



THE INDCOSERVE

Post Box No.35, Church Road, COONOR 643 101 – THE NILGIRIS

Tender for the Warehouse contract at INDCOSERVE Warehouses at Willingdon Island, Kochi for the year 2025-2026 **TERMS AND CONDITIONS**

Cost of Tender Document : Rs. 1,000/- (Rupees One thousand only)

Tenderers who downloaded documents from the website should submit a Demand Draft in favour of "INDCOSERVE", Payable at "Coonoor" Branch for Rs.1,000/- while submitting tender towards the cost of tender documents.

1. **ELIGIBILITY:**

The Warehouse Operators who have previous experience in handling day to day warehouse operations should only apply.

2. The Tender period is valid for one year from the date of taking over charge of the Warehouse.

3. The successful tenderer will operate as a Warehouse Operator for our Warehouse situated at Perumanur Jetty Road, Willingdon Island, Kochi, Kerala which is around **11,100 Sq.ft.** should take care of the above Warehouse of INDCOSERVE and shall do diligently all the functions of the warehouse in conformity with the Rules and regulations of the TEA BOARD, Tea Trade Association of Cochin, Kochi Municipal Authorities and Kochi Port Trust Authorities for safeguarding the interest of the INDCOSERVE.

4. The Warehouse should be used only

a. **For storing teas that are meant for sale through Kochi Auction Centre. Preference shall be given by the warehouse operator for storing Indco Teas and TANTEA Teas meant for Kochi Auction sales. Teas which are not meant for Kochi Auction Sale shall not be stored in the INDCOSERVE Warehouses at Kochi, and**

b. **Only packet teas promoted by INDCOSERVE for marketing them in Kerala can be stored in the warehouse.**

5. The Warehouse should not be used for any other purpose mentioned in clause 4(a) and (b) above.

6. The INDCOSERVE shall provide the Warehouse at Willingdon Island, Cochin Port with the existing infrastructure as given in the Schedule-I. The actual turnover for the period of five years from **2019-20 to 2023-24** in respect of Kochi Warehouses is given in the Schedule-II. The turnover shown in the Schedule-II is only indicative and it may increase

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With office seal**



or decrease. The warehouse operator should ensure that the entire warehousing activities are undertaken with the help of existing facilities without causing any damage to the property of INDCOSERVE. In case he brings any extra infrastructure, it should be done with prior written concurrence of INDCOSERVE.

7. The warehouse operator shall be required to do the day-to-day operations of the works related to the operation of the Tea warehouse as per the rules and regulations of Tea Trade Association of Cochin as detailed below:
 - a. The Warehouse operator should unload and stack the teas received in Jute Bags / Sandwich bags/Tea Chests/Carton Boxes from the Industrial Cooperative Tea Factories and TANTEA tea factories with which the INDCOSERVE would execute contract for Warehousing the teas at our Kochi INDCOSERVE Warehouse at Willingdon Island and send Tea arrival notices to the relevant Brokers as soon as the teas are unloaded and stacked in the Warehouse, without any fail or delay and also send a copy to the concerned tea factory.
 - b. The Warehouse Operator should arrange for the drawing of the samples as per the customary manner stipulated in the Tea Trade Association of Cochin Rules and regulations and also ensure that the right quantity of the tea samples is drawn from the right bag with reference to the broker sample drawing request note received through the representatives of the Brokers on the sample drawing days. The sample drawing operation should be conducted only in the presence of the Warehouse Operator or responsible staff of the Warehouse Operator and the Warehouse Operator should be vigil till the completion of the sampling drawing operation.
 - c. The Warehouse Operator should ensure that the bags/chests/Carton boxes are stacked and stored as per the rules stipulated under the Tea Trade Association of Cochin rules and that the stocks are stored in the manner so as to enable to retrieve the stock immediately as and when the stocks are due for delivery.
 - d. The Warehouse Operator should ensure that the Warehouse is maintained in clean and tidy manner and the sweepings yielded out of the storage should be accounted for separately and disposed off as per the guidelines given by Tea Board and Warehouse Operator shall be responsible for any lapse or mis-conduct if any pointed out by the Tea Board.
 - e. The Warehouse Operator should send monthly stock availability reports to the concerned tea factories and to the INDCOSERVE, Coonoor, so that the report reaches the concerned factory and the INDCOSERVE on or before 5th of the succeeding month. The Warehouse Operator should send a copy of Arrival Notice to this office of all the teas received at the Warehouse as soon as they are unloaded. Further the warehouse operator should also submit a consolidated transaction report on the day-to-day receipts and issues of all the Warehouse teas at the end of each month only after which the share of Warehouse charges, Additional Warehouse charges earned from the factories will be apportioned to the Warehouse Operator. As far as the Demurrage charges remitted by the Buyers while taking delivery should be accounted for and the entire break up details of the income along with the cash receipt details should be furnished at the end of each month.
 - f. The Warehouse Operator should maintain all records and registers pertaining to the stocks stored in the INDCOSERVE Warehouses and those records should be produced to the representatives of the INDCOSERVE, to the statutory bodies, viz. Cooperative Audit, Tea Board, FSSAI authorities, local body and other competent authorities.

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- g. The Warehouse Operator is fully responsible for the teas stored in the INDCOSERVE Warehouses in respect of quantity and quality of teas to the extent of their conditions stipulated under the Tea Trade Association of Cochin Rules for Warehouses.

The above list of works is not exhaustive and that it includes all other works incidental to or related to the Warehousing of teas meant for sale in Kochi Auction Centre.

8. It is only the INDCOSERVE which shall raise the bills in respect of the teas stored in the Warehouse including warehouse charges, additional warehouse charges and demurrage charges. The Warehouse Operator shall not issue the materials without the collection of demurrage charges, additional warehouse charges for there is no any such charges due by the parties before effecting delivery. The amount of additional warehouse charges, demurrage charges left un-collected shall be debited to the account of the warehouse operator and shall be deducted from the amount payable to the Warehouse Operator at the end of the month. At the end of the month, it is the duty of the warehouse operator to give detailed report of the total warehouse charges, additional warehouse charges, Demurrage charges payable to INDCOSERVE and the amount collected in respect of additional warehouse charges and demurrage charges. Warehouse operator shall be permitted only to collect additional warehouse charges and demurrage charges and the amount so collected shall be deducted from their monthly bill raised by them on INDCOSERVE, while the warehouse charges shall be paid by the factories whether from Indco Tea Factories, TANTEA Factories, other factories directly to INDCOSERVE.
9. The Warehouse operator should not alter or undertake any civil or electrical works in the INDCOSERVE Warehouses. Any maintenance work required to be done should be carried out only after obtaining the written consent of the INDCOSERVE duly submitting proposals to INDCOSERVE with quotations received for such works. Any expenditure on the maintenance work undertaken by the Warehouse Operator without obtaining the written consent of the INDCOSERVE will not be accepted and any ratification proposal submitted by the Warehouse Operator will be summarily rejected. However minor repair works which are inevitable for conducting day to day Warehouse operations could be undertaken by the Warehouse Operator and any expenditure for such minor repairs should be borne only by the Warehouse Operator.
10. The INDCOSERVE will make payment to the Kochi Port Trust towards the lease amount for the premises.
11. The Warehouse Operator should take charge of the stocks of the INDCOSERVE Warehouse within twenty-four hours of the signing of the contract with the INDCOSERVE and till the end of the contract period. The Warehouse Operator will be wholly responsible for the stocks from the date of signing the contract till the end of the contract period. The INDCOSERVE is vested with powers to conduct stock check on the stocks at the INDCOSERVE Warehouse at any working hours during which the Warehouse Operator should assist for the smooth conduct of the stock verification. The value of shortage if any will be fully deducted in the Warehouse bill in one installment with penalty as specified by the Tea Trade Association of Cochin.



12. The Warehouse Operator will be fully responsible for both the short deliveries as well as wrong deliveries and hence the debit notes received from the Brokers towards shortage of teas and wrong deliveries shall be deducted from the bill raised by the Warehouse Operator and only balance amount if any will be paid to the Warehouse Operator.
13. INDCOSERVE will not be responsible for any claim by way of wages of the incentive compensation or any other statutory claims in respect of the staff and workers those who would be hired by the Warehouse Operator for functioning the day-to-day operations at the INDCOSERVE Warehouse. Maintenance of their statutory records and registers shall be the responsibility of the Warehouse Operator.
14. ***The INDCOSERVE shall have the right to revoke the contract at any time if INDCOSERVE is not satisfied with the functioning of the Warehouse Operator in attending to the day-to-day Warehouse Operations.***
15. The Warehouse Operator should give in writing three months clear notice if the Warehouse Operator decides to end his contract before the contract period mutually agreed. The Warehouse Operator should hand over the Warehouse along with the stock as per the books and registers. The Warehouse Operator should settle all the service benefits due to his staff and workers and those staff and workers should not represent orally or in written seeking any redressal with INDCOSERVE and should not hinder the operations of the INDCOSERVE Warehouse taken up either by the INDCOSERVE or by any other new Warehouse Operator identified by the INDCOSERVE. The Warehouse Operator should settle all disputes if any arises with his staff and workers or with any others.
16. The INDCOSERVE will arrange for the insurance of the Warehouse Building and only for the Warehouse stock of the factories with which INDCOSERVE has executed Warehouse contract for Kochi.
17. The INDCOSERVE will have the right to enter into its Warehouse at any working hours. The Warehouse Operator is bound to allow the representatives of INDCOSERVE and the officers of TANTEA on any day other than working days at any time mutually agreed between the INDCOSERVE and the Warehouse Operator.
18. The Warehouse Operator should bear the electricity charges, Water charges and telephone bills at the INDCOSERVE Warehouse. The Warehouse Operator should bear the security charges if any payable monthly/Quarterly/Half Yearly/Yearly due to the Port Trust for providing security arrangement. If the Warehouse Operator entrusts an independent security arrangement for the INDCOSERVE Warehouses the Warehouse Operator should bear such expenditures and INDCOSERVE will not bear or reimburse such expenditures. The Warehouse Operator shall be responsible for hiring the services of security services or alternatively posting a Watchman to safeguard the premises during



all holidays and on working days from the time of closure of the Warehouse till the time it is opened on the next working day.

19. The Warehouse Operator shall during the period of Tender install, keep and maintain fire extinguishers in proper working condition and the same shall be done in consultation with the local fire service station.
20. The tenderers should affix their signature in all the pages of the terms and conditions along with their seal from which it is construed that the tenderers have agreed to all the clause of the terms and conditions.
21. The Warehouse Operator shall send his bill every month along with the following details.
 - a. The total warehouse charges in respect of INDCO Teas /TANTEA Teas /Other Factory Teas.
 - b. Demurrage charges collected from the Buyers
 - c. Debit notes raised by all the brokers for short deliveries or wrong deliveries.

INDCOSERVE shall make the payment to the warehouse Operator within 7 days from the date of receipt of bill after making due deductions for short / wrong deliveries, Tax deducted on Source, etc.

22. The Warehouse operator should give their quote in terms of cost of maintaining / operating the Warehouse as per the above Terms and Conditions and it should be quoted as percentage of the actual monthly warehouse income (which shall include warehouse charges, additional warehouse charges and demurrage charges) received by INDCOSERVE.

23. **EARNEST MONEY DEPOSIT(EMD):**

- a. The Earnest Money Deposit of **Rs.25,000/-** (Rupees twenty-five thousand only) should be remitted by way of Demand Draft drawn in favour of "THE INDCOSERVE, Coonoor" in any nationalized bank payable at Coonoor. The Demand Draft should be enclosed along with the tender documents. Any tender received without the EMD will be summarily rejected. The EMD remitted by the successful tenderer will be adjusted towards Interest Free Security Deposit. The Interest Free Security Deposit will be refunded only after successful completion of the contract period. The EMD/ Security Deposit will not carry any interest for the period it is with the INDCOSERVE.
- b. The EMD will be returned to the unsuccessful tenderers at the expenses of the tenderers within a reasonable time consistent with the rules and regulations of INDCOSERVE in this behalf.
- c. Tenders received without EMD as stated in the Clause 23(a) above will not be Considered and shall be summarily rejected.

24. **SUBMISSION OF TENDERS:**

**Signature of the Tenderer
With office seal**



a. Tenders should be given in 2 sealed covers as follows:

i) First cover should contain the following and should be superscribed as **“Technical Bid for Warehouse operations at INDCOSERVE Warehouse at Willingdon Islands, Cochin Port Trust, Kerala”**.

- 1) Earnest Money Deposit.
- 2) Authorization letter to participate in the tender
- 3) Experience Certificate in handling day-to-day warehouse operation.
- 4) Tender Forms from page No.1 to 8 duly signed by the tenderer or his authorized signatory with office seal.
- 5) Technical Bid Tender in Schedule - I.
- 6) Address proof of the tenderer (Any three of the following IDs apart from Aadhar Card shall be enclosed)
 - i. Aadhar Card
 - ii. PAN Card
 - iii. Voter ID
 - iv. Bank Account details (Front page of the bank pass book)
 - v. Latest House Tax receipt
 - vi. GST certificate

ii) The Second cover should contain the following and should be super scribed as **“Financial Bid Tender for Warehouse operations at INDCOSERVE Warehouse at Wellington Islands, Kochi, Kerala”**.

1) Financial Bid in Schedule – III

(The tenderers should give their rates in the schedule III enclosed herewith in words and figures and in case of any corrections, overwritten, etc., it will not be considered for evaluation.

- b) The above two covers should be properly sealed, and kept in a single master cover which should be superscribed as **“Tender for Warehouse Operation at INDCOSERVE Warehouses at Willingdon Island, Cochin Port Trust, Kerala”**. The Master cover should be closed, sealed and addressed to the General Manager, The INDCOSERVE, Coonoor – 643101, The Nilgiris, Tamilnadu.
- c) The INDCOSERVE does take any responsibility for the tenders received without such superscription and being opened even before the due date.
- d) The INDCOSERVE does not take responsibility for delay or loss or non-receipt of the tender documents sent by post and any request for extension of time for submitting quotations will not be considered under any circumstances.
- e) The filled in tender covers should be submitted to the INDCOSERVE office at Coonoor before **1.30 P.M. on 17.02.2025** and the tender will be opened in the presence of the available tenderers on the same day (i.e.**17.02.2025**) at **03.30 P.M.**

**Signature of the Tenderer
With office seal**



f) Tender once offered cannot be withdrawn.

25. EVALUATION OF TECHNICAL BID:

- a. The eligibility of Tenderer, as specified in Clause 1 of this tender document, will be evaluated and only if the tenderer is eligible as per the above Clause it will be passed for opening the Financial Bid.
- b. Evaluation of Tender as per Clause 1 shall include verification of the documents furnished as proof and only if the documents are found correct by the tender inviting authority shall be passed for opening the Financial Bid. Mere enclosures of the documents as proof or evidence don't mean that the tender should be eligible for the opening of Financial Bid.
- c. Time required for Evaluation of Technical Bid:**
The time required for evaluation of Technical Bid will be 1 week from the date of opening of Technical Bid and only on completion of evaluation of Technical Bid the date and time of opening of financial bid will be intimated to the eligible tenderers separately.

26. Evaluation of Financial Bid:

- a. Only those tenderers whose Technical Bid is evaluated and considered eligible by the Tender Scrutiny Committee for opening of Financial Bid shall be opened on a date fixed by INDCOSERVE in the presence of such eligible tenderers.
- b. The tenders will be evaluated based on the lowest price.
- c. If the Tender Inviting Authority of INDCOSERVE feels that the price of the lowest tenderer is highest with reference to the market rate he may negotiate for reduction of price with that lowest tenderer. Any negotiation will be held only with the lowest tenderer and any offer from other than the lowest tenderers for further reduction in price will not be entertained.

27. Period of Contract:

The rate quoted shall be valid for a period of one year from the date of acceptance of the rates offered by the successful tenderer and not from the date of opening of the tender or for such an extended time as may be decided by the INDCOSERVE and any request for revision of rates will not be entertained under any circumstances whatsoever.

28. Decision of INDCOSERVE:

Decision of the Tender Inviting Authority, INDCOSERVE on all matters connected with this tender is final. The Tender Inviting Authority, INDCOSERVE reserves the right to reject any or all the tender without assigning any reasons whatsoever.

**Signature of the Tenderer
With office seal**



29. **EXIT OF TENDER:**

If the tender inviting authority (INDCOSERVE) finds that the successful tenderer has violated any of the Act or Rules in force in India, the tender shall be cancelled

by giving 15 days notice and the decision of the Tender Inviting Authority shall be final and it is binding on both.

30. **INDEMNITY:**

No suit or other legal proceedings shall lie against the Government of Tamilnadu or any Officer or Authority like Secretary to Government, Principal Secretary/Industries Commissioner and Director Industries and Commerce/Additional Commissioner of Industries and Commerce etc.,

31. **EXECUTION OF AGREEMENT:**

The successful tenderer has to execute an agreement with INDCOSERVE in Non-Judicial stamp Paper for not less than the value of Rs. 100/- (Rupees One hundred only) incorporating the terms and conditions on the contract within 7 days on receipt of the acceptance order.

31. Jurisdiction for all litigations will be only at Coonoor.

I/We _____

_____ have gone through the tender terms and conditions and will abide by them as laid down above.

**Signature of the Tenderer
With office seal**



SCHEDULE – I
TECHNICAL BID

Name of the Tenderer		
Permanent Address of the Tenderer at Kochi		
Telephone / Cell No. of the Tenderer at Kochi		
Fax Number, if any available		
Email address		
1	Earnest Money Deposit (EMD Details):	
	a. Demand Draft No & Date	
	b. Name of the Bank	
	c. Amount (Rs.in Figure and Words)	
2	Whether enclosed the following:	
	a. Demand Draft (EMD)	YES/NO
	b. Authorisation letter to participate in the tender.	YES/NO/NA
	c. Experience Certificate in handling day-to-day warehouse operation.	YES/NO
	d. Tender Form from Page No 1 to 8 duly signed by the tenderer or his authorized signatory with office seal.	YES/NO



SCHEDULE – II
TURNOVER DETAILS

Sl.No.	Financial Year	Audited Gross Turnover Rs. In lakhs
1	2019-20	11.04
2	2020-21	20.94
3	2021-22	22.28
4	2022-23	16.21
5	2023-24	15.92



SCHEDULE – III

FINANCIAL BID

Particulars	
	THE RATE PER KG. OFFERED FOR
	Warehouse Charges, EB, Water Charges, Telephone bills and others as detailed in tender clause 18 of the tender documents Rate should be quoted both in figures and words
The Rate required per kg. for maintaining and Operating the Warehouses at Cochin Port as per the tender terms and conditions	In Figures
	In words