



SINCE 1969
HAFED

**THE HARYANA STATE COOPERATIVE SUPPLY
AND MARKETING FEDERATION LIMITED**
CORPORATE OFFICE, SECTOR 5, PANCHKULA HARYANA (INDIA)
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**NOTICE INVITING E-TENDER FOR SUPPLY OF CRUSH TEAR CURL (CTC)
TEA IN HAFED'S BRAND**

The Haryana State Cooperative Supply and Marketing Federation Limited (HAFED) invites e-tenders for entering into a rate contract for supply of Crush Tear Curl (CTC) Tea conforming to the quality standards as per BIS specifications and Food Safety and Security regulations for sale under HAFED's brand.

The tender document containing eligibility criteria and other terms & conditions is available at Haryana Single e-procurement portal at <https://etenders.hry.nic.in> and on HAFED'S website <http://www.hafed.gov.in>. The period of downloading of tender document & bid submission starts from 28.11.2025 at 11:00 AM and ends at 12 PM on 19.12.2025. The Technical bids will be opened on 19.12.2025 at 1:00AM at HAFED Corporate Office, Sector-5, Panchkula (Haryana). The Financial bids of only technically qualified bidders will be opened on or after 23.12.2025. The interested parties may submit their technical bid along with all supporting documents and the financial bid through e-procurement portal as mentioned above.

HAFED reserves the right to accept/reject any/all tenders without assigning any reason.

MANAGING DIRECTOR

DETAILED NOTICE INVITING TENDER

HAFED invites e-tenders for entering into a rate contract for supply of Crush Tear Curl (CTC) Tea conforming to the quality standards as per BIS specifications and Food Safety and Security regulations for sale under HAFED's brand in single stage two cover system.

Under this process, the Technical Bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. Technical Bid & Commercial Envelope. Eligibility of the Bidders will be first examined based on the details submitted online under first cover (Technical) with respect to eligibility and qualification criteria prescribed in the Tender document. The Price Bid under the second cover shall be opened for only those bidders whose Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

1. **The payment for Tender Document Fee and Processing Fee shall be made by the bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT or OTC. Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**
2. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://etenders.hry.nic.in> to be eligible to participate in the e-Tender. **He/ She will be required to make online payment of required EMD in due course of time. The intending parties failing to pay EMD fee under the stipulated time frame shall not be allowed to submit his/her bids for the respective event/Tenders.**
3. The interested bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance as given under Key Dates **and make payment via RTGS/ NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder/agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at** <https://etenders.hry.nic.in>
4. The interested bidders shall have to pay mandatorily Processing Fee of Rs.1180/- and document fee of Rs. 5900/- (both non-refundable) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.
5. The Payment for Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand Only) can be made by eligible bidders online directly through online system.
6. The interested bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance before the expiry date & time of the respective events. And make payment via RTGS/NEFT to the beneficiary account number specified under the online generated challan.

Key Dates

Sr. No.	Stage	Party Stage	Start Date and Time	Expiry date and Time
1	Release of Tender	-	28.11.2025 10:30 AM	19.12.2025 12:00 PM
2	-	Downloading of Tender Document/ Online Bid Preparation, Hash Submission and Submission of online Bid and deposit of EMD	28.11.2025 11:00 AM	19.12.2025 12:00 PM
3	Opening of Technical Bid Envelope		19.12.2025 1:00 PM	-
4	Opening of Financial Bid		will be intimated later on	-

Important Note:

- 1) The bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her Application/bid status will be considered as 'Applications/bids not submitted'.
- 2) Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.

INSTRUCTIONS TO BIDDER ON ELECTRONIC TENDERING SYSTEM

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

1. Registration of bidders on e-Procurement Portal:

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

2. Obtaining a Digital Certificate:

- 2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These

Digital certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

- 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 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 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 signatures of the new person/ user on behalf of the firm/ company. The procedure for application of a digital certificate however will remain the same for the new user.
- 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. Pre-requisites for online bidding:

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

4. Online Viewing of Detailed Notice Inviting Tenders:

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

5. Download of Tender Documents:

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

6. Key Dates:

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

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

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

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

7.2 PREPARATION & SUBMISSION OF online APPLICATIONS/BIDS:

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

(iii) **FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)**

8. ASSISTANCE TO THE BIDDERS

For queries on Tenders Haryana Portal, Kindly Contact
 Note: Bidders are requested to kindly mention the URL of the Portal and Tender ID in the subject field emailing any issue along with the contact detail. For any issue/ clarification relating to the Tender(s) published kindly contact the respective tender Inviting Authority.

Tel: 0120-4200462, 0120-4001002

Mobile: 88262-46593

Email:-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, Tel:0172-2700275

Timing:

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

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

Intended bidders mandatorily required to register their queries if there is any pertaining to the online bidding and the single e-Procurement portal at email address:- <https://etenders.hry.nic.in>

NOTE:-

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>

(Online Payment Guidelines)

Guideline for Online Payments at e-Procurement Portal of Government of Haryana.

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

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

Operative Procedures for Bidder Payments

A) Debit Card

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

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

B) Net Banking

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

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank

- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- (vii) Bidder enters his account credentials and confirms payment
- (viii) The Bank verifies the credentials and confirms with “successful” or “failure” message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal
- (x) The status of the payment is displayed as “successful” in e-Procurement portal.
- (xi) In case of successful payment, a success message along with unique transaction ID is passed on to e-Procurement system. The e-Procurement portal shall store the unique transaction number in its database alongwith the date and timestamp.
- (xii) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

C) RTGS/ NEFT

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

Using this module, bidder would be able to pay from their existing bank account through RTGS/NEFT. This would offer a wide reach for more than thousands 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 Quality Assayers 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 $\leq$ Rs.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 updates the bank transaction number against the URN and Amount based on the details sent by SBI bank online prior to generation of the receipt.
- (xi) The status of the payment will be displayed as “verification successful” in e-Procurement Portal when the bidder clicks on the verification option in the portal.
- (xii) Bidder would be required to upload the scan copy of receipt as received from SBI Bank as part of proof in next tender portal before submitting the tender.

DETAILED TERMS AND CONDITIONS

1. INTRODUCTION

The Haryana State Cooperative Supply and Marketing Federation Limited (HAFED), the largest cooperative federation in Haryana, invites e-tenders for entering into a rate contract for the supply of Crush Tear Curl (CTC) Tea. The supplied tea shall conform to BIS Standard IS 3633:2003, Food Safety and Standards Regulations, and other applicable quality norms for sale under the HAFED brand.

This tender aims to identify competent and experienced manufacturers capable of supplying high-quality CTC Tea in HAFED-branded packaging on an ongoing rate contract basis.

2. SCOPE OF WORK

- (i) The successful bidder will be required to supply Crush Tear Curl (CTC) Tea packed under the HAFED brand in 500 gm. and 1 kg. airtight food-grade laminated packs.
- (ii) Quantities may vary as per HAFED's requirement. No minimum order quantity is assured.
- (iii) Tea must conform to the following parameters:-
 - **Grade:** Blend of Broken Pekoe (BP), Broken Orange Pekoe (BOP) and Pekoe Dust (PD) (BOP>PD>BP; PD should not exceed 30%)
 - **Liquor:** Strong, brisk
 - **Aroma:** Fresh, full-bodied
 - **Colour:** Reddish-brown to coppery-red
 - **Shelf life:** Minimum 12 months
- (iv) Delivery shall be FOR HAFED Complex, Taraori (District Karnal), or any location within Haryana as specified.

3. TENURE OF CONTRACT

The contract shall remain valid for two (2) years from the date of acceptance and may be extended for another year on the same terms, subject to satisfactory performance and approval of HAFED.

4. ELIGIBILITY CRITERIA

- (i) Bidder may be a proprietorship firm or partnership firm or company, or a cooperative society formed under relevant act/law.
- (ii) Bidders must be manufacturer of tea having:
 - Valid FSSAI License
 - GST Registration
 - PAN and TAN
 - Certificate issued by Tea Board of India
 - ISO 22000 / FSSC 22000 / HACCP certification (preferred)
- (iii) Bidder must have successfully supplied CTC Tea to Government Departments, PSUs, or reputed brands/institutions within the last three years.
- (iv) Bidder must be a profit-making company/firm having annual turn-over of at least Rs.20 crore (Rupees twenty crore only) in any of the last three financial years.
- (v) Bidder must have positive net worth.
- (vi) Bidder must not have been blacklisted by Central/ State Government Department/ PSU, in the last three years.
- (vii) Bidder must not be involved in litigation that may have an impact of affecting or compromising the supply of Tea to HAFED.

5. DOCUMENTS REQUIRED TO BE SUBMITTED ONLINE

The following documents duly self-attested and stamped by the authorized signatory must be uploaded with the Technical Bid:-

- (i) Technical Bid (as per **Annexure-A**) duly filled in and signed by the authorized signatory.
- (ii) Board Resolution (in case of company or cooperative society) or Authorization Letter from all partners (in case of partnership firm) for Authorized Signatory.
- (iii) Valid registration certificate confirming its registration with the Registrar of Companies/ Registrar of Cooperative Societies in case the bidder is a Company or Cooperative Society OR valid registered/notarized partnership deed, in case the bidder is a partnership firm.
- (iv) Valid FSSAI Licence

- (v) GST registration certificate.
- (vi) PAN and TAN.
- (vii) Certificate issued by Tea Board of India.
- (viii) ISO/FSSC/HACCP certificates (if any).
- (ix) Certificate regarding turnover, profits in last three financial years and net worth issued by a Chartered Accountant duly mentioning UDIN.
- (x) Any valid documentary proof in support of successful supply of Crush Tear Curl (CTC) Tea to Government Departments/ PSUs, or reputed brands/institutions in the last three years.
- (xi) ID Proof/Aadhar card of authorized signatory.
- (xii) List of Directors/Partners as per format attached at **Annexure-B**.
- (xiii) An affidavit regarding Blacklisting and litigation as per **Annexure-C** on a stamp paper of minimum value of Rs.10/- duly notarized/attested by the Executive Magistrate. Any variation in the language of Affidavit leading to change in the meaning of the requisite Affidavit will lead to disqualification of the bidder.
- (xiv) Cancelled cheque of the company/firm.

6. SAMPLE SUBMISSION

- (i) Bidders must submit four (4) samples of CTC Tea (250 gm. each) along with a lab test report from NABL-accredited laboratory
- (ii) Samples must reach the Marketing Manager, HAFED Corporate Office, Sector-5, Panchkula (Haryana) in person or through registered post or courier before bid closing time.
- (iii) Delayed receipt of samples will lead to technical disqualification.
- (iv) HAFED will not be responsible for delay in receipt of samples sent by the bidders through registered post or courier.
- (v) Submitted samples will not be returned.
- (vi) The samples will be tested by a committee for appearance, taste, aroma etc and Hafed reserve the right to technically reject the bid whose sample is not found to be suitable by Hafed.
- (vii) The successful bidder shall maintain the quality of tea in line with approved samples.

7. EARNEST MONEY DEPOSIT (EMD) AND SECURITY

- (i) The bidder shall be required to deposit EMD of Rs. 50,000/- (Rupees Fifty Thousand Only) with HAFED on which no interest shall be paid by HAFED.
- (ii) The successful bidder shall be required to deposit security amount of Rs. 2,00,000 (Rupees Two Lakh Only) exclusive of EMD by RTGS or Demand Draft in favor of the Haryana State Cooperative Supply & Marketing Federation Limited within fifteen days of issue of acceptance letter against due performance of his obligations under the contract.
- (iii) The EMD of unsuccessful bidders will be refunded after finalization of the tender. The EMD of the successful bidder shall be retained as Performance Security, 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.

8. FORFEITURE OF EMD/SECURITY

The earnest money deposit/security 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 resiles from his offer and/or modifies the terms and conditions thereof in any manner.
- (ii) in the event of the Bidder's failure after the acceptance of his Bid to furnish the requisite security deposit by the due date.
- (iii) if the successful bidder fails to abide by the terms of the contract or does not complete the supply as per the timelines.
- (iv) in case of any loss caused to HAFED due to acts of omission/commission by the successful bidder/Agency.

9. DISQUALIFICATION CONDITION(S)

- (i) The bidder and/or any of its partner(s)/director(s)/proprietor individually or as a part of firm/company must not be blacklisted by any Central/ State Government Department/ any of its Statutory/Autonomous bodies/PSU during the last 3 years.

- (ii) The bidder or any of its associate/partner/director, who is having dispute/ pending litigation with HAFED with respect to rendering services to HAFED is also not eligible to participate in this tender.
- (iii) In case any FIR registered by any Central/State investigation Agency or Police is pending against the bidder and/or any of its partner(s)/director(s)/ proprietor for fraud/ corruption, loss or any other case pertaining to financial transaction(s)/ loans, agri business with any Central/State Government/ their Agencies/ Financial Institutions, etc., such bidder will be disqualified ab-initio notwithstanding the status/stage of investigation.

10. SAMPLING AND TESTING

- (i) Samples from each lot may be drawn at random from the supplied consignments.
- (ii) Testing shall be conducted at a NABL-accredited laboratory at the cost of the supplier.
- (iii) HAFED reserves the rights to draw sample at any point of time during the sale of product or in case of any quality complaint and get it tested from any reputed NABL-accredited lab.
- (iv) In case, any quality complaint or deviation is found from the prescribed specifications:
 - Supplier shall replace the defective lot at its own cost within 15 days.
 - Test results from NABL/CFTRI/AGMARK/Tea Board laboratory will be final and binding.
 - HAFED may impose penalties, liquidated damages, or blacklist the supplier.
 - Repeated non-conformance may lead to forfeiture of performance security besides recovery of damages.

11. PACKAGING AND MARKING

- (i) All packs shall be airtight, food-grade laminated pouches (minimum 90-micron, 3-layer) with nitrogen flushing and properly heat-sealed.
- (ii) Label must include product name, batch number, net weight, manufacturing and best-before dates, FSSAI license number, nutritional information, storage instructions and Barcode/QR Code, etc. as per law.

- (iii) Packaging design and art work must be approved by HAFED.

12. INSPECTION AND ACCEPTANCE

HAFED reserves the right to inspect the manufacturing premises, draw samples of Tea prior to or during supply and out rightly reject supplies not conforming to specifications.

13. DELIVERY SCHEDULE

- (i) Supplies must be delivered within 30 days of confirmed order unless otherwise specified by HAFED.
- (ii) Partial deliveries may be permitted with prior approval.
- (iii) Supplier must ensure proper transit insurance and documentation.

14. PAYMENT TERMS

- (i) The supplier shall submit invoices to the General Manager, HAFED Complex Taraori, District Karnal (Haryana) or any other authority that may be prescribed by HAFED.
- (ii) 75% payment will be released after satisfactory receipt within fifteen days and remaining 25% payment will be released after receipt of satisfactory lab test report of the sample(s) drawn from the lot of supply.
- (iii) No interest shall be payable by HAFED on delayed payment in any circumstance.
- (iv) Invoices which are incorrect or incomplete will be returned for correction.

15. PENALTY

- (i) In case of quality deviation verified by laboratory tests, HAFED may deduct up to 20% of the invoice value or seek replacement.
- (ii) For delayed supplies, a penalty of 0.5% per week subject to a maximum of 5% of order value shall apply.
- (iii) Repeated default may lead to termination and blacklisting.
- (iv) The decision of the competent authority of HAFED will be final and binding in this regard.

16. GENERAL TERMS AND CONDITIONS

- (i) The bidder should have well equipped in-house testing facility to check various parameters 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.
- (ii) The rates quoted by the bidder in the financial bid (as per **Annexure-D**) shall be inclusive of all applicable taxes, duties, transportation, and delivery charges up to designated delivery point by HAFED and shall remain valid for the duration of the rate contract period without any price escalation.
- (iii) The bidder shall be responsible for all statutory and regulatory compliance and for obtaining any permits, licenses or other statutory documents required by Government/HAFED authorities in connection with the supply of the Goods.
- (iv) All documents attached by the bidder with the Technical bid must be self-attested and stamped by the authorized signatory.
- (v) The successful bidder shall be required to execute an agreement with HAFED as per the terms and conditions of this tender, together with any additional mutually agreed provisions. Failure to execute the agreement shall not affect the enforceability of this tender; all terms and conditions herein shall remain final, binding, and operative on the bidder.
- (vi) The selected party 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.
- (vii) In case of violation of terms and conditions of the tender, violation of statutory regulations, local laws, HAFED reserves the right to terminate the agreement by giving one month notice.
- (viii) 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 expense.
- (ix) The bid shall remain valid for a period of two months from the closing date of the tender.

- (x) HAFED reserves the right to negotiate the rates offered by the bidders in the financial bid.
- (xi) HAFED reserves the right to summarily reject or accept any or all bids received in the e-tender without assigning any reasons thereof. Incomplete or conditional bids are liable to be summarily rejected.

17. FORE CLOSURE

In case the supplier violates the terms and conditions of tender/agreement, HAFED reserves the right to foreclose the contract without assigning any reason. In such case the party will not be entitled to any compensation for non-supply or loss of profit or any incidental costs of any kind.

18. FORCE MAJURE

Events such as natural calamities, war, riots, or government restrictions shall constitute Force Majeure. However, Supplier must notify HAFED within 7 days of occurrence.

19. 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 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 an independent sole Arbitrator to be appointed by the Managing Director, HAFED and the party shall have no objection to such appointment of Arbitrator. 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 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 on both the parties. The place of arbitration shall be Panchkula (Haryana).

20. APPLICABLE LAW AND ITS JURISDICTIONS

The contract shall be governed as per laws of Republic of India and shall be subject to jurisdiction of Courts in Haryana.

Annexure-A**FORMAT OF TECHNICAL BID**

Name of the Company / Firm	
Firm type (Proprietorship / Partnership / Company / Society)	
Registered office address	
Complete address of Manufacturing Plant	
Email id of Authorized signatory	
Registration No.	
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	
Experience details such as Name of Company/ Brand, Quantity supplied, Value of Supply and Year of Supply, etc.: (May attach separate sheet, if required)	

Financials**(Rs. In Lakhs)**

Particulars	FY/2022-23	FY/ 2023-24	FY/2024-25
Total Turnover			
Profit After Tax (PAT)			
Net Worth			

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

(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.

Annexure-C**AFFIDAVIT**

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

I/We son/daughter/wife of Sh.
 Director(s)/Partner(s)/Proprietor of (name of
 Company/Firm/Agency/Cooperative Society) 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/PSU 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 no any FIR registered by any Central/State investigation Agency or Police is pending against me/us and/or any of my partner(s)/director(s) /proprietor for fraud/ corruption, loss or any other case pertaining to financial transaction(s)/loans, agri business with any Central/State Government/ their Agencies/ Financial Institutions, etc.

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:

Annexure-D**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 supply of Crush Tear Curl (CTC) Tea:

Rate (in Rupees per Kilogram) inclusive all taxes FOR destination

Note: The above rates shall be applicable for packing of 500 gm as well as 1 Kg and all-inclusive (packing, forwarding, transportation, taxes, duties, levies, insurance, and any other incidental charges) up to the destination specified by HAFED.

Signature of Tender/Authorized Signatory

Full name of Tenderer/ Signatory