HAFED

Haryana State Co-operative Supply and Marketing Federation Limited
Corporate Office, Sector 5, Panchkula, Haryana

E-TENDER DOCUMENT

(Short term E-Tender for purchase of various variety of Rice)

Contents

1. Notice Inviting Tender

HAFED invites Short term e-tender from eligible and interested bidders for Purchase of various varieties of Rice.

S.No.	Name of the variety of Rice	Packing (in Kg)	Quantity (in MT)	EMD (in Rs.)
1	Permal Steam Rice (Wand)	50	25	25,000
2	Long Grain Steam Rice (Wand)	50	20	30,000

1.1 The tender is conducted in a single-stage, two-cover system: a Technical Bid (Technical Envelope) and a Financial Bid (Commercial Envelope) are invited together online. Eligibility is examined first against the Technical Envelope; the Commercial Envelope is opened only for bidders found technically responsive.

1.2 The tender document, containing full terms and conditions, is available on the Haryana e-tendering portal (https://etenders.hry.nic.in) and on the HAFED website (www.hafed.gov.in). Bidders must register on the portal and obtain a Digital Signature Certificate before bidding.

1.3 Technical Bids will be opened at HAFED's Corporate Office, Sector 5, Panchkula. Financial Bids will be opened and considered only for bidders found technically eligible, based also on the inspection report of their existing rice mill(s). The date of financial bid opening will be intimated separately, and bidders are requested to be present at that time for negotiations.

2. Disclaimer

The following reservations, drawn from the terms of this short term e-tender, apply throughout the process:

2.1 HAFED reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.

2.2 Incomplete or conditional bids are liable to be summarily rejected.

3. Definitions

3.1 "HAFED" means the Haryana State Co-operative Supply and Marketing Federation Limited.

3.2 "Bidder" means an eligible entity submitting a bid in response to this tender.

3.3 "EMD" means Earnest Money Deposit, and "Security" means the security deposit, each as described in Chapter 12.

3.4 "Competent Authority" means the authority within HAFED empowered to take the relevant decision under this tender.

4. Schedule of Tender

4.1 Fees

4.1.1 Tender document fee: Rs. 1,000/- (non-refundable).

4.1.2 Processing fee: Rs. 1,000/- (non-refundable).

4.1.3 Earnest Money Deposit (EMD): Rs. 25,000/- for Permal Steam Rice (Wand) and Rs. 30,000/- for Long Grain Steam Rice (Wand).

4.2 Key Dates

Stage	Date & Time
Downloading of tender document / online bid preparation, and online transfer of tender document fee, processing fee and EMD	09.09.2026 at 05:00 PM To 15.09.2026 at 10:30 AM
Submission of online bid	15.09.2026 at 10:30 AM
Manual submission of additional/supporting documents only	15.09.2026 at 03:00 PM
Opening of Technical Bid	15.09.2026 at 11:00 AM
Opening of Financial Bid	Will be intimated separately

4.3 Validity of Bids

4.3.1 Bids will be valid for a period of 30 days from the date of opening of the e-tender.

5. Eligibility Criteria

5.1 Eligibility

5.1.1 The Bidder referred to in this notice, is any real individual or legal entity who wishes to sell Rice and should be reputed suppliers / authorized dealers of Rice.

5.1.2 Valid GST regulation, PAN No and Bank Account Detail.

5.1.3 Certification regarding acceptance of all the terms conditions of the tender.

5.1.4 Bidders will submit the Affidavit regarding none- blacklisted/defaulter by any State/ Central Govt.

5.1.5 The bidder may be a proprietorship firm, partnership firm, company, or a cooperative society formed under the relevant law.

5.1.6 MSME registration certificate/document and documentary proof of entitlement to MSME concessions.

5.2 QUANTITY:

HAFED intends to purchase the following quantity:

S.No.	Name of the variety of Rice	Packing (in Kg)	Quantity (in MT)	EMD (in Rs.)
1	Permal Steam Rice (Wand)	50	25	25000
2	Long Grain Steam Rice (Wand)	50	20	30000

The above quantity can be increased/ decreased according to the requirement of HAFED as per terms and conditions of the order. The Bidder will have to quote the rate of 100% of the required quantity/variety, however, he can quote the rate for a single variety or both varieties.

6 Disqualification Conditions

6.1 The bidder, or any partner/director/proprietor individually or as part of the firm/company, must not have been blacklisted by any Central/State Government Department, or any Statutory/Autonomous body or PSU, in the last 3 years.

6.2 A bidder, or any associate/partner/director, having a dispute or pending litigation with HAFED concerning services rendered to HAFED, is not eligible to participate.

6.3 A bidder against whom, or against whose partner(s)/director(s)/proprietor, an FIR is pending with any Central/State investigation agency or police for fraud, corruption, loss, or any case pertaining to financial transactions/loans/agri-business with any Central/State Government agency or financial institution, will be disqualified ab-initio, irrespective of the stage of investigation.

7. Technical Qualification

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

7.1 Technical Bid in the prescribed format at **Annexure-B**, duly filled and signed by the authorised signatory.

7.2 Bidder must be a proprietorship/partnership firm, company, or cooperative society formed under relevant law.

7.3 Valid registration certificate from the Registrar of Companies/Registrar of Cooperative Societies (company/cooperative society), or a valid registered/notarised partnership deed (partnership firm).

7.4 GST registration certificate.

7.5 PAN and TAN.

7.6 ID proof/Aadhaar card of the authorised signatory.

7.7 A notarised affidavit on blacklisting and litigation, per **Annexure-D**, on non-judicial stamp paper of at least Rs. 10/-, notarised/attested by an Executive Magistrate. Any variation in the language that changes its meaning will disqualify the bidder.

7.8 Cancelled cheque of the company/firm.

7.9 MSME registration certificate/document and documentary proof of entitlement to MSME concessions, as per Chapter 5.

8. Financial Qualification

The Financial Bid must be submitted online only; manual financial bids are not accepted.

S.No.	Name of the variety of Rice	Required (in MT)	Offered basic rate (Excluding GST)	GST as applicable	Total rate including tax (Basic rate + GST)
1	Permal Steam Rice (Wand)	25			
2	Long Grain Steam Rice (Wand)	20			

8.1 The Financial Bid shall be submitted online in the prescribed proforma (**Annexure-C**).

8.2 The Bidder will have to quote the rate of 100% of the required quantity/variety, however, he can quote the rate for a single variety or both varieties.

9. Bid Submission Process

9.1 Registration and Digital Signature

9.1.1 All bidders must register on the centralised e-Procurement Portal (https://etenders.hry.nic.in).

9.1.2 Bids must be encrypted and signed electronically with a Digital Certificate issued by an Approved Certifying Authority under the Controller of Certifying Authorities, Government of India. Bidders should obtain a Class-II or Class-III digital signature certificate and keep a secure backup, since a lost or corrupted certificate will prevent online bid submission.

9.1.3 Where a firm's authorised user signs and submits a bid using a digital certificate, this is treated as equivalent to a no-objection certificate/power of attorney/lawful authorisation under the Information Technology Act, 2000. Any change in authorisation must be promptly notified to the certifying authority.

9.2 Payment of Fees and EMD

9.2.1 Tender document fee and processing fee are payable online via Debit Card or Internet Banking. EMD is payable online via RTGS/NEFT or Over-the-Counter (OTC).

9.2.2 Bidders must remit funds at least one working day (T+1) in advance of the relevant deadline, against the online-generated challan.

9.2.3 Debit Card, Net Banking, RTGS/NEFT and OTC payment procedures follow the standard operative steps published on the e-Procurement portal, including generation of a payment challan, bank verification, and issue of a transaction receipt to be uploaded with the bid.

9.2.4 For OTC payments, cash is accepted only up to Rs. 49,999/-; larger amounts require a Demand Draft or SBI cheque.

9.3 Bid Preparation and Submission

9.3.1 Tender documents are downloaded free of cost from the e-Procurement portal and bids submitted online per the on-screen instructions.

9.3.2 Technical Bid documents must be scanned in PDF/JPEG/MS Word format, each file not exceeding 10 MB, and uploaded during online submission.

9.3.3 The Financial Bid must be submitted online under the Commercial Envelope; no manual financial bid is accepted.

9.3.4 A bidder that does not complete bid preparation and submission within the scheduled online window will be treated as not having submitted a bid. Bidders may rework their bid within the stipulated submission window, and must confirm their final bid status after completing all activities.

9.3.5 Where a bidder wishes to submit EMD for only some items rather than all, the exemption option on the portal must be used to specify the items and corresponding EMD amount.

9.4 Assistance to Bidders

9.4.1 Technical support is available by telephone, Monday to Friday, 9:00 a.m. to 5:30 p.m. Bidders should contact the e-Procurement helpdesk at least 4 hours before a submission deadline, and at least 2 days before the deadline for EMD payment queries.

9.4.2 Bidders should verify the validity of their Digital Signature Certificate before bidding, and may refer to the 'How to...?' help guide on the portal's home page.

10. Evaluation Methodology

10.1 Evaluation proceeds in a single stage, two-cover system: the Technical Envelope is examined first against the eligibility and qualification criteria in Chapters 5 and 7.

10.2 The Commercial (Financial) Envelope is opened only for bidders whose Technical Bid is found responsive to the eligibility and qualification requirements.

10.3 Technical eligibility is assessed with reference also to the inspection report of the bidder's existing rice mill(s).

11. Award Criteria

11.1 Bidders are requested to be present at the opening of the Financial Bid for negotiations.

11.2 HAFED reserves the right to accept or reject any or all bids without assigning any reason (see also Chapter 2, Disclaimer).

11.3 The highest bidder (after negotiations, as per policy) amongst the technically qualified bidders will be awarded the contract.

12. Earnest Money Deposit

12.1.1 The bidder must deposit an EMD of Rs. 25,000/- for Permal Steam Rice (Wand) and Rs. 30,000/- for Long Grain Steam Rice (Wand) with HAFED; no interest is payable on it. Bids without EMD will be rejected; manual submission of EMD is not accepted.

12.1.2 EMD of unsuccessful bidders is refunded after finalisation of the tender. The successful bidder's EMD is retained as Security and refunded only after successful completion of the lease period, after adjusting any loss caused to HAFED.

12.2 Forfeiture of EMD/Security

EMD/Security is liable to forfeiture, in full or in part, without notice and without prejudice to HAFED's other rights or remedies, in the following cases:

12.2.1 The bidder resiles from its offer, or modifies the terms and conditions of its bid, after submission.

12.2.2 The bidder fails to furnish the required EMD/security deposit by the due date after acceptance of its bid.

12.2.3 The successful bidder fails to abide by the terms of the contract.

12.2.4 Any loss is caused to HAFED due to an act of omission or commission by the successful bidder.

13. Payment/ Refund of EMD/Security

80% payment shall be released within one week of the acceptance of the material on the basis of test results and satisfactory completion of total supplies. Bank charges shall be deducted from the payment of the supplier, if any. EMD/Security amount shall be released /refunded without interest, on satisfactory completion of supplies. 20% payment shall be released after one month from release of 80% payment.

14. Inspection

Physical inspection of stocks shall be done by the authorized officials of HAFED at the time of receipt in the presence of the supplier or his/ her representative, if any. The material will be unloaded only if the authorized officials are satisfied that the quality of the material seems to be of acceptable quality, otherwise the material will be returned back as such at the cost of the supplier. During unloading of the material from each vehicle, 4 random samples will be drawn by the authorized officials of HAFED in the presence of the supplier or his/her representative whosoever is present at the time of unloading. For the purpose of testing, lot wise testing to be done at the time of receipt of Rice would be considered and one composite sample for each lot would be prepared by mixing the above said samples drawn from each of the vehicle. Out of these four sealed samples, one sealed sample will be handed over to the supplier, one will be retained by the Rice Mill Taraori and the other two will be sent to the third party inspection agency selected by HAFED for testing. Till the test results are received, the Rice will be unloaded/ stored separately. The testing of material from the laboratory would be ensured within 5 working days positively and the final decision regarding acceptance/rejections will be taken on the basis of the test results. Once the material is accepted, it will be stored at a proper place by the concerned officials of HAFED.

The provisions for acceptance/rejection/rebate etc. would be as under:

i) The Rice can be accepted with the prorata cut if the moisture contents are found above 12%. However, stocks having moisture content of more than 14% will be summarily rejected.

ii) The Rice would be rejected if any of the major parameters i.e. Purity, Length and Damaged/Discoloured, is/are found beyond the prescribed specifications of the tender.

iii) The Rice can also be accepted if any of the parameters, other than above, is/are found beyond the prescribed specifications. However, such Rice would be accepted after imposing penalty, the quantum of which would be decided by the Managing Director, HAFED on the basis of the recommendations of the purchase committee.

The testing charges shall be borne by the HAFED, in case the Rice is accepted otherwise these charges shall be borne by the party. In case the Rice is not found of acceptable quality on the basis of the test results, it will be lifted back by the supplier at its own cost.

15. Delivery/ Penalty

The successful bidder shall be required to complete the supply within 15 days of placing supply order by HAFED. It is hereby made clear that no extension in time period shall be allowed in any circumstances and in case of non supply of the requisite quantity within the time period. HAFED shall be open to purchase the requisite quantity from open market on the risk & cost of the successful bidder.

For delaying in supply, penalty @ 1% per week or part thereof shall be imposed subject to maximum of 2% failing which Hafed have the liberty to make purchases from any other source at the risk and cost of the party. However, GM HAFED Rice Mill, Taraori can extend the delivery period in case of any eventuality.

16. Negotiations

The negotiations will be held as per Govt. Instructions. All the bidders are requested to be present at the time of opening of tender for negotiation.

17. Rate

Only one rate should be quoted for the entire quantity to be delivered as per HAFED delivery schedule. The Bidder will have to quote the rate of 100% of the required quantity. The offers with different supply schedule than specified by HAFED shall not be considered and such offer will be treated as conditional offer. The rate offered by bidders shall be F.O.R. HAFED Rice Sheller, Taraori District Karnal (Haryana) inclusive of GST/All taxes in 50 Kg. net packing. Unloading of the material at HAFED Rice Mill, Taraori District Karnal (Haryana) will be done by HAFED and its cost will also be borne by HAFED. HAFED will make payment of net Rice only i.e. exclusive Bardana/Packing material.

18. Others

18.1 HAFED reserves the right to hold negotiations with the bidders after opening of the financial bids. So, the bidders are requested to remain present at the time of opening of the bids. In case, any of the bidders do not remain present at time of opening of the bids, it shall be presumed that he has quoted non-negotiable rates and decision shall be taken accordingly.

18.2 HAFED will have the right to issue supply order in phases to any one or more bidders whose tenders are accepted.

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

18.4 If the tenders are cancelled or recalled on any grounds, the tender document fee and e-service fee will not be refunded to the bidder.

18.5 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.

19. Force Majeure

19.1 Events such as natural calamities, war, riots, or Government restrictions constitute Force Majeure. The Lessee must notify HAFED within 7 days of such an event's occurrence.

20. Blacklisting

20.1 A bidder must not have been blacklisted by any Central/State Government Department/PSU in the last 3 years (Chapter 5, Eligibility).

20.2 A bidder or its partner(s)/director(s)/proprietor found blacklisted, individually or as part of the firm/company, by any Central/State Government Department or Statutory/Autonomous body/PSU in the last 3 years is disqualified (Chapter 6, Disqualification Conditions).

20.3 A notarised affidavit confirming non-blacklisting is a mandatory part of the Technical Bid (Chapter 7, **Annexure-D**).

21. Dispute Resolution

21.1 If any dispute arises between the parties in connection with this agreement, whether before or after termination or breach, the parties shall promptly and in good faith negotiate to reach an amicable resolution.

21.2 If no resolution is reached within 15 days of the dispute arising, it shall be referred to a mutually acceptable sole Arbitrator; failing agreement on an Arbitrator, either party may seek appointment of a sole Arbitrator from the competent court of jurisdiction. Arbitration proceedings follow the Arbitration and Conciliation Act and rules made under it, with fees and expenses shared equally.

21.3 The existence of a dispute, or the initiation or continuation of arbitration, does not postpone or delay either party's performance of its obligations under the agreement. The arbitration outcome is binding on all parties.

22. Jurisdiction

22.1 The contract is governed by the laws of the Republic of India and is subject to the jurisdiction of the Courts in Haryana.

23. Annexures

The following annexures are referenced throughout this document and are reproduced/summarised below in the form found in the source tender.

Annexure A — Specifications of Rice

Specification of Long Grain (Sharbati) Steam Rice Wand

S.No.	Parameter	Value	Basis
1	Moisture	12.0% Max.	% by weight
2	Purity	92% min	% by weight
3	Length	7.00 mm	Average
4	Admixture	8.0% max.	% by weight
5	Foreign matter	Nil	Nil
6	Paddy grains	Nil	Nil
7	Stones Broken & Fragment	Nil	Nil
8	Damaged & discoloured	0.5 % Max.	% by weight
9	Chalky & immature	2.0% Max	% by weight
10	Red grains including red striped grain	Nil	Nil
11	Yellow grains	Nil	Nil
12	Cooking quality	Excellent	
13	Weeviled grains	Nil	Nil
14	Rodent hair/ Excreta	Nil	Nil
15	Degree of Whiteness	32 Kett min.	Well polished
16	Clippings/ tip brokers	10 % max	% by weight

Specifications for Superfine (Permal) Steam Rice

Sr. No.	Parameter	Value	Basis
1	Moisture	12% Max.	% by weight
2	Purity	90% min	% by weight
3	Length	5.50 mm	Minimum
4	Average Length	6.00 mm	Average
5	Admixture	7.0% max.	% by weight
6	Foreign matter	0.50%	% by weight
7	Paddy grains	Nil	% by weight
8	Stones	Nil	% by weight

9	Damaged & discoloured	1.00 % Max.	% by weight
10	Chalky & immature	3% Max	% by weight
11	Red grains including red striped grain	Nil	% by weight
12	Yellow grains	Nil	% by weight
13	Cooking quality	Very Good	
14	Weeviled Grains	Nil	% by weight
15	Rodent hair/Excreta	Nil	% by weight
16	Degree of Whiteness	Double polished	Well Polished
17	Clippings/ tip brokers	10% max.	% by weight
18	Below 3/4th of Grain length	2.00 % max	% by weight
19	L/B Ratio	4.2 min	
20	Broken & Fragments	Nil	% by weight

Annexure B — Technical Bid Format

HAFED

Haryana State Co-operative Supply and Marketing Federation Limited

TECHNICAL BID EVALUATION SHEET

Purchase of various varieties of Rice

Name of Bidder: ____
Tender Reference No.: ____
Variety of Rice applied for :____

S.No.	Condition of Eligibility / Qualification Criteria	Document Needed	Remarks — if any
A)	**Main Qualification**		
1	Bidder is a proprietorship/partnership firm, company, or cooperative society formed under relevant law.		
2	Valid registration certificate from the Registrar of Companies/Registrar of Cooperative Societies (company/ cooperative society), or a valid registered/ notarised partnership deed (partnership firm)	Registration certificate / partnership deed / incorporation certificate, as applicable.	
3	EMD of Rs. 25000/- for Permal Steam Rice and 30000/- (Long Grain Steam Rice) submitted.	Proof of EMD payment.	
4	GST registration certificate		
5	PAN and TAN.		
6	ID proof/Aadhaar card of the authorised signatory		
7	A notarised affidavit on blacklisting and litigation, per Annexure B, on non-judicial stamp paper of at least Rs. 10/-, notarised/attested by an Executive Magistrate. Any variation in the language that changes its meaning will disqualify the bidder	Notarised affidavit (Annexure D).	
8	Cancelled cheque of the company/firm		
9	MSME concession claimed (if applicable).	MSME registration certificate and proof of entitlement (Annexure-E).	

Declaration :

The undersigned makes a declaration of having read the detailed terms and conditions, and agreement to enter into the running agreement —

(place, date) (signature, name, designation, address, phone/mobile, email, and company/firm seal.)

Annexure C — Financial Bid Proforma

S.No.	Name of the variety of Rice	Required (in MT)	Offered basic rate (Excluding GST)	GST as applicable	Total rate including tax (Basic rate + GST)
1	Permal Steam Rice (Wand)	25			
2	Long Grain Steam Rice (Wand)	20			

Note : The Bidder will have to quote the rate of 100% of the required quantity/variety, however, he can quote the rate for a single variety or both varieties

Declaration :

The undersigned makes a declaration of having read the detailed terms and conditions, and agreement to enter into the running agreement —

(place, date)

(signature, name, designation,
address, phone/mobile, email, and company/firm seal.)

ANNEXURE-D

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 Compoany/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 lare 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 me/us and/or any of my pending against 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.

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.

DEPONENT

Place: -----------------

Dated: ----------------

Annexure D — Affidavit (Blacklisting & Litigation)

Annexures E — Referenced Government Notifications

Annexure D (MSME concessions, per Haryana Government Notification No. 2/2/2016-4IB-II dated 13.08.2021) and Annexure E (Start-up concessions, per Haryana Department of Industries & Commerce policy No. 2/2/2016-4IB-II dated 03.01.2019) are referenced in the eligibility criteria at Chapter 6 but their full text was not included in the body of the source tender document — they appear to be attached separately. HAFED should ensure both are physically annexed when this tender is republished.