall provide Chartered Accountant having minimum of 2 years experience in **Annexure-E** of the tender document.
- (ii) The Financial Bid shall be quoted in Rupees exclusive of GST but inclusive of any other taxes, EPF/ESI etc and other statutory levies. GST will be paid as per the prevailing rates. Further, Hafed will not be liable to pay any other taxes.
- (iii) Bids that are technically qualified would only be taken up for financial evaluation.
- (iv) Hafed reserves the right to renegotiate any terms (Price/ Technical) further with the successful bidder.
- (v) No other facilities such as accommodation/ local conveyance/ transport and medical reimbursement etc would be admissible.
- (vi) Hafed will not be responsible for any injury, accident, disability or loss of life to the any of personal of firm that may take place while on daily or conservancy duties. Any compensation or expenditure towards treatment of such injury, accident or loss of life shall be the sole responsibility of the firm.
- (vii) During the currency or on the expiry of the contract, the deployed persons by the firm shall not be entitled for regularization/continuation of services or any consequential benefit.
- (viii) Subletting of the work or part of work is not allowed under any circumstances. This is non-transferable contract.
- (ix) In the event of a person deputed by the firm/agency being on leave/absent, the firm shall ensure to provide suitable alternative arrangement during such absence.
- (x) The selected firm/agency shall provide the services during the meeting(s) scheduled with GOI/State Government/Departments, if required. No extra payment/TA/DA will be given for providing such service.
- (xi) Hafed will not be responsible for any cost/expenses incurred by the bidder in respect of preparation/submission of e- Tender.
- (xii) The successful bidder will have to execute all works to the full satisfaction of Hafed. Directions for proper execution of the work issued by the General Manager, Hafed or by any officer authorized in this regard shall be binding on him.
- (xiii) The bidder may be asked to produce the original documents for verification at any stage of tender process and the bidder shall produce the same as and when sought for, failing which his bid will be liable for disqualification. In case the documents uploaded are not legibly scanned or any other document is required, Hafed reserves the right to ask the bidder to submit a copy of such documents.
- (xiv) The selected firm/agency shall be solely responsible for the redressal of grievances of the person(s) deployed by firm. Hafed shall in no way be responsible for settlement of such issues.
- (xv) Hafed, reserves the right to accept or reject any or all the bids or annul the bidding process without assigning any reason and his decision will be final and binding.

- (xvi) The successful bidder will maintain the confidentiality of quantitative and financial data and handover the whole data to Hafed before termination/completion of work/tender.

5. EARNEST MONEY DEPOSIT (EMD)

The bidder shall be required to deposit EMD of Rs.50,000/- (Fifty Thousand) with Hafed on which no interest shall be paid by HAFED. The EMD of unsuccessful bidders shall be refunded after finalization of the tender by following due process. The EMD of the successful bidder shall be adjusted against the Security amount which shall be refunded only after the successful execution of the contract as per due process after adjusting any type of loss caused to HAFED.

6. FORFEITURE OF EMD

The earnest money deposit shall be liable to forfeiture in full or in part without giving any notice and without prejudice to any other right or remedies of the HAFED under the contract and law in the following cases: -

- (i) If the Bidder after submitting his Bid resile from his offer and/or modifies the terms and conditions thereof in any manner.
- (ii) If the successful bidder fails to abide by the terms of the contract or does not complete the assignment as per the timelines.
- (iii) In case of any loss caused to Hafed due to acts of omission/commission by the successful bidder/Agency.

7. PAYMENT TERMS:-

The payment shall be made against the services provided by firm, subject to the following terms and conditions:-

- i) 15% at the time of award of work order
- ii) 25% on submission of further deliverables/ reports / SoPs etc.
- iii) 30% on submission of tax implementation (GST, Income Tax etc.), entity transfer work and Valuation
- iv) 30% on completion of work and project.

8. LIQUIDATED DAMAGES

HAFED shall be open to recover from the firm for any damages caused to the HAFED due to any act of the firm or his employees/ manpower/ workmen from any amount payable by Hafed to the firm under this agreement or any other agreement.

9. TERMINATION/ FORE-CLOSURE

HAFED can terminate the contract at any point of time by giving One month written notice without assigning any reason and without payment of any compensation thereof. However, HAFED shall not give any notice of termination of contract when there is a default in compliance of the terms and conditions of this Agreement or the firm fails to comply with its statutory obligations.

10. HAFED'S DECISIONS AND INSTRUCTIONS

Except where otherwise specifically stated, the HAFED's decision shall be binding on the firm. The firm shall carry out all instructions of Hafed pertaining to the services and comply with the applicable laws. In case of any difference of opinion in interpretation of any clause of this work, the decision of GENERAL MANAGER HAFED SUGAR MILL ASSANDH will be final.

11. SUB-CONTRACTING

This is non-transferable contract. Subletting of the work or part of work is not allowed under any circumstances.

12. 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 on breach of this agreement) parties shall promptly and in good faith negotiate with a view to arriving at an 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 there under. The fees and expenses shall be borne equally by both the parties. The existence of any dispute or differences or the initiation or continuation of the Arbitration proceeding shall not postpone or delay the performance by the parties of their respective obligations pursuant to this agreement. The outcome of the Arbitration shall be binding upon all the parties involved.

Annexure-A**FORMAT OF TECHNICAL BID**

Name of the Company / Firm	
Firm type (Sole Prop./ Partnership/ Company)	
Registered office of the Company/Firm	
Email ID of Authorized signatory	
Registration No.	
PAN no. of firm / Company	
GST Registration No.	
Name of Authorized signatory along with his designation	
Mobile Number of Authorized signatory	
Bank Account Number	
Branch and address of Bank	
Bank IFSC Code	

Financials**(Rs. In Lakhs)**

Particulars	FY/2023-24	FY/ 2024-25
Total Turnover		

I/we hereby state that:-

1. I/we have read all the schedules, appendices, annexures to the tender document, terms & conditions carefully.
2. This technical bid contains page No. ____ to _____. I/ we have signed each & every page.
3. I/ we hereby verify that all the details and documents given above and attached with this technical bid are true to the best of my/our knowledge and belief. If any, discrepancy is found at a later stage or if any information/ document submitted is found to be incorrect/ false, our Bid is bound to be rejected and we will be liable for any action as a result thereof. I/ we understand that the above technical qualifications are minimum and will have to be fulfilled by me/ us to be eligible to participate in the price bid.
4. I/we hereby agree to abide by all the terms & conditions laid down in the e-tender document.

Signatures:

Seal/ Stamp :

Full Name of the authorized signatory :

Designation of the signatory :

Contact No. of signatory :

E-Mail ID of signatory :

Annexure-B

Details of Documents submitted with Technical bid

S. No.	Particulars	Enclosures Page no. From ____ To ____
01.	Annexure- 'A' duly filled and signed by the Authorized signatory.	
02.	Self-Attested copy of Board Resolution (in case of company) or Authorization Letter from all the partners (in case of partnership firm) in favour of the Authorized Signatory for participation in the tender.	
03.	Self-Attested copy of Deed of Partnership duly registered as a partnership.	
04.	Self-Attested Profile of the firm/company containing all the essential details since its inception/establishment and covering the details about its members and projects undertaken by the firm etc.	
05.	Self-Attested copies of Audited Balance Sheet of last two financial years i.e. 2023-24 and 2024-25 have UDIN number.	
06.	Self-Attested copies of ITR acknowledgement with computation sheet of last two financial years i.e. 2023-24 and 2024-25.	
07.	List of Directors/Partners of the company/firm as per attached format at Annexure-C of tender document.	
08.	Self-Attested copy of PAN & GST Registration Certificate.	
09.	Self attested copies atleast 10-15 years of relevant experience.	
10.	Self-Attested copy of Membership Card of the CA/CA firm/partners issued by ICAI and IBBI.	
11.	Self-Attested Copy of certificate Registration with ICAI and IBBI of firm.	
12.	Detail of one Chartered Accountant to be deployed in Hafed by the firm must be filled in Annexure-E of the tender document.	
13.	An affidavit, as per Annexure-D duly Notarized on the stamp paper of minimum value of Rs.10. Any variation in the language of Affidavit leading to change in the meaning of the requisite Affidavit will lead to disqualification of the bidder.	

Annexure-C

(On the Letter head of the Company/Firm)

Details of Director(s) / Partner(s)

S. No.	Name of the Director/Partner	Residential Address	Mobile No. & Email ID	Aadhar No.

AFFIDAVIT

(To be furnished on non-judicial stamp paper of Rs. 10/- duly notarized/attested)

I/We son/daughter/wife of Sh.
Director(s)/Partner(s)/Proprietor of (Name of
Company/Firm) do hereby solemnly affirm, declare and undertake as under:-

1. That I and/or any of its partner(s)/director(s)/proprietor individually or as a part of firm/company has not been black-listed by any Central/ State Government Department/ any of its Statutory/Autonomous bodies during the last 3 years.
2. That I or any of my Associate/Partner/Director is/are not having dispute/ pending litigation with HAFED with respect to rendering services to HAFED.
3. That there is no police case/vigilance enquiry pending against the owner/Partners/Director of the firm/company as the case may be.
4. The Firm has not been convicted by the court of law.
5. The firm has not been debarred from ICAI or RBI or any other statutory autonomous body on account of any misconduct

DEPONENT

Place:

Dated:

VERIFICATION

Verified that contents of above affidavit are true and correct to the best of my knowledge and belief. No part of it is false and nothing material has been kept concealed therefrom.

Place:

DEPONENT

Dated:

Detail of Chartered Accountant deployed by firm.

1. Name
2. Father Name
3. Date of Birth
4. Gender
5. Nationality
6. Present Address
7. Email address
8. Contact Number
9. Academic qualification (Add more rows, if necessary)

Affix Recent
self- attested
Passport size
photo

Sr. No.	Degree	Year	Subjects	University/ Institute	% of Marks/Class/ Division	Distinction (if any)

10. Professional qualification (Add more rows, if necessary)

Sr. No.	Degree	Year	Subjects	University/ Institute	Class/ Division	Distinction(if any)

*Documents to be submitted in support of above declaration

- CA qualifying pass certificate issued by ICAI.
- Graduation/Post graduation degree/certificate
- Matriculation certificate.
- The photocopy of above documents should be self-attested.

'FORMAT OF FINANCIAL BID'
(To be submitted in a separate cover and not to be
attached with Technical Bid Documents)

I/We hereby quote following rates for service charges.

Sr. No.	Description	Lum Sum Amount (excluding GST)
1.	Hafed Sugar Mill, Assandh invites e-tender for appointment/ engagement of a consultancy firm for preparation of details of financial liabilities & assets, including immovable and movable assets, along with a Standard Operating Procedure (SoP) for the smooth transfer of the Hafed Sugar Mill Assandh to The Assandh Cooperative Sugar Mills, Limited.	

(The rates should be quoted in Rupees exclusive of GST but inclusive of any other taxes, EPF/ESI etc and other statutory levies. GST will be paid as per the prevailing rates. There should be no cutting/overwriting in the price bid.)

I/We (Bidder) has not been debarred or blacklisted from any state/central authority, acceptance of all terms & conditions of the tender documents and quoted rates are specification as per tender.

Signature of Tenderer

Name: _____

Address: _____

Email ID: _____

Contact/Mobile No. _____