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# भारतीय कपास निगम लिमिटेड

**THE COTTON CORPORATION OF INDIA LIMITED**

**(भारत सरकार का उपक्रम)**

**(A Government of India Undertaking)**

शाखा कार्यालय: कपास भवन, ४/२, अशोक नगर, पो.बो. नंबर: २२७, गुंटूर-५२२००२, आंध्रप्रदेश

**Branch Office: Kapas Bhavan, 4/2, Ashok Nagar, P.B.227, Guntur-522002, AP**

**Tele.No.0863-2233472,2233943, Fax No. 0683-2357472 , E-mail : guntur@cotcorp.com**

**Website : www.cotcorp.org.in Ministry Website : www.ministryoftextiles.gov.in**

RIGHT TO INFORMATION

**REF: CCI/GNT/MKTG/TRANSP./2020-2021/** **DATE: 30.07.2020**

## TENDER FOR HIRING OF PRIVATE GODOWNS FOR STORAGE OF F.P. BALES FOR THE COTTON SEASON 2020-21

The Cotton Corporation of India Ltd., Guntur invites sealed tenders from reputed and well constructed Godowns/Warehouses owned by individuals, companies, institutions, service providers etc. located at various areas under the jurisdiction of Branch Office, Guntur. As enlisted in detailed terms & conditions for storage of fully pressed cotton bales for the cotton season 2020-2021. The detailed terms and conditions along with tender form can be had from Branch Office on any working day up to **2:00 P.M.** of **20.08.2020** and can also be downloaded from CCI website i.e., **www.cotcorp.org.in** and from Government tender portal i.e. **https://eprocure.gov.in.** Downloaded tenders should be accompanied with Rs.112/- in favour of "THE COTTON CORPORATION OF INDIA LIMITED, GUNTUR" payble at GUNTUR, way of DD/Pay Order. Tender should be submitted as under:

| | | |
|---|---|---|
| 1. | **Envelope-A** | envelope marked as "Technical bid" which should contain all enclosures **(Annexure-II)** |
| 2. | **Envelope-B** | envelope marked as "Financial bid" which should contain financial bid **(Annexure-III)** |
| 3. | **Envelope-C** | It should contain both **envelope - A** & **envelope – B** |

Each envelope should be superscripted as **"Tender for Hiring of Private Godowns for Storage of F.P. Bales for The Cotton Season 2020-21"** and should contain the name and address of the tenderers at the bottom. The tender form duly completed in all respects addressed to the Asst. General Manager, should reach the Branch Office within stipulated time i.e. on or before **3:00** P.M. on **20.08.2020**. The tender shall be opened on **20.08.2020** at **3:30 pm**. Tenders having valid MSME certificate along with UAM number are exempted from payment of tender fees on production of valid MSME certificate and UAM number along with tender form. **Please note that the Corporation may engage only those Godowns having CCTV cameras.**

**ASST.GENERAL MANAGER**

## TERMS & CONDITIONS

The terms and conditions of tender are as under:

1. Tender should be submitted in two bid system A & B in two separate sealed envelopes duly marked as "Bid-I (Technical) and Bid-II (Financial)" and then place the two sealed envelopes in one ENVELOPE-C duly sealed and superscripted as **"TENDER FOR HIRING OF PRIVATE GODOWNS FOR STORAGE OF F.P.COTTON BALES FOR 2020-21 SEASON"** addressed to Asst. General Manager, The Cotton Corporation of India Ltd., Guntur and should reach on or before **20.08.2020** up to **03:00 P.M** and the tender shall be opened on the same day at **3:30 P.M.** in the presence of tenderers who remain present at that time.

2. Preference will be given to Godowns having large storage capacity in a single location.

3. The tenderer must have PAN allotted by Income Tax Department.

4. The rate should be quoted per bale per month basis inclusive of all taxes/cess etc. exclusive of GST.

5. The contract will be effective from the date of occupancy of the particular Godown.

6. Once rates are finalized, no escalation in the rates will be accepted during the contracted period for any reason and no extra charges shall be paid by the Corporation.

7. Tenders should be submitted strictly in the prescribed tender form along with terms and conditions which can be had from Branch Office during working hours on any working day on payment of Rs.112/- (Rupees One Hundred Twelve only). Those who are downloading the tender forms from the website shall have to pay Rs.112/- (Rupees One Hundred Twelve only) by way of D.D. in favour of "The Cotton Corporation of India Limited, payable at Guntur and submit the same to Branch Office along with tender form. Tenders having valid MSME certificate along with UAM number are exempted from payment of tender fee.

8. All columns in the tender form should be filled clearly and legibly. Tender form found incomplete in any respect is liable to be rejected.

9. The Godown should be well constructed, with proper *Pakka* Approach Roads from main road to all loading points in the Godown. Godown should also have *Pakka* compound wall on all four sides and it should be as per insurance norms. If there is any delay in giving delivery of F.P bales by way of trucks/containers getting stuck up in the Godowns due to lack of proper *Pakka* roads in the godowns, or for any other reason, then any charges incurred to the Corporation due to delayed delivery or any other charges incurred will be recovered from the Godown rent bills payable.

10. The godown should have proper *Pakka* approach road for easy movement of container trucks and also in between the godown compartments as 40 feet containers shall have to be loaded for export purpose.

11. The rent of the Godown shall be quoted at the rate of per bale per month basis excluding GST. The payment shall be made on pro-rata basis only. Payment will be made within 10 days of receipt of bill at branch, by way of RTGS/NEFT.

12. Vacating of Godowns: The rent shall be applicable on per bale basis till the entire stock of the Corporation is vacated from the godown. The Godown shall be vacated at any time during the contract period without prior notice.

13. The Godown should have facilities such as office and all other facilities as may be required for the purpose of storage of the bales. It is agreed and clarified that the Godown owner shall not levy any charge for such facilities by way of rent or otherwise and no such charges whatsoever shall be payable by CCI for providing such facilities.

14. At the time of agreement, Godown owner should give undertaking that there will be no interference from local Truck Association / Anti Social elements or any other disturbing elements at their godown premises which may hamper smooth dispatch of F.P. Bales/CCI Stock.

15. Godowns should have CCTV cameras at all the important points such as entry and exit points with at least one month back up facility. The godown owner should ensure that there are no electric installations such as wires, circuits inside the godowns in a manner which would affect the safety of CCI's stocks inside the godowns.

16. **Proper stacking plan should be attached along with the tender** mentioning each lot of 100 bales lot stacking and number of bales that can be stored. The stack should not be more than 7 stack height. However, the stacking plan shall be as decided by CCI representative. The stacking plan should be prepared by ensuring that a gap of at least 2 feet is maintained from the wall to each lot and also at least 2 feet gap in between each lot. No lots should be stacked in front of the shutters.

17. The godown should have adequate and proper arrangements for water storage/availability of water such as overhead tanks/water sump/bore well etc., and continuous water supply to the scheduled property and also make bore-well arrangements duly fitted with working power water pumps to facilitate proper fire fighting operations in case of need and also keep ready all other fire fighting arrangements / equipments which may be required in case of any emergency. The godown should have proper and adequate fire fighting facilities as stated below:

    - Fire extinguishers of at least 10 kg/ltrs capacity each with valid expiry date @ 02 cylinders per shutter.
    - Water drums (big size) @ 02 per shutter.
    - Sand buckets @ 04 per shutter.
    - Water Buckets @ 04 per shutter.
    - No-smoking board in each prominent wall of the Godown
    - Name of the Godown/Compartment/ to be written in the wall of the Godown clearly

18. There should not be electric connections in the godowns. While engaging the godowns, the godown owner should obtain a certificate from local electrical department mentioning that all the electrical wires are disconnected and there is no electricity inside the godowns.

The certificate should be submitted to the Corporation at the time of engaging the godowns.

19. There should not be any water leakages inside the godown and if any damages to the stock occurred due to water leakages shall be liable to be recovered from godown owner/management. In case of any repair required for the godown, the same should be repaired without any delay. All the ventilators (upper side and windows) should be sealed properly so that no birds such as pigeons shall enter inside the godowns. In case any such deficiency is observed, the godown owner is liable to bear the penalty as imposed by the Corporation. The loss caused to the Corporation's stock will be recovered from the godown owner/management/service provider.

20. The godown owner should provide dunnage material free of cost prior to stacking of bales so that the lower layer of bales does not get any dust does not get contaminated by any kind of foreign material.

21. Sufficient Trolleys and adequate facilities for the weighment of the goods of CCI will be made by the godown owner.

22. The godown owner shall bear and pay regularly the lease rent, if it is on lease land revenue, property tax, non agricultural tax and/or other taxes and outgoings payable with respect to the scheduled property and shall ensure that no such taxes/outgoings shall remain in arrears at any point of time. Further, the godown owner hereby agrees and undertakes to keep the scheduled properly during the pendency of this agreement free from all encumbrances, claims and demands of whatsoever nature.

23. Insurance of stocks shall be covered by the Corporation and the godown owner will ensure and keep the scheduled property insured during the period of this agreement at their own costs and expenses and shall give a copy of Insurance Policy and renewals thereof to the CCI for its record. In case of any mishap the Corporation will not be liable to make good the losses if any to the godown.

24. The lock & key of the godowns shall be under the custody of CCI. In case of management under CWC, Lock & Key would be under the custody of CWC Management.

25. The godown shall be hired on the basis of requirement, its cost effectiveness and after inspection for suitability of storage of Corporation's stocks and the decision taken in this regard by the Corporation shall be final and binding on all.

26. Before engaging the godown, survey will be done by CCI officials. Only after the godown is found to be satisfactory in the survey, then only agreement will be made with the godowns which are found to be satisfactory.

27. Godown owner/management should have their own hamalies or they should ensure that sufficient hamalies remain available at godown premises for Corporation's work. The Corporation will engage the labour contractor for job work at hired godowns for handling of bales in due course.

28. Hamali expenses will be borne by the Corporation towards carrying, stacking, de-stacking and weighment charges.

29. Hamali rates will be paid as being paid at other CWC/APSWC/Private godowns as finalized by CCI in same area/nearby area and the details which can be had from our branch office on any working day during working hours.

30. The godown owner shall have to follow all the acts/ rules applicable in the State of Andhra Pradesh pertaining to warehouses and Corporation will be not responsible for any violation of the same. Necessary certificates should be provided at the time of engaging the godowns if required.

31. The godown owner has to enter into an agreement on Rs.100/- non judicial stamp paper after confirmation by the Corporation. The agreement shall commence in force from the date the Corporation enters into possession of the schedule property for storage of its bales and shall terminate immediate on the next day of final delivery of goods of the schedule property. The godown shall be vacated at any time during the contract period without prior notice.

32. CCI reserves its right to accept or reject partly or fully any or all tenders without assigning any reason thereof, but on enquiry reasons for rejection of tender will be informed.

33. Financial bid will be opened for only those tenders who have qualified in the technical bid.

## **D E C L A R A T I O N**

I/We hereby undertake to abide by all the terms and conditions of the tender supplied by the Corporation and a copy annexed herewith duly signed.

We agree with the above Terms and conditions

**Place:**_____

**Date:**_____

**Name & Signature of the Tenderer with Seal**

_____

_____

_____

**WITNESS-1:**

Name:_____
Signature;_____
Full Address:_____

**WITNESS-2:**

Name:_____
Signature;_____
Full Address:_____

## CHECKLIST FOR TENDERERS

1) Xerox copy of PAN Number.

2) Xerox copy of GST Number (If Registered under GST) In case the Godown is not registered under GST at the time of submission of Tender, then an undertaking must be given by Godown owner/management /service provider that, if as per GST Provisions, in future, it is required to get themselves registered under GST, they will get themselves registered under GST.

3) Stack plan and Sketch of godown location.

4) Tender to be submitted in two bid system A & B in two separate sealed envelopes duly marked as **"Bid-I (Technical)** and **Bid-II (Financial)"** and then place the two sealed envelopes in one **ENVELOPE-C** duly sealed and superscripted as **"TENDER FOR HIRING OF PRIVATE GODOWNS FOR STORAGE OF F.P.COTTON BALES FOR 2020-21 SEASON"** addressed to ASST.GENRAL MANAGER, The Cotton Corporation of India Ltd., Guntur

5) Copy of MSME certificate (if party is registered with MSME) along with UAM number .

**THE COTTON CORPORATION OF INDIA LTD**
**BRANCH OFFICE: GUNTUR**

**BID-I (TECHNICAL)**

Tender Form No. : _____ Tender form fees: Rs.112/- Including GST
Tender Form Date: _____ (Rupees One Hundred and twelve)

| | |
|---|---|
| Last date for issue of Tender: | 20.08.2020 up to 2.00 p.m. |
| Last date for submission of Tender: | 20.08.2020 up to 3.00 P.m. |

**TENDER FORM FOR HIRING OF PRIVATE GODOWNS FOR STORAGE OF F.P BALES FOR THE COTTON SEASON 2020-21**

| | | |
|---|---|---|
| 1 | Name of Godown (in case of more number of godowns in the premises, specify the godown names separately along with premises name) | _____<br>_____<br>_____<br>_____ |
| 2 | Name of Godown Owner<br>(Individual, Companies, Institutions etc.) Registration certificate from concerned Register to be enclosed in case of companies and institutions. | _____<br>_____<br>_____ |
| 3 | Contact Number (Mobile no.) | |
| 4 | PAN No.<br>(Xerox copy to be enclosed) | |
| 5 | GST Registration No.<br>(Xerox copy to be enclosed, If Registered), | |
| 6 | Full address of Godown along with landmark | _____<br>_____<br>_____<br>_____<br>_____<br>_____ |
| 7 | Availability of Weigh bridge, its Capacity & working Condition (Tonnes), If no, Please specify nearest weigh bridge and its distance | Yes/No<br>_____<br>_____<br>_____ |
| 8 | Whether CCTV Cameras with at least one month backup facility installed or not. If Yes, Please specify points where installed | Yes /No<br>No. of cameras<br>Points<br>(1) Main entry/exit gate<br>(2) Back side of |

| | | | |
|---|---|---|---|
| | | godown | |
| | | (3) Front side view of godown | |
| 9 | Nearest fire station and its distance With Contact numbers | Fire Station: | |
| | | Distance from Godown (in km) | |
| | | Contact no: | |
| 10 | Firefighting facility : | | |
| | (a) Availability of water source (Well, Tubewell, Borewell, tank etc.) | | |
| | (b) Water storage tank and its capacity | Overhead Tank No's | Water Storage Capacity in Ltr |
| | | | |
| | | Underground Sump No's | Water Storage Capacity in Ltr |
| | | | |
| | (c) Availability of hydrants (No. of water hydrants available With hosepipe with nozzle) | Yes/No | Number of water hydrants Available |
| | | | |
| | (d) No. of fire extinguishers/sand buckets/water drums | No. of fire extinguishers | No. of sand buckets / No. of water drums |
| | | | |
| 11 | Whether Hamalies for handling of cotton bales are available or not | If yes, Number of hamalies _____ | |
| 12 | Iron Trolleys should be provided for handling of Cotton Bales at the time of receipt /delivery of bales in the ratio of 01 trolley for each 2000 bales | Available / Not available<br>If yes, Number:_____ | |
| 13 | Storage capacity offered to CCI for storage (in Cotton bales)<br>(1 bale can be accommodated in 2.5 sq. ft approx.) | Total Capacity available in cotton bales: | |
| | | No. of compartments: | |
| | | Capacity offered to CCI in bales: | |
| 14 | Whether Stack Plan attached & Sketch of the Godown Location | Yes / No | |
| 15 | Whether any HT/LT lines are passing through the godown premises | Yes / No | |
| 16 | Whether godown is having No Objection certificate from State Fire Department. (If Yes, attach copy) | Yes / No | |

We accept all terms and conditions of tender.

Place:_____ Authorized Signature _____

Date:_____ with Stamp & Seal

**THE COTTON CORPORATION OF INDIA LTD**
**BRANCH OFFICE: GUNTUR**

**BID-II (FINANCIAL)**

**TENDER FORM FOR HIRING OF PRIVATE GODOWNS FOR STORAGE OF F.P BALES FOR THE COTTON SEASON 2020-21**

| | |
|---|---|
| Name of the Godown: | |
| Rate per bale per month Inclusive of all taxes (excluding GST) | Rs.:_____<br>(in words)_____ |

I/We agree to all the Terms and Conditions appended to the Tender and declare to abide by the same. As provided in the Terms, I shall sign the written agreement for execution of all assigned to me by the Corporation.

Place:_____
Date:_____

Authorized Signature _____
With Seal
Name of Signatory: _____
Mobile No. _____
Address Stamp: