

AFD: PUR: ENQ: 2024: 569

Aug 05, 2024

**Sub: A tender for the hiring of the cold store.**

Dear Sir,

We enclose herewith a tender for hiring of the cold store for storage of white/table butter.

1. Rewriting / Overwriting in the tender are to be avoided.
2. Cold Store owners are abiding by & bound to follow all the terms, conditions mentioned here in this tender as per Annexure I.
3. **Tender Fees & EMD:** You will have to deposit Rs. 5000/- (Non-refundable as Tender fees and Rs. 2,50,000/- (Refundable) EMD by way of RTGS/NEFT/ Bank Guarantee from Nationalized or scheduled Banks in following A/c. "BANK NAME: HDFC BANK, ACCOUNT NAME: AMULFED DAIRY (A UNIT OF GCOMM 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 along with tender copy. **The quotation received without Tender Fees and EMD along with the RTGS/NEFT receipt shall not be considered.**
4. In case your quotation has not accepted the deposit will be refunded within 45 days from the date of finalization. **EMD will carry no interest. In case of failure or non-agreement of providing services to the satisfaction level of AFD at the quoted or agreed rates whichever is latest, then this EMD will be forfeited and a contract will be terminated.**
5. **Qualification Criteria:**
  - a. Vendor must have experience of handling Butter and at least have 1000 MT of Butter storage contract in any 2 years in last 3 years of time and PO copy of the concern organization is required for reference purpose. Data will not be used or disclosed anywhere and it will be just for verification purpose.
  - b. For Retail Butter Storage, vendor must have 2 years of C&F experience for Butter movement and vendor has to submit the PO copy of concern organization for verification purpose.
  - c. Vendor must have experience of handling a team of 20 labors, management of documents, inward-outward process, billing process, cold store operations experience and at time of finalization purchase committee members will ask for all such documents during visit of cold store. In case of failure to prove the same, bidder's bid may be cancelled on this ground.
  - d. Vendor shall have valid FSSAI license.

## 6. 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, then 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/>
- Click Below links for Guidelines :  
[Guide for VRF - Other than MANUFACTURERS](#)
- 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
7. All pages of tender including rate form (Annexure II) must be signed & sealed by cold store 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 cold store for hiring purpose on lowest offer 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 may lead to disqualification straightway.
10. The last date for submission of tender is: **06.00 pm: Aug 26, 2024.**
11. This inquiry contains 09 pages.

Thanking you.

Yours faithfully,

Purchase dept.

Encl: Annexure I : Terms and Conditions  
Annexure II : Rate Form

## ANNEXURE - I

### TERMS AND CONDITIONS FOR HIRING OF COLD STORE:-

This inquiry is issued for following activities.

➤ **Scope of the work:**

- a. Cold Store Owner is abide to send vehicle loading/unloading details to AFD –Butter Dispatch dept through the mail and upon receipt of invoice and E-way bill from Butter Dispatch dept, Cold Store owner has to take a printout of the same and hand it over to transporter. Hence, entire material handling, truck loading and invoice hand over activity shall be carried out by cold store. For the same Cold Store Owner has to arrange PC with internet for mail communication and printer for A4 size invoice printing. Cold Store has to keep dedicated manpower for the same for hassle-free transactions.
- b. Cold Store Owner has to acknowledge the receipt of material or dispatch of material in SAP as per training given by AFD's Butter Dispatch dept and abide to follow all systems and instructions to be provided on time to time basis from butter dispatch dept. Cold Store is functionally reporting to Incharge-Butter Dispatch for all operations related work and issues.

➤ **Part A : Bulk Pack Butter Storage**

- a. Preservation of White/Table butter at -15 °C to -20 °C
- b. Unloading/Loading of White/Table butter

➤ **Part B : Consumer Pack Butter Storage**

- a. Preservation of White/Table butter retails pack at -15 °C to -20 °C (500 g Consumer Pack and 500 g IP Pack only) In extreme case, we may shift 10 g blister, 20 g butter pack, 100 g, 200 g and all other retails packs.
- b. Unloading/Loading of retail pack of Table butter
- c. Preparing vehicle loading sheet, Sending details to AFD Ice-Dispatch office for invoices and E-way bill generation, taking print out of invoice and E-way bill, communication to AFD official on mail, Final dispatch upon confirmation as per AFD SOP, proper stock maintenance.
- d. Internet connected PC, Printer and mail facility is required along with a dedicated manpower for managing invoice and E-way bill.

➤ **Part C : Butter Export activity for Bulk/Retail butter**

- a. Whenever export container comes for butter loading, Online stickering activity (Removing old batch sticker and apply new batch sticker plus apply serial number sticker) to be done on each boxes
- b. Loading of same in container will remain in vendor's scope.
- c. In case of cold storage cannot manage labours to load the same, AFD will arrange it at prevailing market rate and if any difference is the between approved rates and requested rates, then it will be debited from cold storage owner's account.

d. In case of palletized export order, hand trolley to be arranged by vendor and with all above activities, loaded wooden pallets to be arranged in the container

➤ **Vendor can quote either for Part A or Part B or both parts in rate sheet given in Annexure II.**

➤ **Part-C is mandatory for all who has quoted for either Part A or B**

1. This contract will remain valid from 1 year from the date of hiring i.e from **16/09/2024 to 15/09/2025**, but its duration can be extended as per AmulFed Dairy's requirement. It may be extended for further 3 months of period with mutual agreement if required.

2. The scope of this contract is to provide clean and properly fumigated hygienic Cold Storage space to AmulFed Dairy to store White/Table butter duly packed in 20 Kg Bulk pack or consumer packs of various sizes. Upon verification of the same, purchase committee comprises of representatives from Purchase, QA and User dept will visit cold storage and provide clearance for utilization for cold storage with required actions for open points which need to be addressed.

3. Cold Store owner shall address the points raised by the committee and confirm within 10 days from the date of list of open points received/purchase committee visit date.

4. AmulFed Dairy can provide timely instruction for maintenance, cleaning or any specific requirement related to product hygiene.

5. The approximate requirement is for 10000 MT of white/table butter for 12 months in flush season preferable from August 2024 to July 2025 which may extend depends upon procurement of milk and production of white/table butter.

6. **Bulk Butter Projection and payment terms (Storage Temperature: -15 °C to -20 °C):** We may tentatively store 900 MT in Sep 24, 1000 MT in Oct 24, 1000 MT in Nov 24, 1200 MT in Dec 24, 1200 MT in Jan 25, 1000 MT in Feb 25, 800 MT in Mar 25, 600 MT in Apr 25, 500 MT in May 25, 600 MT in June 25, 600 MT in July 25 and 700 MT in Aug 24.

In lean season starting from May quantity may be reduced and return from cold store to AmulFed Dairy will start. It's a projection and not confirms quantity. Please don't consider it as a minimum commitment quantity. It may vary depending of the amount of milk received. AmulFed Dairy is liable to pay charges as per actual quantity stored at the cold store.

7. **Retail Butter Projection and Payment terms (Storage Temperature: -15 °C to -20 °C):** 500 g CP and 500 g IP butter will be stored in this contract and we require approximate storage capacity of 500 MT butter. It's a projection and not confirms quantity. Payment will be done on monthly basis based on "Opening balance quantity + Total input quantity".

8. The hiring of space can be increased or decreased as per requirement of AmulFed Dairy, Gandhinagar and cold store owner is abide to provide space accordingly if the cold store is selected by AmulFed Dairy, Gandhinagar.
9. All cold stores to be offered should be totally insured and as per Government rules & regulations if any duty/fee/tax are payable then it is the sole responsibility of cold store owner to observe and clear all formalities from the appropriate Government authorities.
10. AmulFed Dairy is ISO-9001: 2015, ISO – 14001: 2015, ISO – 22000:2015, FSSC 22000 Version 5.1 –ISO TS 22002-1:2009 (Food) and additional FSSC 22000 version 5.1 requirements certified unit. We follow Quality, Food Safety & Environment-friendly processes in our factory & also expect same to be followed in your company. Employees engaged by the Cold Store Owner for the above loading/unloading and product handling should strictly adhere to the AmulFed Dairy norms while they are in AmulFed Dairy own/hired premises and shall not smoke, eat pan masala etc. within AmulFed Dairy premises. The Cold Store Owner would be imposed a fine of Rs. 5000/- + applicable GST, if anyone found violating the rule and damage to the product of AmulFed Dairy, Gandhinagar.
11. Bidder must have to register with FSSAI and submit the license copy to AFD within 15 days from the allotment of contract specifically for Butter handling and storage.
12. The product would be sent to your facility from time to time through refrigerated vehicle provided by approved transporter from AmulFed Dairy, Gandhinagar. Cold Store owner shall unload the same immediately for preservation in cold store. **Loading temperature of the product shall be directly from manufacturing plant hence it varies from +7 to +15 C at the time of loading in the vehicle. Cold Store Owner needs to consider the same while providing an offer.**
13. Record Keeping: Cold storage owner has to maintain FIFO system strictly for the incoming and outgoing stock to and from Cold Storage and make available all records for AmulFed Dairy's verification as and when required by AmulFed Dairy, Gandhinagar. Cold store owner shall further carry out all administrative measures to keeps the records meaningful.
14. Temperature:  
Cold Storage owner shall ensure temperature between – 15 C to – 20 C for butter preservation, for 24 Hrs during entire contract period without any interruption.
15. Since, AmulFed Dairy, Gandhinagar has to store wet products for preservation by refrigeration in cold storage; it will be Cold Storage's responsibility to maintain storage space clean and in hygienic condition.
16. Any damage to the product during storage period will be in cold storages' purview and it is the responsibility of cold store owner. If AmulFed Dairy

finds any deterioration with respect to a product or Microbiological quality (Yeast and Moulds) on a product due to no proper care taken at the cold store than necessary penalty will be charged to the respective cold store owner. In extreme case, AmulFed Dairy may recover the cost of damage to the product as well. The decision of General Manager will be final and binding to both parties in this case and cannot be challenged further.

17. Cold Storage shall make its own arrangement for loading/unloading of Material in case of any break down in the system or in case of an emergency at its cold store i.e. Ammonia leakage, Fire etc. Any Damage due to such negligence will attract heavy penalty and SAFETY is topmost priority.
18. Chewing of Tobacco, Smoking, Drinking of Alcoholic beverages and use of any such products are totally prohibited in owned or hired premises of AmulFed Dairy. Violation of this will attract a penalty of Rs. 5000/- + applicable GST per occurrence and leading to permanent no entry to labours or any of your representatives identified doing so.
19. Product insurance is taken care of by AMULFED DAIRY. However, premises insurance will be under Cold Store Owner's scope.
20. Price basis will be considered as per **Rs/MT/Month** basis.

21. Billing for preservation charges:

- a) Bulk Butter: It will be raised by the Cold Store Owner on every month for max closing Quantity of white/table butter lying at its cold storage in particular month. i.e. if for the period of 01.10.2023 – 31.10.2023, we have stored 300 MT butter maximum at particular day then formula as follows.

**Monthly bill = Max Qty stored in particular month (In MT) \* Approved Rate (Rs/MT/Month)**

- b) **Retail Butter** - Payment will be done on monthly basis based on "opening balance quantity + Total Input quantity" on every month and based on the same payment will be processed.

**22. Payment will be done on submission of bills in duplicate and subject to deduction applicable TDS as per records for monthly preservation (log sheet data in form of excel graph as well as automatic data logger print out) and stock statement along with the invoice with all inward and outward entries alongwith vehicle,LR and MTC/invoice details.**

23. Price basis will remain fixed. Rates given by you are considered to be inclusive of rent and all applicable charges, taxes and duties etc. GST will be exclusive if Applicable. (TDS to be deducted from monthly payment). AFD will provide additional C&F charges in case of direct dispatch needs to be done and some minimal supervisory C&F charges will be applicable.

**24. Advance payment and Deposits are not provided by AmulFed Dairy. No any other expenses will be reimbursed or paid by AmulFed Dairy than above-mentioned details.**

25. The monthly bill is to be presented in AmulFed Dairy along with a reference to PO/contract no and it will be paid within 15 days after presentation at AmulFed Dairy, Gandhinagar.

**26. Loading / Unloading of White or Table butter at Cold Storage:**

- Billing for unloading/loading charges shall be raised in duplicate along with preservation charges invoice on monthly basis. Loading/ Unloading charges shall be calculated as per actual and not as per any quantity commitment.
- The product shall be unloaded within 4 hours after vehicle reporting to your cold storage. In case of cold storage cannot manage labour to unload the same, AFD will arrange it at prevailing market rate and if any difference is the between approved rates and requested rates, then it will be debited from cold storage owner's account.
- Cold storage shall ensure to keep a record of unloading temperature of butter every day and record of the same shall be ready for presentation as and when required by AmulFed Dairy, Gandhinagar.
- Any damage to the product during loading/unloading at Cold storage is solely cold storage's responsibility and damage cost will be borne by you as certified by AmulFed Dairy officials.
- Cold storage shall take full insurance policy for the labour provided.
- For any shortages in material reported an equivalent amount shall be deducted from the Cold Storage's bill.
- It would be the responsibility of the Cold Storage to ensure that the quality of Material remains unadulterated during the loading/unloading and storage period. If at any point of time, AmulFed Dairy finds that the Cold Storage has indulged in any activity resulting into deterioration in the quality of material, AmulFed Dairy may cancel the contract with immediate effect/ initiate legal actions against the Cold Storage / ask the Cold Storage to make the payment for the equivalent amount of the quantity of material, in question.
- **During direct loading from Cold Storage to outside depots, standard SOP of butter dispatch needs to be follow by cold-store owner for which our Butter/Ice-cream dispatch and QA team will provide training and SOP after allocation of contract.**

27. AmulFed Dairy can vacate cold store by giving one month notice period without showing any reason. Cold Store owner may also ask to vacate cold store to M/s. AmulFed Dairy by giving notice 3 months before as we are storing bulk products and movement of the same will take time.

28. All legal formalities or govt. procedures concerning warehousing/Cold storage should be fulfilled by you so that our goods would not be confiscated by any authorities for any rule violation by you. All charges/fees for this should be borne by you.
  29. In any matter (s) like deciding penalty (fine) / deciding cost of damaged (wastage) made/inferring the meaning of any term (condition) of tender, the decision of AmulFed Dairy's General Manager will be final and binding to the cold store owner and cannot be challenged into the court of law.
  30. If at any stage, AmulFed Dairy finds that cold store 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.
  31. In case of any dispute, the decision of General Manager of AMULFED DAIRY will be considered as final and binding to both parties. 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 contractor.
  32. For any dispute regarding this tender/ contract/agreement, shall be sorted out by mutual discussion only. The decision of General Manager – AmulFed Dairy shall be considered as final and binding to both parties. In extreme case, when it needs to be approached to legal authorities, jurisdiction will be Ahmedabad.
  33. Management reserves the right of accepting or rejecting or cancellation of any tender/s. Final decision of Management shall be abiding on all bidders. Management can reject/cancel any tender/s without assigning any reason/s thereof. It shall not be obligatory on the part of the AmulFed Dairy to disclose the reasons.
  34. Cold Storage cannot take a distributorship or involve in direct or indirect buying/selling activity of the product for which vendor is appointed as a C & F agent/ rent the cold store to AmulFed Dairy. Cold Storage cannot deal with any of the member union or GCMMF as a distributor or buying/selling agent.
  35. Cold Store 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 Cold store and such activity of cold store affect the operation of AmulFed Dairy. If such incidence will be reported, then penalty + applicable GST will be levied on Cold Store owner which may be deemed fit by management and will be deducted from the amount payable to Cold store owner. In extreme case, AmulFed Dairy may go for legal action if the matter is not resolved on the mutual agreed basis.
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I, the undersigned have understood and is agreeing with and accepting above mentioned terms & conditions.

Cold Store Owner's Sign & Name

Company Seal

Name of Cold Store Owner

Date:

## ANNEXURE - II

**Rate Form:**

**Part A: Bulk Butter Pack Storage Rate (20 Kg or 15 Kg)**

<b>Details of Cold Storage</b>	<b>Value</b>
Cold Store Space Available <b>(In MT)</b>	
A. Preservation Charges <b>(Rent) - (In Rs/MT/Month)</b>	
B. Loading / Unloading Charges per activity	
20/15 Kg Box <b>(In Rs/Box)</b>	
<b>GST% (If applicable)</b>	
Tentative Date of availability	

**Part B: Consumer Butter Pack Storage Rate (500 g CP or 500 g IP Pack - 15KG weight per box) (Occasionally, we may send 150 \*100 g, 30 \* 500 g, 500 g IP 100\*10\*10 g, 8\*8\*200 g, 16\*50\*20 g, 9\*20\*50 g)**

<b>Details of Cold Storage</b>	<b>Value</b>
Cold Store Space Available <b>(In MT)</b>	
A. Preservation Charges <b>(Rent) - (In Rs/MT/Month)</b>	
B. Loading / Unloading Charges per activity	
<b>(In Rs/Box)</b>	
<b>GST% (If applicable)</b>	
Tentative Date of availability	

**Part C: Butter Export activity for Bulk/Retail butter**

Online stickering charges (Rs./Box)	
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**Part D: C & F charges for direct dispatches from cold stores (If applicable)**

C&F Charges (In Rs/MT towards C&F and supervision, Computer and Internet charges)	
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**Note: Consumer Butter Packs has frequent in and out operations and some of the variants like 200 gm tub, 10 gm blister pack and 20 gm pack covers 20-25% more space. These 3 variants contribute 20% of total butter produced.**

Cold Store Owner's Sign & Name

Name of Cold Store Owner

Company Seal