

NAFED Invites Applications from Interested Agencies for Opening of NAFED Bazaar Stores OR NAFED Café at IOCL locations across PAN INDIA

1. National Agricultural Cooperative Marketing Federation of India Limited (NAFED) is an apex-level organization of marketing cooperatives store in India. NAFED is engaged in the marketing of agricultural commodities both in the domestic as well as overseas markets with the prime objective of providing marketing support to the farmers to help them fetch a reasonable price for their produce.
2. NAFED has ventured into Consumer Marketing as a step towards diversification of its activities to make available essential items of daily need to the consumers at affordable rates. In the sixty years of its existence, NAFED has become a brand name amongst farmers and consumers. The NAFED brand of pulses, spices, tea, food grains and other products are quite popular amongst consumers owing to superior quality. NAFED deals in all kinds of pulses and spices produced in India. The blending and packaging of tea is done at its own unit located in Guwahati.
3. NAFED branded products like NAFED Tea, NAFED Pulses, Rice, Besan, Spices, Rice Bran oil, and Mustard oil are very popular among consumers and have received an overwhelming response owing to which NAFED has decided to venture in the General Trade market by developing and expanding its distribution channel to establish a supply chain, wherein the sourcing, procurement, packaging, storage and distribution/supply takes place.
4. With a view to expand its presence in retail and to further ensure and sustain enhanced customer satisfaction through the best possible availability of the NAFED Products and other products promoted by NAFED across the network, NAFED hereby invites applications from Interested Agencies for the Opening of NAFED Café at IOCL locations across PAN INDIA to establish a new form of NAFED Bazaar Stores or Nafed Cafes to build more engagement with potential visitors and make a stronger brand image of NAFED in the retail space. The list of IOCL locations are annexed as **Annexure-XII**.
5. The Selected Agency will confirm the locations to establish NAFED Bazaar Stores or Nafed Cafes along with the timelines for setting up each selected location. The confirmation must be provided to Nafed on letterhead, duly signed and stamped by the authorized signatory. The confirmation to be submitted through email, and a hard copy must be delivered to the Nafed State Branches within seven (7) working days from the date of receipt of the Letter of Intent.
6. Interested Agencies to send applications along with all required documents/undertakings/annexures can submit their application along with hard copies of all required documents/profile and all annexures (duly filled, signed and stamped), by Post/ Courier or by Hand to the concerned state branch of Nafed for screening. The contact details of all Nafed state branches are in **Annexure-XIII** for reference. Upon receipt of the applications and after screening, the other required formalities will be communicated to the eligible applicants.
7. Below annexures may be referred for the Eligibility Criteria, Scope of Work, and the list of IOCL locations across PAN INDIA. Duly signed and scanned copies of all Annexures to be submitted along with the application:

S.no	Annexure	Heading
1	Annexure-I	Scope of Work
2	Annexure-II	Minimum Eligibility Criteria
3	Annexure – III	Application Letter
4	Annexure – IV	Application Form
5	Annexure – V	Work Experience
6	Annexure – VI	Format of certificate to be issued by Chartered Accountant
7	Annexure – VII	Details of Directors/Partners
8	Annexure – VIII	Undertaking
9	Annexure – IX	Details of Consortium (If applicable)
10	Annexure – X	Integrity Pact
11	Annexure – XI	Declaration cum Undertaking pursuant to Section 206AB of the Income Tax Act, 1961
12	Annexure – XII	Uploaded Separately – refer to Nafed website under tender
13	Annexure – XIII	Contact Details of Nafed State Branches

Scope of Work

- 1.1. Through this document, NAFED intends to select Franchisee Partner across PAN INDIA for opening NAFED Bazaar Stores or Nafed Cafes under NAFED Brand wherein, space for opening such store or cafe may be provided by Indian Oil Corporation Limited (IOCL) in an open container format (with washroom space) or any other space provided by NAFED.
- 1.2. Franchisee Partners operating franchisee stores can continue their operations if they match the Terms and Conditions of this document. While applying afresh, they are required to submit an undertaking stating that existing empanelment shall be terminated if they are selected as per the terms and conditions of this document, and they will have to fulfill all contractual obligations of this document or as decided.
- 1.3. Prior to engaging in the services to be rendered, the Franchisee Partner shall ensure it has all the necessary workforce and personnel with relevant field exposure related to the scope of work at hand.
- 1.4. It shall be incumbent upon the Franchisee Partner to obtain appropriate licenses, registrations, approvals, NOCs, if any required, pertaining to its responsibilities as per the prevalent Government Rules and Regulations. Any liability falls upon Nafed in lieu thereof same shall be recoverable from the Selected Agency/Franchisee Partner.
- 1.5. The Franchisee Partner shall ensure deployment of the requisite number of personnel at all different locations where such NAFED Bazaar Stores or Nafed Cafes are established during the term of the services.
- 1.6. Conduct all surveying and research at the prospective locations for the NAFED Bazaar Stores or Nafed Cafes to ensure efficient understanding of functioning requirements.
- 1.7. Ensure all necessary equipment, related infrastructure for the operations and maintenance of the NAFED Bazaar Stores or Nafed Cafes are made available at all times to ensure uninterrupted services.
- 1.8. Assign competent representatives to be the source of communication to NAFED regarding the day-to-day operations of the NAFED Bazaar Stores or Nafed Cafes.
- 1.9. The Franchisee Partner shall comply with all applicable laws, regulations, and guidelines related to petroleum safety, including but not limited to the prohibition of open flames during performance of any work.
- 1.10. The Franchisee Partner will bear all the costs in relation to the operation and management of the NAFED Bazaar Stores or Nafed Cafes, including but not limited to, cost of any equipment, manpower, raw material, inventory management and other related expenses.
- 1.11. An amount equal to the monthly rental cost shall be reimbursed by the Selected Agency/Franchisee Partner on Monthly basis to NAFED.

- 1.12. Franchisee Partner shall agree to reimburse the costs to NAFED in case NAFED arranges to provide the space/infrastructure etc.
- 1.13. Franchisee Partner has to deposit an amount equivalent to cost incurred by purchase/arrangement of Fixture and Furniture to NAFED within 15 days of signing of the agreement.
- 1.14. The proposed NAFED Bazaar Stores or Nafed Cafes shall be titled/named only under the brand name of Nafed, with specified design/colour scheme provided by Nafed, and no other name or alternation of any forms shall be allowed to be displayed at these NAFED Bazaar Stores or Nafed Cafes.
- 1.15. All the locations and sizes of the proposed NAFED Bazaar Stores or Nafed Cafes shall require the approval of Nafed before commencing any business.
- 1.16. All the products and goods offered at the proposed NAFED Bazaar Stores or Nafed Cafes shall be made available by Nafed directly or through selected distribution network including CFAs / distributors available at that time. Any product(s)/good(s), which are not supplied/made available by Nafed, shall not be kept at these stores or cafes without prior approval of Nafed. In case, it is not logistically or commercially viable for Nafed or Franchisee Partner to supply / receive the goods required at shop same can be obtained from third parties with intimation and permission of NAFED.
- 1.17. Franchisee Partner shall also ensure that only NAFED approved ready-to-eat food products will be made available at the NAFED Bazaar Stores or Nafed Cafes.
- 1.18. The Franchisee Partner shall be required to ensure that all products supported under Government of India initiatives and schemes, as may be facilitated or mandated by NAFED, including but not limited to Bharat Brand products and horticulture initiatives such as the sale of onions under the Price Stabilization Scheme, are mandatorily made available, offered, and sold through the respective Franchisee Bazaars to the beneficiaries/customers.
- 1.19. The Franchisee Partner shall be required to ensure that all products supported by cooperatives or Farmer Producer Organizations (FPOs), such as Amul and similar entities, as may be facilitated, directed, or mandated by NAFED, are mandatorily made available, offered, and sold through the respective Franchisee Bazaars to the customers
- 1.20. The Franchisee Partner shall agree to operate the software for billing and inventory management, if provided by Nafed, at costs of the Franchisee Partner. Hardware, Training and other related expenses in this respect shall be borne by the respective Franchisee Partner.
- 1.21. The Franchisee Partner shall have its own/hired/leased godown for receiving the Nafed Brand and other brand products at one place for further supply to its NAFED Bazaar Stores or Nafed Cafes managed by the respective Franchisee Partner in the state (s)/ area(s)/ district(s) allocated to him. Further terms & conditions will be elaborated in the specific SLA between NAFED and the Franchisee Partner.
- 1.22. The Billing of the products will be done only through Software provided by Nafed only. Some daily use items like Fresh fruits and vegetables, milk, bread etc. are not dealt by RBB Branch of Nafed. Therefore, Franchisee Partner will be allowed to keep these items on its own on prior approval of NAFED.
- 1.23. The NAFED Bazaar Stores or Nafed Cafes shall be equipped with POS equipment and

SAP software for proper collection and analysis of data. Cash as well as digital sales shall be allowed, and all transactions must be recorded through the POS system

- 1.24. The Franchisee Partner shall submit all the records related to the sales, purchase, receipts etc. for the products offered for sale at these stores or cafes to Nafed on a monthly basis.
- 1.25. Any supplementary income generated out of any activity from the stores or cafes shall be counted in the gross income/sales of the stores or cafes and shall be included for the administrative cost mentioned in the financial bid.
- 1.26. The Franchisee Partner will intimate about the day's sale and deposit the sale proceeds in a dedicated bank account opened for the store or cafe and share the details of the same on a monthly basis with NAFED along with summary of bank statements.
- 1.27. The Franchisee Partner will set up a customer complaints mechanism and maintain a record of consumer complaints if any received from consumers and try to solve the same immediately on his own or intimate the same to Retail Business Division (RBD) at NAFED,HO for appropriate remedial action.
- 1.28. Franchisee Partner shall not obtain any loan or cash/credit facility from Bank or financial institution against the store/cafe or stocks of store/café.
- 1.29. It shall be incumbent upon Franchisee Partner to maintain a complaint book in the café for the consumers for recording their complaints and grievances and it shall prominently be displayed in the store/cafe that complaint book is with Franchisee Partner Owner.
- 1.30. Follow strict personal hygiene at all times, maintain cleanliness and undertake timely garbage disposal.
- 1.31. Franchisee Partner will prominently display the name of the store/cafe as "NAFED Bazaar Store or NAFED Cafe" as approved by NAFED. Franchisee Partner will also indicate on the display board that it is a franchise partner of NAFED along with its name. The name to be displayed for the NAFED Bazaar Stores or Nafed Cafes shall be intimated to the Franchisee Partner in due course of time.
- 1.32. Franchisee Partner shall ensure that any employee appointed by them in NAFED Bazaar / NAFED Café has no relation with NAFED in any manner.
- 1.33. Nafed shall allow use of its name "NAFED Bazaar Stores or Nafed Cafes" in making collateral with written prior permission of Nafed only. However, Franchisee partner shall not misuse the name or trade mark of Nafed Bazaar.
- 1.34. The design and colour scheme of the proposed café(s) shall be as per the approved design and colour scheme of Nafed and shall be carried out through empanelled Architect(s) of Nafed.
- 1.35. Product placement: Emphasis will be made on keeping the product range as per business requirement of the franchise partner store/cafe.
 - (i) Not less than 40% of the stock shall be from Nafed brand products.
 - (ii) Preference shall be given to Nafed branded products and all varieties of Nafed branded products are to be kept at all Franchisee Partner stores/cafes without any fail.

- 1.36. The Selected Agency/Franchisee Partner will ensure proper availability of Nafed stock in NAFED Bazaar Stores or Nafed Cafes. All-time availability of stocks at NAFED Bazaar Stores or Nafed Cafes shall be ensured by the Franchisee Partner and kept in proper storage conditions.
- 1.37. The Selected Agency/Franchisee Partner will sell the goods at prices fixed by NAFED. In case it is found that any undercutting or overcharging is being practiced, appropriate action including termination of contract can be taken/done by NAFED.
- 1.38. Nafed may appoint its representatives, time to time, to inspect and check the inventory and other relevant records of the above said proposed NAFED Bazaar Stores or Nafed Cafes, central warehouse, distribution centres and supply chain networks such as the packaging units, its equipment, warehousing, logistics and manpower.

Terms and Conditions in relation to rendering services prescribed under Scope of Work

- 1.39. The Selected Agency/Franchisee Partner shall arrange to furnish an irrevocable Bank Guarantee from a Nationalized/Scheduled Bank in favor of NAFED for a sum of Rs 1,00,000 /- (One Lakh Only) if the designated area of store/café is less than 500 sq ft. and 2,50,000 /- (Two Lakh Fifty Thousand Only) if the designated covered area of store/café is equal to or more than 500 sq ft., for the designated store towards the supplies. This amount shall be cleared within 15 days of purchase of the stock. NAFED will restrict the supplies to the franchisee partner up to the amount of Bank Guarantee against working capital at any point of time. However, supplies in excess of the Bank Guarantee amount can be made against advance payment to that extent. It shall be ensured by the Franchisee that the aforementioned applicable BGs shall remain valid throughout the period of the agreement plus six months beyond the validity of the agreement.
- 1.40. The Selected Agency/Franchisee Partner shall submit an interest-free security by way of BG/DD of Rs. 50,000/- perStore/ Cafe to NAFED to secure its obligations under this document. Subject to compliance with the terms and conditions of this document, the Security Deposit shall be refunded without any interest after 30 days of completion/termination of the Service Level Agreement. In the event of non-payment of any bills raised by NAFED or non-performance of any terms and conditions or to satisfy any claims of NAFED under this document, NAFED shall be entitled to forfeit such interest-free security.
- 1.41. If Nafed wants Franchisee Partner to leave the shop, then Security Deposit shall be refunded after deducting the depreciation @ 10% per annum on the amount mentioned in the SLA signed with the Franchisee Partner.
- 1.42. The Selected Agency/Franchisee Partner shall establish CRM that will help in building relationships with individual people including customers, service users, colleagues, or suppliers throughout your lifecycle with them, including finding new customers, winning their business, and providing support and additional services through out the relationship.
- 1.43. The Franchisee Partner shall enter into a separate agreement/SLA defining the roles, responsibilities and requirements for rendering of the services.
- 1.44. NAFED shall provide products to the Selected Agency/Franchisee Partner at respective rates /terms decided upon in the Service Level Agreement (SLA), and NAFED shall fix the rates at which the products are to be sold by the Franchisee Partner. It is incumbent

upon the Franchisee Partner to adhere to the rates prescribed by NAFED. No deviation from the prices fixed by NAFED will be entertained.

- 1.45. Business targets shall also be fixed for the Franchisee Partner and the details for the same shall be included in the SLA. Penalties on the basis of performance of the Selected Agency/Franchisee Partner and other necessary details for the rendering of services shall also be determined in the SLA.
- 1.46. The SLA shall be valid for a period of 5 years, which will be further extendable to be reviewed for renewal on mutually acceptable terms, whereas a review shall be conducted every year from signing of the agreement subject to satisfactory performance of the Selected Agency/Franchisee Partner.
- 1.47. NAFED shall be at liberty to terminate the contract with the Selected Agency/Franchisee Partner prematurely in the event of breach of any of the clauses contained in this agreement by the Selected Agency/Franchisee Partner. In such an event, the Selected Agency/Franchisee Partner shall render and shall clear all accounts with NAFED within 30 days from the date of termination notice, failing which NAFED will be entitled to revoke the bank guarantee furnished by the Selected Agency/Franchisee Partner without making any reference to this effect.
- 1.48. Insurance: Insurance of shops including stocks factory premises, plant and machinery, warehouses, shops including stocks shall be taken by the Selected Agency/Franchisee Partner and payment on account of premium shall be borne by Selected Agency/Franchisee Partner itself.
- 1.49. Nafed shall be paid by the Franchisee partner, a certain percentage of sales turnover of the respective NAFED Bazaar Stores or Nafed Cafes on monthly basis as per the financial bid submitted by the Franchisee Partner.
- 1.50. NAFED shall deploy its own quality monitoring system and the Franchisee Partner shall extend full cooperation for its implementation.
- 1.51. In case any sample is drawn by an inspector from health, food or any such Government department, the intimation thereof should be given to Nafed, HO related branch office of NAFED by the Selected Agency/Franchisee Partner immediately. Any complaint for items not delivered by NAFED, Selected Agency/Franchisee Partner shall be responsible for any penalty imposed for the same.
- 1.52. The Selected Agency/Franchisee Partner will strictly abide by all statutory rules and regulations including obtaining license/permit etc. if any required to run the business from the said premises. All rules and regulations pertaining to compliances of MCD or Local Governing Body shall be observed and complied in letter and spirit by the Selected Agency/Franchisee Partner and any burden on NAFED on account of such violation on the part Selected Agency/Franchisee Partner, same shall be borne by the Selected Agency/Franchisee Partner at its risk and cost.
- 1.53. Electricity connection & Telephone and Internet connection:
 - (i) The Electricity connection will be taken by Franchisee Partner.
 - (ii) Telephone / Internet connection will taken by Franchisee partner.
 - (iii) Payment of Electricity and telephone/ Internet Charges will be made by the Franchisee partner.
- 1.54. The Selected Agency/Franchisee Partner will neither misuse nor do anything that tarnishes the image and jeopardize the interest of NAFED.

- 1.55. Bank Account: A separate Bank account shall be opened for the business and each store/cafe in the nearby area by the Franchisee partner where the Franchisee partner shall deposit cash and maintain sales account. Bank statements tallying with SAP/ERP Reports to be submitted.
- 1.56. Franchisee Partner will maintain record of books of accounts for minimum 8 years from closure of financial years. NAFED reserves the right to inspect the premises and Books of Accounts.
- 1.57. The Selected Agency/Franchisee Partner will not be entitled to assign or transfer the benefit of this document to any other person/firm without the prior written consent of NAFED.
- 1.58. The Selected Agency/Franchisee Partner will regularly, diligently and faithfully discharge duties incumbent upon them by virtue of this document and confirm to carry such orders, instructions and directions as are received from NAFED by them from time to time.
- 1.59. Franchisee partner will not be entitled to assign or transfer the benefit of this document to any other person/firm without the prior written consent of NAFED. Franchisee partner may appoint a professional OM&M (Operation, Marketing and Managing) partner for day to day running of NAFED Bazaar Stores or Nafed Cafes with prior approval of Nafed and Nafed shall separately assess their suitability to run and manage day to day operation of such stores/cafes under the overall supervision of franchise / Franchisee partner.
- 1.60. If required, the Franchisee Partner may be allowed to use NAFED logo with specifically mentioning the purpose of association and may write "Franchisee Partner of NAFED" on their signboards, visiting cards, letter heads, emails and other forms of communication for business purposes.

Annexure-II

Minimum Eligibility Criteria

S.No.	Criteria	Supporting Documents
1.	The Applicant shall be an Indian Corporation/Company/Firm/LLP/Trust/Society(including FPO/Cooperative).	<ul style="list-style-type: none"> • Registration of Firm • Certificate of Incorporation • Document from Registrar of Societies

2.	<p>This document is limited to single entity or consortium and to support this, the Applicants have to be registered under the same name and submit only one application. As consortium is allowed, the Lead Applicant nominated from the consortium can meet the eligibility criteria. The consortium can consist of maximum of three members and any member can become the lead member/applicant. A consortium undertaking (as per format given in this document) has to be attached.</p>	<ul style="list-style-type: none"> • Consortium Undertaking as perform at prescribed.
3.	<p>Applicant should have previous experience of working for supply of FMCG Products in the retail industry.</p>	<p>Copies of relevant agreements/documents signifying the relevant experience along with undertaking on Applicant's letterhead</p>
4.	<p>Corporation/Company/Firm/LLP/Trust/Society (including FPO/Cooperative) should not be insolvent and have positive net worth in the last 3 years.</p>	<p>Undertaking as prescribed in this document.</p>
5.	<p>Applicants should have an average annual turnover of minimum Rs. 50 lakhs in any three of the last four financial years ending March, 2025 and should have positive net worth. This criterion is applicable for the lead applicant nominated by the consortium partners. For this criterion, Applicant shall be required to attach a certificate issued by Chartered Accountant certifying the year-wise turnover of the Corporation/Company/Firm/LLP/Trust/ Society (including FPO/ Cooperative). Turnover and net worth certificate shall also be accepted for the financial year ending in March, 2025.</p> <p>In the event that the accounts for the financial year 2024 - 25 are not yet finalized/settled, applicants must submit provisional copies of the Balance Sheet and Turnover/Net Worth Certificate, certified by a Chartered Accountant. The selected Agency/Franchisee Partner will be required to provide copies of the audited Balance Sheet and Turnover/Net Worth Certificate after finalization.</p>	<p>Audited Profit and Loss and Balance Sheet for any three out of last four financial year ending on 31.03.2025.</p> <p>Average annual turnover and Net worth certificates issued by Chartered Accountant.</p>

6.	Annual Audited balance sheets for any of the three financial years out of last four years, ending in March 2025, shall be closed as supporting documents.	Duly signed copies of Balance Sheets for the relevant years.
7.	Applicant should possess a valid FSSAI License to operate retail stores /cafes.	Duly signed copy of FSSAI license
8.	Applicant should hold a valid Goods and Services Tax (GST) registration certificate, as applicable.	Duly signed copy of GST Certificate.
9.	Applicant should hold a valid Permanent Account Number (PAN), as applicable.	Duly signed copy of PAN.
10.	Applicant should not have been debarred/blacklisted by any Govt. Department/PSU/FPO/Cooperative Society for corrupt and fraudulent practices and shall have to submit a declaration to this effect.	Undertaking in the format prescribed in this document.

Note: Startups with relevant registration certificates shall be exempted from the Minimum Eligibility Criterion relating to Turnover.

Application Letter

Application Letter (on letter head of the Corporation / Company / Firm / LLP / Trust/ Society
(including FPO/Cooperative)

To,

State Head/Head

RBB/Branch

manager),NAFED,

Address of State Branches

Dear Sir,

I / We, submit processing fee for Opening of NAFED Bazaar Stores or Nafed Cafes across
PAN INDIA locations.

I / We have thoroughly examined and understood all the terms and conditions as contained in
this document and agree to abide by them.

I /We hereby declare that the I /Corporation / Company / Firm /LLP / Trust/ Society (including
FPO/Cooperative) am/is duly authorized to sign and submit this application.

Yours faithfully,

Authorized Signatory

Name :

Designation :

Mobile Number :

Email ID :

Date :

Annexure -IV**Application Form**

Name of the Corporation/ Company/ Firm/ LLP/ Trust/ Society (including FPO/Cooperative)	
Firm type (Corporation/Company/Firm/LLP/Trust/Society (including FPO/Cooperative)	
Registered office	
Email Id of Authorized signatory	
Registration No.	
PAN no. of Corporation/ Company/ Firm/ LLP/ Trust/Society (including FPO/Cooperative)	
GST Registration No.	
License/Certification, if any	
Name of Authorized signatory along with designation	
Mobile Number of Authorized signatory	
Bank Account Number	
Branch and address of Bank	
Bank IFSC Code	

Financials**(Rs.In Lakhs)**

Particulars	FY-----	FY----	FY----
Total Turnover			
Net worth			

Work Experience of Corporation/ Company/ Firm/ LLP/ Trust/ Society (including FPO/ Cooperative) /Consortium partners

(If required Extra sheet maybe taken for providing information)

- 1) Corporation/Company/Firm/LLP/Trust/Society (including FPO/Cooperative) Introduction:
- 2) Corporation/Company/Firm/LLP/Trust/Society (including FPO/Cooperative) is Manufacturer/Trader/ Distributor:
- 3) Name of Brand/Product deals in:
- 4) Organizational Structure:
- 5) Current operational area (Nation wise/State(s)wise/district(s)wise):
- 6) Number of Existing Grocery Retail Stores, Cafes etc.(State(s)wise/District(s)wise/Ares(s)wise):
- 7) Details of any other infrastructure available:

Annexure-VI

Format of certificate to be issued by Chartered Accountant

To,

State Head/Head

RBB/Branch

manager),NAFED,

Address of State Branches

We hereby certified that M/s.....having registered office at.....is engaged in the business of.....and their turnover and net worth for any three of last four financial years, ending March 2025,from the above business is as per details given below:-

S. No	Particulars	F.Y.....		F.Y.....		F.Y.....	
		Qty(MT)	Value(Rs. In lakh)	Qty(MT)	Value(Rs. In lakh)	Qty(MT)	Value(Rs.in lakh)
01.	Total Turnover						
02.	Net Worth	-----		-----		-----	

For (Name of the Chartered Company/Firm)

(Name of the Signing Authority)

Designation

Membership No.

Mobile No.:-

Place of Issue:

Annexure-VII

**(On the letter head of the Corporation/Company/Firm/LLP/Trust/Society
(including FPO/Cooperative))**

Details of Director(s)/Partner(s)

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

Annexure –VIII

**Undertaking from Corporation/Company/Firm/LLP/Trust/Society (including
FPO/Cooperative) (to be submitted on the letter head)**

Date:-

To

The Managing Director,
National Agricultural Cooperative Marketing Federation of India Ltd.
NAFED House, Sidhartha Enclave, Ashram Chowk
New Delhi-110014

Dear Sir,

This has reference to the document reference no. _____ dated.....published in the website of NAFED. In response to the said document, I/we have submitted our documents at your office.

In connection with the above document, I/we hereby declare and undertake as under:-

- (i) That we are neither related to any member(s) of your Board of Directors, Officers and other employees nor do we have any financial, commercial or other interests with any of the above persons in any capacity whatsoever.
- (ii) That we have read the documents completely and all terms & conditions given in this documents are acceptable to me/us.
- (iii) That we have not been blacklisted by any State/Central Govt. body/ Public Sector Undertaking at any point of time in India.
- (iv) That we have not been involved in any major litigation that may have an impact of affecting or compromising participation in this document.
- (v) That in case of any violations to the above declarations at any stage, NAFED reserves the sole right to cancel the candidature under this document.
- (vi) That we have not been insolvent in the last three financial years.

For and on behalf of.....

(Authorized Signatory with Corporation/Company/Firm/LLP/Trust/Society (including FPO/Cooperative)seal/Stamp)

ANNEXURE IX

ON THE LETTER HEAD OF THE APPLICANT/LEAD MEMBER OF CONSORTIUM TO WHOMSOEVER IT MAY CONCERN

This is to state that for the purpose of Opening of NAFED Bazaar Stores or Nafed Cafes across PAN INDIA locations.

We have agreed to form a Consortium as under:

S. No.	Name Of Agency / Franchisee Partner	Name of Signing Authority Along With Designation	Role in Consortium
1			Lead Applicant
2			Supporting Applicant
3			Supporting Applicant

SignatureParty1:

SignatureParty2:

SignatureParty3:

Please Note:

1. NAFED leaves it to the applicants to have separate operational agreement.
2. The Lead Applicant shall be responsible for all compliances to NAFED.

INTEGRITY PACT

National Agricultural Cooperative Marketing Federation of India Ltd. (NAFED), an apex level Co-operative Marketing Federation, registered under the provisions of Multi State Cooperative Societies Acts, 2002 (as amended up to date), having its Head Office at Nafed House, Siddhartha Enclave, Ashram Chowk, New Delhi-110014 through.....

(herein after referred to as the "The Principal", as the context may require or admit, which expression shall, unless excluded by or repugnant to the subject or context or meaning thereof, be deemed to mean and include its representatives, nominees, affiliates, successors and permitted assigns) of the ONE PART And

And

.....a company incorporated under the Companies Act, 1956 or 2013 or Partnership Firm duly registered vide Deed of Partnership dated or Proprietorship Firm, Through its Director/Partner/Proprietor Mr./Mrs. And having its registered office at (herein after referred to as "Vendor/Bidder/Contractor") which expression shall, unless repugnant or contrary to the context or meaning thereof, be deemed to mean and include its successors, authorized signatories and permitted assigns) of the OTHER PART ,

PREAMBLE

A. The Principal intends to award, under laid down organizational procedures, contract/s for

.....The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relations with its Bidder(s) and/or Contractor(s).

B. In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) to monitor the tender process and the execution of the contract with the bidders/contractors/vendors for compliance with the principles mentioned in this Integrity Pact.

Article: 1- Commitments of the Principal

1. The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

- a) No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand; take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- b) The Principal will, during the tender process treat all Bidder (s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an unfair advantage in relation to the tender process or the contract execution.

- c) The Principal will exclude from the process all known prejudiced persons.
- 2. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Acts, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Article: 2 – Commitments of the Bidders(s)/Contractor(s)

1. The Bidder(s)/Contractor(s)/Vendor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s)/Contractor(s)/Vendor(s) commit themselves to observe the following principles while participating in the tender process and during the contract execution.
 - a) The Bidder(s)/Contractor(s)/Vendor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
 - b) The Bidder(s)/Contractor(s)/Vendor(s) will not enter with other Bidders into any undisclosed agreements or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
 - c) The Bidder(s)/Contractor(s)/Vendor(s) will not commit any offence under the relevant IPC/PC Acts; further the Bidder(s)/Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d) The Bidder(s)/Contractor(s)/Vendor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s)/Contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. **Further details of Indian Agents of Foreign Suppliers shall be disclosed by the Bidder(s)/Contractor(s)/Vendors. Further, all the payments made to the Indian agent/representative have to be in Indian Rupees only.**
 - e) The Bidder(s)/Contractor(s)/Vendor(s) while presenting their bid, will disclose any and all payments made, are committed to or intend to make to agents, brokers or any other intermediaries in connection with the award of the contract.
 - f) Bidder(s)/Contractor(s)/ Vendor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.
2. The Bidder(s)/Contractor(s)/Vendor(s) will not instigate their persons to commit offences outlined above or be an accessory to such offences.

Article: 3 – Disqualification from tender process and exclusion from future contracts

If the Bidder(s)/Contractor(s)/Vendor(s), before award or during execution has committed a transgression through a violation of Article 2, above or in any other form such as to put the irreliability or credibility in question, the **Principal is entitled to**

disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per the laid down procedure.

Article: 4- Compensation for Damages

1. If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Article 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
2. If the Principal has terminated the contract according to Article 3, or if the Principal is entitled to terminate the contract according to Article 3, the Principal shall be entitled to demand and recover from the Contractor/vendor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Article: 5 – Previous transgression

1. The Bidder declares that no previous transgressions occurred in the last three years with any other firm/Company/organization in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify its exclusion from the tender process.
2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in “Guidelines on Banking of business dealings”.

Article: 6-Equal treatment of all Bidders / Contractors /Subcontractors

1. In case of Sub-contracting, the Principal Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub contractor.
2. The principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.
3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Article: 7 - Criminal charges against violating Bidder(s) / Contractor(s) / Subcontractor(s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or subcontractor, or if an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Article: 8 - Independent External Monitor

1. The Principal appoints competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this Integrity Pact.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory to him /her to treat the information and documents of the Bidders/Contractors as confidential. He/she will report to the Managing Director, Nafed.

3. The Bidder(s)/Contractor(s) accept that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is also applicable to Sub-contractors.
4. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-Disclosure of confidential Information' and of 'Absence of Conflict of interest'. In case of any conflict of interest arising out at a later date, IEM shall inform the Managing Director, Nafed and recuses himself/herself from that case.
5. The Principal will provide to the Monitor sufficient information about all the meetings among the parties related to the Project provided such meetings could have any impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
6. As soon as the Monitor notices, or believes to notice, violation of this agreement, he/she will so inform the management to discontinue or take corrective action, or to take relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
7. The Monitor will submit a written report to the Managing Director, Nafed within 8 to 10 weeks from the date of reference or intimations to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.
8. If the Monitor has reported to the Managing Director, Nafed, a substantiated suspicion of an offence under relevant IPC/PC Acts, and the Managing Director, Nafed has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioners.
9. The word "Monitor" would include both singular and plural.

Article: 9 – Pact Duration

1. This pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.
2. If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by the Managing Director, Nafed.

Article: 10 – Other provisions

1. This agreement is subject to Indian Laws. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. New Delhi.
2. Changes and supplements as well as termination notices need to be made in writing.
3. If the contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
4. Should one or several provisions of this Integrity Pact turn out to be invalid, the

remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

5. Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.
6. In the event of any contradiction between the Integrity Pact and its Annexure, the Clause in the Integrity Pact will prevail.

(For & on behalf of the Principal) (For & on behalf of Bidder/Contractor)

(Office Seal)

(Office Seal)

Place: _____

Date _____

Witness1:

(Name & Address) _____

Witness2:

(Name & Address) _____

ANNEXURE - XI

(ONCOMPANY'S LETTERHEAD)

Declaration cum Undertaking pursuant to Section 206 AB of the Income Tax Act, 1961

To,
M/s NAFED
India.
Dear Sir/Madam,

Subject: Declaration confirming filing of Income Tax Return for immediate 3 preceding

years I, Ms/Mr/M/s. _____ in capacity of Self/Proprietor/Partner/Director of
_____ (Name of entity) having TMID _____, PAN _____
(PAN of Entity) registered office/permanent address at

_____ Do hereby confirm that our
income tax return filing status for any 3 of the last 4 Financial Years ending in
March 2025, is as given under:

Financial Year for which Income Tax Return was due as per Section 139(1)	Filed/Not filed	Date of Filing	ITR Acknowledgement No.	TDS/TCS Rs .50000/-or more (Yes/No)
2024-25				
2023-24				
2022-23				
2021-22				

*Provisional for the financial year ending in March 2025 shall be accepted.

I/We hereby undertake to indemnify M/s NAFED for any claim/loss/liability/cause of action fully including any Tax, interest, penalty, etc. that may arise due to inaccurate/false/incorrect reporting of any of the above information.

For _____ (Name of

Entity) Signature: _____

Name of person: _____

Designation: _____ Place: _

Date: _____

ANNEXURE – XII

List of IOCL locations across PAN India

Uploaded Separately – refer to Nafed website under tender

Branch Addresses ANNEXURE – XIII

Contact Details of Nafed State Branches

NORTH ZONE BRANCHES					
Sr. No.	States Covered	Branch Name	Address	Telephone	Branch Manager No.
1	Rajasthan	Jaipur	Mr. M. S. Rawat	0141-2740796	Mr. M. S. Rawat - 9868214014, 8000878055
			State Head		
			3rd Floor , Nehru Sahkar Bhawan Bhawani Singh Road Jaipur -302001 (Raj)	Email: nafjpr@nafed-india.com	
2	Punjab	Chandigarh	Mr. Sudhir Kumar Singh	0172-2584424	Mr. Sudhir - 08655573731
	Harayna		State Head	Fax-0172-2584424	
	Chandigarh				
	Leh-Ladakh		SCO No. 179, Sector No.5, Panchkula - 134113 Chandigarh	Email: nafchd@nafed-india.com	
	Himachal Pradesh				
	J&K				
3	Uttar Pradesh	Lucknow	Mr. Rohit Jaiman	0522-2333917	Mr. Rohit Jaiman - 9599879799
			State Head		
			First Floor, Cyber Tower, TC-34/V-2, Vibhuti Khand, Gomti Nagar, LUCKNOW - 226010 (U.P.)	Fax-0522 - 2333918	
				Email: nafikn@nafed-india.com	
4	Delhi	Retail Business Branch (RBB)	Mr. Rituraj Singh	Email: nafrrbb@nafed-india.com	Mr. Rituraj Singh - 9999602819
			Head (Retail Business Branch)		
			B1 Extension, E-16 Mohan Cooperative Industrial Estate, New Delhi-110044		
5	Uttrakhand	Rudrapur	Mr. Amit Sukla	Email: nafrdp@nafed-india.com	Mr. Amit Shukla - 8299832607
			Branch Manager		
			Chawla Theatre Complex, Kashipur Road Rudrapur-263153 District : Udham Singh Nagar (Uttrakhand)		
SOUTH ZONE BRANCHES					
6	Karnataka	Bangalore	Mr. Vinay Kumar	080-22262090	Mr. Vinay - 9866448446, 9343703532
			State Head		
			NAFED, 'Niton' Block 'B',No. 11/3, Palace Road, BANGALORE – 560 052	Fax- 080-22256381 Email: nafbang@nafed-india.com	
7	Kerala	Kochi	Mr. Symon V. C.	0484-2204520, 0484-2206915	Mr. Symon - 9388627873
			State Head		
			Plot No.35 Warehousing Center,GandhiNagar,Kochi - 682020 (Kerala)	Fax-0484 - 2206915 Email: nafkoc@nafed-india.com	
8	Andhra Pradesh	Hyderabad	Ms. Jyoti Patil	040-23235371, 040-23298781	Ms. Jyoti Patil - 9880011555, 9391061887
	Telangana		State Head	Fax-040 - 23242615	
			5 - 10-193,HACA Bhawan, 2nd Floor, Opp. Public Gardens Hyderabad - 500004 (AP)	Email: nafhyd@nafed-india.com	
9	Tamil nadhu	Chennai	Mr. LLT Prakasa Rao	044-29555793, 26431388	Mr. LLT Prakasa Rao - 8178046265
			State Head		
			Crescent Court 2nd Floor, No.108 Poonamallee High Road Chennai-600084 (TN)	Fax-044-26431388	
				Email: nafchen@nafed-india.com	
EAST ZONE BRANCHES					

10	West Bengal	Kolkata	Mr. Souradip Mondal	033-22316365, 22483729	Mr. Souradip Mondal - 9971182995, 8453707247
			State Head	Email: nafkol@nafed-india.com	
			20-B,2nd Floor,Abdul Hamid Street Kolkata - 700069 (WB)		
11	Jharkhand	Patna	Mr. Ranjay Kumar	0612-2232062	Mr. Ranjay Kumar - 8109045451
	Bihar		State Head	Email: nafpat@nafed-india.com	
			Nafed, 3rd Floor, Deepsheela Complex TalapatraLane , Near Ashok Cinema Bhudhmarg Patna - 800001		
12	Assam & North east	Guwahati	Mr. Dipam Jyoti Sahoo	0361-252934	Mr. Dipam - 7978920154
			State Head	Fax-0361-2529347	
			2ND Floor, Shiva Commercial Complex, Block-B, Rupnagar Path, G.S. Road, ulubari, Guwahati-781007	Email: nafguw@nafed-india.com	
13	Odisha	Bhubaneshwar	Ms. Anindita	0674-2475303 , 0674- 2475102	Ms. Anindita - 9433525756,9830529777
			State Head		
			NBCC IMPERIA		
			TOWER -1 COMMERCIAL SPACE NO 303 & 304	Email: nafbhu@nafed-india.com	
			NEAR NEW GOVT. COLONY		
			PRESS CHHAK , BHUBANESWAR - 751017		

WEST ZONE BRANCHES

14	Maharashtra	Mumbai	Ms. Bhavya Anand	022-26531732, 022-26531733	Ms. Bhavya - 9167760741, 7738474819
	State Head		Email: nafmbi@nafed-india.com		
	National Agricultural Cooperative Marketing Federation of India Limited Naman Centre, 'A' wing, Unit No.803, 8th Floor C-31, G Block, Opp. Dena Bank, Bandra Kurla Complex Mumbai - 400 051				
15	Madhya Pradesh	Bhopal	Mr. Puneet Singh	0755-4030503, 2928018	Mr. Puneet - 9868986770, 9868986773
			State Head	Fax-0731-2474686	
			Commercial Hall No. 5 & 6, 2nd, Floor, Dwarika Parasar, Arvind Vihar, Baghmughaliya Bhopal (MP), Pin 462043	Email: nafind@nafed-india.com	
16	Gujarat	Ahmedabad	Mr. Abhishek Kumar	079-6420581, 40049497	Mr. Abhishek Kumar - 9920401550
			State Head	Fax-079-26420589	
			"A" Wing 6th Floor,MaridiaPlaza,CGRoad,Ahmedabad-380006(GUJ)	Email: nafahm@nafed-india.com	
17	Chattisgarh	Raipur	Mr. Sanjay Kumar Singh	Email: nafpr@nafed-india.com	Mr. Sanjay- 9861072830, 8777215950
			State Head		
			8th floor, CBD Bhawan,Tower "C" Commercial Complex,Sector-21, Atal Nagar, Naya Raipur-492101 Chhattisgarh.		