

Sub: INDCOSERVE – Procurement of labour services for Loading, Un-loading, Sampling and incidental works at INDCOSERVE Warehouses (IB and IC) Coonoor, Nilgiris District – Proposal to call for quotations under Low Value Procurement (Limited Tender) – Approval – Reg.

As guided the following note is submitted for kind perusal

1. Background

INDCOSERVE proposes to engage a labour contractor for carrying out **loading, unloading, sampling and other incidental warehousing works** at IB and IC warehouses located at **Coonoor, Nilgiris District** for the ensuing period.

2. Procurement Method

As the estimated value of the above procurement, **inclusive of all taxes and statutory dues**, is **within the prescribed Low Value Procurement threshold**, it is proposed to carry out the procurement through **Limited Tender by calling for sealed quotations**, in accordance with:

- Rule 33 of the Tamil Nadu Transparency in Tenders Rules, 2000; and
- G.O.(Ms) No.262, Finance (Procurement Cell) Department, dated 05.12.2025.

Accordingly, a **Request for Quotations (RFQ)** has been drafted, calling for sealed quotations from eligible registered entities.

3. Salient Features of the RFQ

- **Eligibility restricted to registered firms/entities only**; individuals are expressly excluded.
 - **GST registration is compulsory.**
 - **Contract period restricted to one year only**, with firm rates and **no escalation.**
 - Selection based on **lowest acceptable quotation (L1).**
 - Adequate safeguards relating to EMD, scope definition, payment terms, and performance obligations have been incorporated.
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4. Scope of Work

The scope of work broadly includes, but is not limited to, the following activities:

1. Unloading of tea bags to ground floor and first floor of the warehouse.
2. Loading of tea bags from first floor to ground floor as required.

3. Stacking and re-stacking of tea bags within and between floors.
4. Sampling operations, including carrying bags to weighing scale, opening and re-stitching in the presence of the Auctioneer/Auctioneer's representative.
5. Cleaning of warehouse floors twice daily and stitching of sweepings into tea bags.
6. All incidental works connected with warehousing operations as detailed in this Request for Quotations.

Period of Contract:

The contract shall be awarded for a period of **one (1) year** from the date of award.

The rates quoted shall be **firm for the entire contract period of one year**. No escalation or revision of rates shall be permitted during the contract period under any circumstances.

EXTENSION OF CONTRACT

The Contract shall be valid for such period mentioned in the Special Conditions. INDCOSERVE can request for extension of Contract Agreement for a further period or till the award of next Tender whichever is later

5. Eligibility

Quotations shall be submitted **only by registered firms/entities and not by individuals**, strictly in line with G.O.(Ms) No.262, Finance (Procurement Cell) Department, dated 05.12.2025.

Eligible entities shall satisfy all the following conditions:

1. The entity shall be a registered firm/company/LLP/society or establishment under the relevant statute. **Quotations from individuals or unregistered entities shall not be considered.**
2. The entity shall possess **valid GST registration**.
3. The entity shall possess a valid **PAN**.
4. The entity shall have a **bank account** in the name of the firm/entity.

6. Earnest Money Deposit (EMD)/Security Deposit

A sum of **Rs. 10,000/- (Rupees Ten Thousand only)** shall be remitted as Earnest Money Deposit by online transaction (RTGS/NEFT) to **"INDCOSERVE" Bank account**.

Account Number – 463363717

Account Type – Current Account

A/c Holder – THE INDCOSERVE

Bank Name – Indian Bank

Branch name – Coonoor

IFSC code – IDIB000C033

The EMD of the successful contractor will be retained as interest-free Security Deposit and refunded after satisfactory completion of the contract period.

7. Form and Manner of Submission of Quotation

1. The quotation shall be submitted in a **single sealed cover** superscribed as: **“Quotation for Loading, Un-loading, Sampling and incidental works at INDCOSERVE IB and IC Warehouses, Coonoor”**.
2. The quotation shall contain:
 - Covering letter on the letterhead of the contractor.
 - Quoted rates for each item of work (as per the rate schedule below).
 - Copy of PAN Card.
 - Copy of GST Registration (if applicable).
 - Copy of the UDYAM Certificate
 - Experience certificate(s).
 - Online Transaction Referral ID.
3. Conditional quotations or quotations with deviations in payment terms shall be summarily rejected.

8. Rate Schedule (to be quoted)

Sl. No.	Description of Work	Unit	Rate (₹)
1.	Unloading and stacking charges	Paisa/Kg	
2.	Loading charges	Paisa/kg	
3.	Sampling operation	Per lot	
4.	Restacking charges	Per bag	

The rates quoted shall be **inclusive of all taxes, statutory levies and charges**. Evaluation shall be done on the basis of overall lowest rate considering all items together.

9. Last Date and Address for Submission

Sealed quotations shall reach the office of the undersigned **on or before 19.02.2026 at 01.00 PM.**

Address for submission:

The General Manager,
INDCOSERVE,
No.35, Church Road,
Coonoor – 643 101,
The Nilgiris.

Quotations received after the due date and time will not be considered.

10. Opening and Evaluation of Quotations

Quotations will be opened after the due date in accordance with the Limited Tender procedure prescribed in the Government Order cited. The contractor quoting the **lowest acceptable rate** and meeting eligibility requirements will be considered for award of work.

11.Payment Terms:

Payment will be made once in a month within five days from the date of receipt of bills for the actual work done during the said month and no advance will be paid at any cost.

12.Decision of Indcoserve:

The Chief Executive Officer, INDCOSERVE, Coonoor has the right to accept or reject any or all the tenders and postpone the tender without assigning any reasons thereof and that the decision of the Chief Executive Officer, INDCOSERVE shall be final and binding on the tenderers.

13.Execution of Agreement:

At the time of awarding of contract, the successful tenderer has to execute an agreement in non-judicial stamp paper for not less than the value of Rs.100/- (Rupees One Hundred only) incorporating the terms and conditions of the contract

14. Statutory Certification as per G.O.(Ms) No.262

Before placing the procurement order, the following certification, as mandated in Para 4(V)(iii) of G.O.(Ms) No.262, Finance (Procurement Cell) Department, dated 05.12.2025, is recorded:

“I am reasonably satisfied that the value of the procurement, including taxes and other statutory dues, is below the prescribed Low Value Procurement threshold limits and that the procurement has not been split unnecessarily to bring it within the threshold limits of Low Value Procurement. Further, the procedures as prescribed by the Government for Low Value Procurement have been duly followed.”

15.Proposal

Approval is solicited for:

1. Calling for **sealed quotations under Limited Tender** for the above work, as per the RFQ placed in the file; and
 2. Proceeding further in accordance with G.O.(Ms) No.262, Finance (Procurement Cell) Department, dated 05.12.2025.
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