

AFD: PUR: ENQ: 2023:802

October 30th, 2023

Sub: A tender enquiry for the hiring of godown.

Dear Sir,

We enclose herewith a tender for hiring of dry godown for storage of milk products like powder, ghee and other milk products.

1. Godown Owner needs to submit documents as per checklist given in Annexure II and provide details of godown as per Annexure II.
2. **Tender Fees & EMD:** You will have to deposit **Rs. 5000/- (Non-refundable as Tender fees)** by way of RTGS/NEFT in following A/c. "BANK NAME: HDFC BANK, ACCOUNT NAME: AMULFED DAIRY (A UNIT OF GCMMF LTD), A/C NO: 00060310001593, BRANCH: NAVRANGPURA, IFSC CODE: HDFC0000006". We will not accept it through any other mode like cash or cheque. You need to provide RTGS/NEFT receipt alongwith tender copy. **The quotation received without Tender Fees along with the RTGS/NEFT receipt shall not be considered.**
3. **Qualification Criteria:**
 - a. The godown should be cleared in terms of all legal aspects and having all documents or criteria fulfilled as mentioned Annexure II, III and IV.
 - b. Vendor shall have valid FSSAI license.
4. **Vendor Registration Form:** All the interested bidders have to participate in the inquiry through our purchase portal by registering your firm as a new vendor (if your firm already have registration in our PP, than you have to login to your account and request AFD to send RFQ.
 - Interested bidders have to register your firm in our Purchase portal. Website for our portal is as >>>: <http://afdpurchase.amul.in/>
 - Offer through mail/hardcopy are not accepted and stand for rejection, your competitive bids should be submitted through our online portal only.

Following documents should be attached with Bid

1. Memorandum of association/partnership deed
2. PAN No
3. GST No,
4. Registration copy of Bombay Shops and Establishment Act
5. Provident Fund No and Allotment date,
6. Professional Tax No,
7. Audited Income Tax return & a Turnover copy of last 3 financial years
8. Labour Licence Copy etc.
9. Purchase Order / Contract Copy and Work Experience certificate of similar kind of work from reputed organizations
5. Rewriting / Over writing in the tender is to be avoided.
6. Godown owners are abiding by & bound to follow all the terms, conditions mentioned here in this tender as per Annexure I.
7. All pages of tender must be signed & sealed by godown owners/ Godown Owners which are considered as your acceptance for all rates, terms & conditions mentioned in the tender.
8. No guarantee is given for the selection of godown for hiring purpose on the lowest rate basis. It would be purely merit based and management discretion.
9. No telephonic/personal follow up from your side will be entertained. Canvassing in any form will lead to disqualification straightway.
10. The **last date** for rate submission of tender is **05.12.2023** through our purchase portal
11. This tender contains 19 pages.

Thanking you.

Yours faithfully,

Purchase dept.

- Encl: Annexure I : Terms and Conditions
Annexure II : Checklist for documents to be attached herewith tender
Annexure III : Details to be provided for Godown
Annexure IV : Food Safety Standards Certificate (FSSC) Checklist
Annexure V : Rate Form (Rate must be submitted through our Purchase Portal)
Annexure VI : Draft Agreement to be made between AMULFED DAIRY and Godown owner upon finalization of contract on Rs. 300/- non-judicial stamp paper.
Annexure VII: Documents to be submitted/Attached with vendor registration in Purchase Portal
- Annexure VII: Bank Details Form

ANNEXURE - I

TERMS AND CONDITIONS FOR HIRING OF GODOWN:-

1. This contract will remain valid for 1 YEAR FROM THE DATE OF HIRING, but its duration can be extended as per AmulFed dairy's requirement.
2. Our approximate annual requirement is 10.0 Lac Sq Ft space considering 9000 MT of Powder and 3000 - 3500 MT of ghee production per month for 8 months in flush season preferably from Jan 2024 to Dec 2024. Minimum Godown space to be hired is 20000 SF to avoid under utilization.
3. The hiring of godown will be in a phased manner as per production capacity preferably 30000 SF at a time and upon filling of the same, next area will be hired. The same procedure will be followed for vacating of godown also.
4. The hiring of space can be increased or decreased as per requirement of AmulFed Dairy, Gandhinagar and godown owner is abide to provide space accordingly if godown is selected by AmulFed Dairy, Gandhinagar.
5. We prefer Godowns having 24*7 CCTV monitoring available with back up storage of minimum 30 Days.
6. Godown owner has to take written consent from AmulFed Dairy, Gandhinagar before allocating space to any other MUs or party in case of under utilization of resources if it is under a single roof.
7. All godowns to be supplied should be totally insured and as per Govt. rules & regulations if any duty / fee / tax are payable then it is sole responsibility of godown owner to observe and clear all formalities from appropriate Government authorities.
8. AmulFed Dairy is ISO-9001: 2015, ISO – 14001: 2015 and FSSC 22000 V5.1 certified unit. We also encourage and request our business partners to follow the same. Further, in the interest of the sustainable environment, we urge you to deploy eco-friendly processes and use of renewable and free energy sources like sunlight, wind etc. We also request all our business partner to give the utmost importance to food safety and refrain from any measures which may lead to Food
9. AmulFed Dairy will consider **CARPET AREA** of godown for making payment and no payment will be made as per Super Built-up area.
10. Price basis will be considered as per **RS/Sq. Ft./MONTH FOR CARPET AREA OF GODOWN.**

11. Price basis will remain fixed. Rates given by you are considered to be inclusive of rent and all applicable charges, electricity charges, maintenance charges if any. Only GST will be paid extra at actual basis.
12. GST will be exclusive if Applicable. (TDS to be deducted from monthly payment)
13. Electricity bills to be arranged and paid by godown owner. It is inclusive in rates provided by you. However, we are arranging all our major activities in the day time and there will be very less activity in the night time, so electricity consumption will be negligible. Godown owner has to ensure proper lighting in the warehouse, ample air circulation; all open ventilation point needs to be closed by thin wire mesh to avoid any entry of insects/rodents.
14. Godown Owners has to provide 2 numbers of ABC type stored pressure 05 kgs Capacity and 2 numbers of CO2 type 4.5/5.0 Kgs capacity fire extinguishers in carpet area of 20000 SF godown. In case of godown is having higher carpet area, godown owner shall place a higher number of fire extinguishers on pro-rata basis. Further, all these fire extinguishers shall be checked on a quarterly basis and refilled if required as per guidelines of IS 2190:2010 requirements by a competent fire extinguishers service agency.
15. Advance payment and Deposits are not provided by AmulFed Dairy.
16. No any other expenses will be reimbursed or paid by AmulFed Dairy than above mentioned details.
17. The monthly bill is to be presented in AmulFed Dairy alongwith reference of PO/contract no and GST (if applicable) and it will be paid within 15 days after presentation at AmulFed Dairy, Gandhinagar.
18. Freight for material movement from AMULFED DAIRY to godown and vice-versa, Insurance of product, Security charges and C & F Charges shall be arranged by AMULFED DAIRY.
19. AmulFed Dairy will also do termite treatment if required and time to time pest control activities to maintain safe and hygienic condition for storage of food products.
20. Godown owner has to enter into an agreement with AmulFed Dairy on non-judicial stamp paper of Rs. 300/- as per format is given in Annexure VI.
21. The scope of this contract is to provide clean, hygienic and closed godown as per AmulFed Dairy checklist enclosed herewith in Annexure II, Annexure III and Annexure IV. Upon verification of the same, purchase committee comprises of representatives from Purchase, QA, Production and User dept will visit godown and provide clearance for utilization of godown with required actions for open points which need to be addressed.

22. Godown owner shall address the points raised by committee and confirm within 10 days upon list of open points received from AMULFED DAIRY/ visit date of AMULFED DAIRY officials.
23. AmulFed Dairy can provide timely instruction for maintenance, cleaning or any specific requirement related to product hygiene.
24. AmulFed Dairy can vacate godown by giving one month notice period without showing any reason. Godown owner has to provide minimum three month notice period if godown owner wants AmulFed Dairy to vacate the godown as the stock is huge and movement of goods from one godown to another godown may take time.
25. All legal formalities or govt. procedures concerning warehousing should be fulfilled by godown owner so that our goods would not be confiscated by any authorities for any rule violation by godown owner. All charges/fees for this should be borne by godown owner.
26. In any matter(s) like deciding penalty (fine) / deciding cost of damaged (wastage) made / inferring meaning of any term (condition) of tender , the decision of AmulFed Dairy's General Manager will be final and binding to godown owner and cannot be challenged into court of law.
27. If at any stage , AmulFed Dairy finds that godown owner has not followed or has violated any of the tender / agreement terms / conditions then AmulFed Dairy will have right to terminate the complete work order / agreement without giving any prior notice.
28. In case of any dispute, decision of General Manager of AMULFED DAIRY will be considered as final and binding to both parties. In extreme case, if its need to be approached to legal authorities then jurisdiction place would be Ahmedabad.
29. General Manager, AmulFed Dairy reserves the rights to cancel/ terminate the contract, even after awarding of the contract, without assigning any reason & same shall be binding to the Godown Owner.
30. For any dispute regarding this tender / contract / agreement, both parties need to settle by mutual agreement, however decision of General Manager – AmulFed Dairy is final and binding to both parties and cannot be challenged in court of law.
31. Management reserves the rights to accept or reject the any / all offers submitted by Godown Owners, without assigning any reasons. The decision of General Manager – AmulFed Dairy in these regards shall be considered as final and no complaints will be entertained.

32. Godown owner cannot refuse to provide material in any case or cannot hold the material supply in any case as AmulFed Dairy has sole ownership of material stored in Godown and such activity of Godown owner affect the operation of AmulFed Dairy. If such incidence will be reported, then penalty + applicable GST will be levied on Godown owner which may be deemed fit by management and will be deducted from the amount payable to Godown owner. In extreme case, AmulFed Dairy may go for legal action if the matter is not resolved on the mutual agreed basis.

I, the undersigned have understood and is agreeing with and accepting above mentioned terms & conditions.

Godown Owner's Sign & Name

Company Seal

Name of Godown Owner

Date:

ANNEXURE - II

- **Checklist for documents to be attached herewith tender**

1	Duly filled, signed, stamped vendor registration form with all necessary proofs (Through Purchase Portal)
2	Owner Details – company / owner/ beneficiaries
3	Pan card of company/owner/beneficiaries
4	GST registration details
5	7/12 documents
6	8A DOCUMENT
7	NA certificate for land which is used for building godown
8	Approved Building Plan pass certificate from competent Govt. engineer (AUDA/AMC/Municipality)
9	Structure details including load bearing capacity
10	AKARANI certificate/ Development permission in case of rural areas or BU permission for AUDA/AMC territory
11	Gram Panchayat/ Taluka Panchayat/ AUDA/AMC fees receipt for building approval
12	Last 3 years Grampanchayat/corporation tax receipt
13	Last 3 months Electricity bill details

ANNEXURE - III

- **Details to be provided for Godown:**

Sr No	Parameters	Details
1	Carpet area of godown (in Square Foot)	
2	Built of godown – RCC / PEB/ Asbestos Shitting	
3	Load bearing capacity of the floor (MT/Sq Mtr)	
4	The height of Godown (in Meters)	
5	Approach Road (RCC/ Bituminous)	
6	Distance from AmulFed Dairy, Bhat, Gandhinagar (in Km)	
7	Lighting facility (Yes or No)	
8	Loading dock/points and shutters (in Nos)	
9	Industrial/goods lift facility in case of godown is on the first floor (Yes or No, if Yes capacity and size)	
10	Fire extinguishers (Nos. & Type of extinguishers)	
11	Fire Hydrant system (Yes or No, if yes provide type)	
12	Heavy Vehicle parking facility (Yes or No)	
13	Suitability of godown in terms of quality parameters like no water seepage, no rodent entry, properly closed godown with proper ventilation with a proper mesh size of covers on windows	You may provide photographs of inside and outside view. Final comments will be given at the time of the visit by officials from AmulFed Dairy
14	Photographs	

ANNEXURE - IV

- **Food Safety Standards Certificate (FSSC) Checklist:**

Sr No	Parameters	Yes/No	Please also provide Details
1	The Design and Layout of warehouse shall permit adequate maintenance and cleaning and do not provide harborage to pests		
2	Premise shall have sufficient lighting. Lighting fixtures are covered to protect food from contamination.		
3	Adequate ventilation shall be provided within the premise.		
4	The premises shall kept clean and there shall no seepage, cobwebs, dirt, dust, etc. that can compromise food safety.		
5	No signs of pest activity or infestation in premises (eggs, larvae, faeces etc.)		

ANNEXURE - V

• **Rate**

Details of Godown	Carpet Area (Sq Ft)	Unit Rate (Rs/SF/Month)	Total Amount (Rs/Month)
Godown for rent			
GST (If applicable)			
Total (Rent + GST) in Rs/SF/MONTH			
Tentative Date of availability of godown			

ANNEXURE - VI

- Draft Agreement to be made between AMULFED DAIRY and Godown owner upon finalization of contract on Rs. 300/- non-judicial stamp paper

AGREEMENT

HIRING OF DRY GODOWN FOR STORAGE OF MILK PRODUCTS

AGREEMENT

Sub: Hiring of Dry Godown for storage of milk products.

THE ARTICLES OF AGREEMENT made at Gandhinagar on this(Date of Hiring) BY AND BETWEEN

AMULFED DAIRY GANDHINAGAR – A UNIT OF GUJRAT CO-OPERATIVE MILK MARKETING FEDERATION LIMITED a co-operative society registered under the Gujarat co-operative societies Act 1961 and having its plant office at plot no.35, Nr. Indira Bridge, Village: Bhat, District: Gandhinagar –382428 (hereinafter referred to as the “**AMULFED DAIRY**” (Which expression shall, unless it be repugnant to the context or meaning, therefore, be deemed to mean and include its successors and assigns) of the One Part and

M/s (Godown Owner Name) a company incorporated in India under the companies act, 1956, and having its registered office at (Address of Godown/ Registered office). (Hereinafter referred to as the “**GODOWN OWNER**” (which expression shall, unless it be repugnant to the context or meaning, therefore, be deemed to mean and include its successors and assigns) of the Other Parts.

WHEREAS

The AMULFED DAIRY is storing its milk products like Milk powder, ghee and other dairy products in hired dry godowns.

AMULFED DAIRY wants to award contract to **GODOWN OWNER (M/s. Godown Owner name)** for hiring of dry godown owned by the **GODOWN OWNER** for a period of **One Year** from the date of the hiring which can be extended for further periods if mutually agreed based on price revision worked out as per prevailing market rates.

The **GODOWN OWNER** has agreed to provide its owned dry godown to AMULFED DAIRY on terms and conditions hereinafter contained and agreed rent mentioned in price schedule.

NOW IT IS AGREED BY AND BETWEEN THE PARTIES HERE TO AS FOLLOW:

1. This Agreement shall be for a period of ONE year from (hiring date) to (1 year from hiring date) unless terminated by either party on not less than thirty days written notice (given prior to the expiration of the successive period then in effect). Its duration can be extended as per AMULFED DAIRY's requirement, based on mutual agreement between both parties.
2. As per order no (po no dated date), AMULFED DAIRY shall pay a sum of (Rs. Monthly payment) per month plus GST if applicable as given in price schedule to **GODOWN OWNER**.

3. The hiring of godown will be in phase manner as per production capacity preferably 30000 SF at a time and upon filling of the same, next area will be hired. The same procedure will be followed for vacating of godown also.
4. Hiring of space can be increased or decreased as per requirement of AMULFED DAIRY and GODOWN OWNER is abiding to provide space accordingly.
5. GODOWN OWNER has to take written consent from AMULFED DAIRY before allocate space to any other MUs or party in case of under utilization of resources if it is under single roof.
6. Dry godowns supplied should be totally insured and as per Govt. rules & regulations if any duty / fee / tax are payable then it is sole responsibility of godown owner to observe and clear all formalities.
7. AmulFed Dairy is ISO-9001: 2015, ISO – 14001: 2015 and FSSC – 22000 V 5.1 certified unit. In the interest of the sustainable environment, we urge you to deploy eco-friendly processes.
8. AMULFED DAIRY will consider carpet area of godown for making payment and no payment will be made as per Super Built-up area.
9. Price basis will remain fixed. Rates given by you are considered to be inclusive of rent and all applicable charges, electricity charges, maintenance charges if any, taxes and duties etc. GST will be exclusive if Applicable. (TDS to be deducted from monthly payment)
10. Electricity bills to be arranged and paid by godown owner. It is inclusive in rates provided by you. However, we are arranging all our major activities in the day time and there is very less activity in the night time, so electricity consumption will be negligible. Godown owner has to ensure proper lighting in the warehouse, ample air circulation; all open ventilation point needs to be closed by thin wire mesh to avoid any entry of insects/rodents.
11. Godown Owners has to provide 2 numbers of ABC type stored pressure 05 kgs Capacity and 2 numbers of Co2 type 4.5/5.0 Kgs capacity fire extinguishers in carpet area of 20000 SF godown. In case of godown is having higher carpet area, godown owner shall place a higher number of fire extinguishers on pro-rata basis. Further, all these fire extinguishers shall be checked on a quarterly basis and refilled if required as per guidelines of IS 2190:2010 requirements by a competent fire extinguishers service agency.
12. Advance payment and Deposits are not provided by AMULFED DAIRY.
13. No any other expenses will be reimbursed or paid by AMULFED DAIRY than above mentioned details.

14. Monthly bill is to be presented in AMULFED DAIRY alongwith reference of PO/contract no and it will be paid within 15 days after presentation at AMULFED DAIRY.
15. Freight, Insurance of product, Security charges and C & F Charges will be arranged by AMULFED DAIRY.
16. AMULFED DAIRY will also do termite treatment if required and time to time pest control activities to maintain hygienic condition for storage of food products.
17. The scope of this contract is to provide clean, hygienic and closed godown as mentioned in tender "**AFD: PUR: ENQ: 2023:802**". Upon verification of the same, purchase committee comprises of representatives from Purchase, QA and User dept will visit godown and provide clearance for utilization for godown with required actions for open points which need to be addressed.
18. GODOWN OWNER shall address the points raised by committee and confirm.
19. AMULFED DAIRY can provide timely instruction for maintenance, cleaning or any specific requirement related to product hygiene.
20. Both parties can vacate godown by giving one month notice period without showing any reason.
21. All legal formalities or govt. procedures concerning warehousing should be fulfilled by GODOWN OWNER so that goods stored by AMULFED DAIRY would not be confiscated by any authorities for any rule violation by you. All charges/fees for this should be borne by GODOWN OWNER.
22. In any matter(s) like deciding penalty (fine) / deciding cost of damaged (wastage) made / inferring meaning of any term (condition) of tender , the decision of AMULFED DAIRY's General Manager will be final and binding to GODOWN OWNER.
23. If at any stage , AMULFED DAIRY finds that GODOWN OWNER has not followed or has violated any of the tender / agreement terms / conditions then AMULFED DAIRY have right to terminate the complete work order / agreement without giving any prior notice.
24. During this contract period and upon in extension period which is mutually agreed by both parties after agreement end date, AMULFED DAIRY has all right to keep possession of godown along with materials stored in the dry godown. The custody of material stored at dry godown lies with AMULFED DAIRY or AMULFED DAIRY authorized C & F agent only.
25. GODOWN OWNER will give full possession and custody of dry godown to AMULFED DAIRY till this agreement will remain in effect or for time limit till

which it is extended on mutual agreement of both parties. GODOWN OWNER or any agent/partner of GODOWN OWNER or any third party cannot take possession of godown or custody of materials stored in godown without the written consent of AMULFED DAIRY in this period. AMULFED DAIRY will handover godown to GODOWN OWNER in writing upon post agreement period or in case of no use by giving 1-month advance notice.

26. GODOWN OWNER has to provide Bank details in the prescribed format given by AMULFED DAIRY along with bank official endorsement and cancelled cheque copy for RTGS payment and AMULFED DAIRY will make payment to given account through RTGS/fund transfer mode only.
27. GODOWN OWNER has to update their details once in a year upon request received from AMULFED DAIRY in the prescribed format given by AMULFED DAIRY for updation of data in system.
28. In case of any dispute, decision of General Manager of AMULFED DAIRY will be considered as final and binding to both parties.
29. General Manager, AMULFED DAIRY reserves the rights to cancel/ terminate the contract, even after awarding of the contract, without assigning any reason & same shall be binding to the GODOWN OWNER.
30. Any notice required to given hereunder shall be given at writing at the address of each party set forth within or to the other address either party may substitutes by written notice to the other.
31. The Agreement shall be executed in duplicates. The original shall be retained by the AMULFED DAIRY and duplicate by the **GODOWN OWNER**
32. All pages of this agreement must be signed & sealed by GODOWN OWNER which is considered as your acceptance for all rates, terms & conditions mentioned in agreement.
33. Conditions mentioned in Tender "**AFD: PUR: ENQ: 2023:802**" will be considered as final in case of any discrepancy.
34. Godown owner cannot refuse to provide material in any case or cannot hold the material supply in any case as AmulFed Dairy has sole ownership of material stored in Godown and such activity of Godown affect the operation of AmulFed Dairy. If such incidence will be reported, then penalty + applicable GST will be levied on Godown owner which may be deemed fit by management and will be deducted from the amount payable to Godown owner. In extreme case, AmulFed Dairy may go for legal action if the matter is not resolved on the mutual agreed basis.

Whereas

Both parties hereby sign this agreement

IN WITNESS WHERE OF the parties have executed these presents on the day and year herein above written and in the manner hereinafter mentioned.

AMULFED Dairy Gandhinagar

Authorised Signatory

Witness

1.

2.

Godown Owner Name

Authorised Signatory

Witness

1.

2.

Price Schedule

Details of Godowns	Unit Rate (Rs./Sq. feet/Month)	GST % (If applicable)	Total Amount (Rs./Month)
Dry Godowns (Capacity : _____ Sq. feet)	_____	_____	_____

Price basis : Fixed

GST : Exclusive if applicable / Inclusive all taxes.
(TDS to be deducted from _____ monthly
payment)

Payment terms : On Monthly basis (Payment will be done within
15 days after date of invoice)

Freight, Insurance and C & F Charges : To be arranged by AMULFED Dairy

Electricity bills : It is inclusive in rent only and will not be
paid by AmulFed Dairy, Gandhinagar

Total Order Value/Month : **Rs. _____ per month**



ANNEXURE – VII

CHECKLIST OF DOCUMENTS TO BE SUBMITTED/ATTACHED WITH VENDOR REGISTRATION IN PURCHASE PORTAL

- COPY OF PAN CARD
- COPY OF GST REGISTRATION
- COPY OF BALANCE SHEET OF LAST THREE YEARS
- COPY OF TIN REGISTRATION
- COPY OF MSMED REGISTRATION
- COPY OF INCOME TAX RETURN OF LAST THREE YEARS
- COPY OF ISO CERTIFICATIONS (IF ANY)
- COPY OF SERVICE TAX REGISTRATION

**ANNEXURE – VIII – Bank Details Form
On Letter Head of Vendor / Customer.**

To,
General Manager
AmulFed Dairy (A Unit of GCMMF Ltd.)
Near Indira Bridge, Village:- Bhat,
Gandhinagar-382 428

Dear Sir,

Sub: Fund Transfer Payments.

I/we request and authorize you to effect Fund Transfer Payment to my / our Bank account as per the details given below (Please map our account in your SAP):

Vendor Name:- : _____
Vendor Code : _____
Bank Account Name : _____
Bank Account Number : _____
Branch Name & Address of Bank: _____

Email Id : _____
Permanent A/c Number (PAN) : _____
Name of the Auth signatory : _____
Contact Person : _____
Contact Number : _____
IFSC code : _____
MICR Code : _____
Type of Account : Savings / Current / Cash Credit

I, hereby declare that the particulars given above are correct. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I hereby authorize Bank (as mentioned above) to credit my above mentioned account with the amount of installment and I agree to discharge the responsibility expected of me as a participant under the scheme.

Date: _____

Signature of Account Holder (s)

- Mandatory fields -cannot be left blank.
- Kindly attach a blank cancelled cheque with this mandate form.

Bankers Attestation -

**CERTIFIED THAT THE PARTICULARS FURNISHED ABOVE ARE CORRECT AS PER
OUR RECORDS.**

BANK STAMP

DATE: _____

SIGNATURE OF BANK OFFICIAL

Godown Owner's Sign and Stamp

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