



ODISHA STATE WAREHOUSING CORPORATION
PLOT NO.- 02, CUTTACK ROAD
BHUBANESWAR-751006



No. 581 /OSWC

Date. 09.02.2024

ADMN/HSR/02-1994-95 VOL-III

TENDER CALL NOTICE

Sealed tenders are invited from reputed suppliers/ manufacturers for supply of **Forms/Books/Stationeries** to OSWC. The duly filled Tender forms should reach Corporate Office, OSWC, Bhubaneswar on or before **26.02.2024** by speed post/Regd. Post/courier and the tenders will be opened on the same day at **04.00PM on 26.02.2024**. The tender call notice containing terms & conditions can be obtained from the official website of the OSWC www.oswc.in. Future corrigendum/addendum/modification regarding this tender will be available only on the official website of OSWC and will not be published in print media. The Managing Director reserves the right to cancel any or all tenders without assigning any reason thereof.

Sd/-

Managing Director

Odisha State Warehousing Corporation (OSWC)



ODISHA STATE WAREHOUSING CORPORATION,
PLOT NO.- 02, CUTTACK ROAD
BHUBANESWAR-751006



No. 581 /OSWC

Date. 09.02.2024

TENDER CALL NOTICE

Odisha State Warehousing Corporation invites Sealed Tenders in the prescribed format (enclosed) from reputed suppliers/ manufacturers for supply of **Forms/Books/Stationeries** to OSWC.

The Parties should forward the tenders preferably with their letter head mentioning the name, status/designation of the signatory, full address with Telephone no./Mobile no and e-mail ID. Tender should be submitted in the **sealed envelope (In two parts Part-I as Technical Bid and Part-II as Price Bid)** superscribed "**Sealed tender for supply of Forms/Books/Stationeries to OSWC due for opening on 26.02.2024**"

The following Demand Drafts are to be submitted along with the Tender.

- 1) A demand draft for **Rs.1180 /-** (**Rupees One Thousand One Hundred Eighty only**) drawn on any scheduled bank in favour of Odisha State Warehousing Corporation towards cost of tender paper.
- 2) A demand draft for an amount of **Rs.10,000 /-** (**Rupees Ten Thousand Only**) drawn on any scheduled bank in favour of Odisha State Warehousing Corporation towards EMD.

The successful bidder will have to deposit **Rs.30,000/- (Rupees Thirty Thousand Only)** towards security deposit within a week period from the date of issue of intimation on acceptance of rate. **MSMEs registered firms are exempted from depositing tender cost & EMD and should enclose the proof of their being registered with authorized agencies along with affidavit as given in Annexure IV.**

The EMD of unsuccessful tenderer will be refunded back in full (without any interest) within 30 days after opening of the tender. The EMD/SD shall not carry any interest.

The tender document should be sent by Registered Post/Speed Post/ Courier Service so as to reach the **Managing Director, Odisha State Warehousing Corporation, Plot No.-02, Cuttack Road, Bhubaneswar-751006** within the scheduled date & time. The quotation received after due date and time shall invariably be rejected.

i. Availability of Tender in the website(www.oswc.in)	From 10.00 AM of 09.02.2024 up to 26.02.2024
ii. Last date & time of receipt of quotation	26.02.2024 up to 02.00 PM
iii. Date & time of opening of quotation	26.02.2024 at 04.00 PM

The Corporation shall not be responsible for late receipt/ wrong delivery of the tenders. In case the date of opening of tender is declared a holiday, then the same will be opened on the next working day but there will be no change in the time. The tenders received without tender cost and EMD from the suppliers other than MSME registered firm are liable to be rejected. The terms & conditions as at **Annexure-I** should be signed by the Bidder.

The OSWC reserves the right to accept or reject any or all the tenders without assigning any reason thereof. The conditional tenders will not be accepted. The details of Tender Call Notice can be viewed and downloaded from the website www.oswc.in. The Bidders are required to submit copy of **ITR for last 3 financial years (2019-20, 2020-21 & 2021-22), & copy of PAN card and GST registration** along with the tender document. All the annexure listed below along with the term & conditions should be signed by the tenderer and sent to the **Odisha State Warehousing Corporation, Plot No.-02, Cuttack Road, Bhubaneswar-751006** along with their tenders.

- Encl: Annexure-I -General Terms and Conditions
Annexure-II-List of the Forms/Books/Stationeries with Specification
Annexure-III-Financial Bid
Annexure-IV-Format of Affidavit (Applicable only for MSME registered firm)
Annexure-V-Format of Undertaking
Annexure-VI-Checklist of documents

**Sd/-
Managing Director**

General Terms & Conditions

1. Tender for supply of Forms/Books/Stationeries shall be accompanied with required Demand Drafts towards cost of tender paper and EMD amount (not applicable for MSME registered firms).
2. The successful Bidder shall be required to furnish security deposit in shape of Demand Draft within a week of receipt of supply order failing which the EMD amount will be forfeited and the goods will be purchased at the risk & cost of the successful Bidder. The EMD of unsuccessful Bidder will be refunded within 30days after of opening of tenders.
3. The L-1 Bidder is required to produce one sample set of prescribed order at Corporate Office, OSWC Bhubaneswar to ascertain the quality of the material as per specification. After acceptance of the quality of material, the supply order will be placed with the firm and the sample set will be retained with the OSWC for comparison with the quality of materials supplied to the warehouses until the completion of delivery. **In addition to this the L₁ Bidder must have executed at least two supply order of Forms/Books/Stationeries of similar specification for any organization in the last three financial years (FY-2020-21, 2021-22, 2022-23).**
4. The produce shall be guaranteed for a period of **three month** from the date of delivery. The security amount will be refunded after completion of **three month** guarantee period.
5. Tender should be submitted in the **sealed envelope (In two parts Part-I as Technical Bid in one envelope & Part-II as Financial Bid in an another envelope, and both the two envelope (Part-I & Part-II) sealed in a third envelope)** super-scribed **“Tender for supply of Forms/Books/Stationeries to OSWC due for opening on 26.02.2024”**. **Technical Bid/Part-I** shall contain Annexure I, II, IV, V, VI & the **Financial Bid/Part-II** shall contain Annexure III only. The Tender shall be sent to the **Managing Director, Odisha State Warehousing Corporation, Plot No-02, Cuttack Road, Bhubaneswar-751006** by Registered Post/ Speed Post/ Courier Service on or before the last date.
6. The Bidder are required to submit copy of **ITR for last 3 financial years (2019-20, 2020-21 & 2021-22),& copy of PAN card and GST registration** along with the Tender paper.

7. MSMEs registered with the prescribed agencies are exempted from payment of cost of tender and EMD and should submit the proof of their being registered with the authorized agencies. Their registration should be valid as on date of submission of quotations and they shall also mention the terminal validity of their registrations, failing which their offer shall not be considered.
8. Tender shall be kept valid and open for acceptance for a period of 45 days from the date of opening of the quotation.
9. All the documents and enclosures are to be signed by the Bidder at the bottom of each page.
10. The rate shall be quoted per unit inclusive of GST & all taxes, FOR destination at the OSWC, Corporate Office, Bhubaneswar.
11. The L1 Bidder will be decided on the basis of total value of all the order taken together.
12. Materials shall be supplied to the Corporate Office, OSWC within 30 days from the date of issue of supply order.
13. After completion of delivery, payment against supply of materials will be released by the OSWC for which the firm should submit GST complied bills in duplicate along with the completion certificate.
14. Odisha State Warehousing Corporation reserves the right to accept/reject the Tenders without assigning any reason and the decision of the Corporation shall be final and binding on the Bidder.

I/We thoroughly examined and understood the terms and conditions as mentioned in the Tender Call Notice and shall abide by the same.

Date:

Signature of the Bidder
Full address of the firm with rubber stamp
Telephone no.

List of Forms/Books/Stationeries with specifications

Sl. No.	Items	Tentative Quantity (Booklet)	Specification of Each Booklet
1	Gate Pass	2000 no	Paper dimension: L*W*T::22cm*13cm*65 GSM One booklet should consist of 50 serial number printed on one side having three (03) copies each (pink, light green & cement grey) in same serial number. ¹Sample copies of gate pass enclosed for reference.
2	Stack Card	10000 no	Paper dimension: L*W*T::35cm*25cm*150 GSM One white colored sheet printed on both side ²Sample copies of Stack Card enclosed for reference.
3	Transit Pass	2000 no	Paper dimension: L*W*T::21cm*13cm*65 GSM One booklet should consist of 50 serial number printed on one side having three (04) copies each (yellow, light green, pink & cement grey) in same serial number. ³Sample copies of tranist pass enclosed for reference.
4	Warehouse Receipt	300 no	Paper dimension: L*W*T::34cm*25cm*100 GSM One booklet should consist of 100 serial number printed on both side having two (02) copies each in same serial number. ⁴Sample copies of warehouse receipt enclosed for reference.

Signature of the Bidder
Date:

Full address of the firm with rubber stamp
Mobile/Telephone no.

FINANCIAL BID

SI	Name of the Forms/Books/Stationeries in Annex-II	Rate per unit incl of GST &all taxes FOR destination
1	Gate Pass	
2	Stack Card	
3	Transit Pass	
4	Warehouse Receipt	

I/we thoroughly examined and understand the Terms & Conditions as mentioned in the Tender Notice vide ----- dated-----and shall be abide by us.

Note: The L1 Bidder will be decided on the basis of total value of all the order taken together.

Signature of the Bidder

Date:

**Full address of the firm with rubber stamp
Mobile/Telephone no**

TRIPPLICATE ANNEXURE-II
ODISHA STATE WAREHOUSING CORPORATION
BHUBANESWAR

Book No. 871 Sl. C 43550

GATE PASS

Date _____

(To be issued for all deliveries from godowns)

1. Name of the Warehouse :
2. Name of Depositor A/c. :
3. To whom issued (Name of Party to whom issued) :
4. Godown No. from which issued :
5. Commodity :
6. No. of Bags :
7. Quantity :
8. Truck / Vehicle No. :
9. Delivery Order No. & Date or Authority for issue :
10. Time of issue

Signature of Warehouse In-Charge
or his authorised Representative

Delivered _____ Bags and Qtls. _____

From Godown Nos. _____

Signature of Warehouse Godwon in-Charge

Received the above stocks in good condition.

Signature of Receipt

DUPLICATE ANNEXURE-II
ODISHA STATE WAREHOUSING CORPORATION
BHUBANESWAR

Book No. 871 Sl. C 43550

GATE PASS

Date _____

(To be issued for all deliveries from godowns)

1. Name of the Warehouse :
2. Name of Depositor A/c. :
3. To whom issued (Name of Party to whom issued) :
4. Godown No. from which issued :
5. Commodity :
6. No. of Bags :
7. Quantity :
8. Truck / Vehicle No. :
9. Delivery Order No. & Date or Authority for issue :
10. Time of issue

Signature of Warehouse In-Charge
or his authorised Representative

Delivered _____ Bags and Qtls. _____

From Godown Nos. _____

Signature of Warehouse Godwon in-Charge

Received the above stocks in good condition.

Signature of Receipt

ORIGINAL ANNEXURE-I
ODISHA STATE WAREHOUSING CORPORATION
BHUBANESWAR

Book No. 871 Sl. C 43550

GATE PASS

Date _____

(To be issued for all deliveries from godowns)

1. Name of the Warehouse :
2. Name of Depositor A/c. :
3. To whom issued (Name of Party to whom issued) :
4. Godown No. from which issued :
5. Commodity :
6. No. of Bags :
7. Quantity :
8. Truck / Vehicle No. :
9. Delivery Order No. & Date or Authority for issue :
10. Time of issue

Signature of Warehouse In-Charge
or his authorised Representative

Delivered _____ Bags and Qtls. _____

From Godown Nos. _____

Signature of Warehouse Godwon in-Charge

Received the above stocks in good condition.

Signature of Receipt

1. SAMPLE COPY OF GATE PASS

ODISHA STATE WAREHOUSING CORPORATION, BHUBANESWAR

STACK CARD

Name of Depot _____ Durrage used _____ (i) Type _____ Stack No. _____
 Name/No. of the Godown _____ (ii) Quantity _____ Stack Average Weight (Nett) _____
 Commodity & Variety Stored _____ Name of Depositor _____ Tare Weight of Bags _____
STACK PLAN

Date	OPENING BALANCE				RECEIPTS			ISSUES			CLOSING BALANCE			Signature Depot Superin- tendent	Remarks
	Bags	Weight (Nett)		Source Shp etc.	Bags	Weight (Nett)		Bags	Weight (Nett)		Bags	Weight (Nett)			
1	2				3			4			5			6	7

DISINFESTATION RECORD

Date of Inspection	CONDITION OF GRAIN				Category	Recommen- dation	TREATMENT GIVEN				Signature of TA/Supdt.	Remarks of inspection officer
	Extent of Infes- tation (whether clear few or heavy)	Nature of infestation with pest per lb.	Percentage of weevilled discoloured & damaged grains				Extent and Nature of infestation before treatment	Date of treatment	Nature of treatment fumigation or spray in gate	Results or treat- ments		
1	2	3	4	5	6	7	8	9	10	11	12	

2. SAMPLE COPY OF STACK CARD

DUPLICATE ANNEXURE-IV
ODISHA STATE WAREHOUSING CORPORATION
 BHUBANESWAR

Book No. 301 Sl. No. 15050

TRANSIT PASS

Warehouse at Date

1. Name of depositor :
2. Commodity :
3. Place from which despatched :
4. Place to which sent :
5. No. of Bags :
6. Quantity : Qtls.
7. Vehicle / Truck No. :
8. Name and address of consignee to whom stock is sent :
9. Delivery order No. and date / Authority for despatch :
10. Time of issue :

Signature of Warehouse in-charge/
his authorised representative.

Received the above stocks in good conditions.

Signature of Recipient

(At. Sl. 3 above, indicate whether the despatch is from railhead / Warehouse / F.C.I. depot. If from Warehouse, give godown No.)
 Received Bags containing Qtls.....
 in full and good condition / not in full / good condition as detailed overleaf.

Signature of person at the
destination point
with Seal.

ORIGINAL ANNEXURE-IV
ODISHA STATE WAREHOUSING CORPORATION
 BHUBANESWAR

Book No. 301 Sl. No. 15050

TRANSIT PASS

Warehouse at Date

1. Name of depositor :
2. Commodity :
3. Place from which despatched :
4. Place to which sent :
5. No. of Bags :
6. Quantity : Qtls.
7. Vehicle / Truck No. :
8. Name and address of consignee to whom stock is sent :
9. Delivery order No. and date / Authority for despatch :
10. Time of issue :

Signature of Warehouse in-charge/
his authorised representative.

Received the above stocks in good conditions.

Signature of Recipient

(At. Sl. 3 above, indicate whether the despatch is from railhead / Warehouse / F.C.I. depot. If from Warehouse, give godown No.)
 Received Bags containing Qtls.....
 in full and good condition / not in full / good condition as detailed overleaf.

Signature of person at the
destination point
with Seal.

QUADRUPLICATE ANNEXURE-IV
ODISHA STATE WAREHOUSING CORPORATION
 BHUBANESWAR

Book No. 301 Sl. No. 15050

TRANSIT PASS

Warehouse at Date

1. Name of depositor :
2. Commodity :
3. Place from which despatched :
4. Place to which sent :
5. No. of Bags :
6. Quantity : Qtls.
7. Vehicle / Truck No. :
8. Name and address of consignee to whom stock is sent :
9. Delivery order No. and date / Authority for despatch :
10. Time of issue :

Signature of Warehouse in-charge/
his authorised representative.

Received the above stocks in good conditions.

Signature of Recipient

(At. Sl. 3 above, indicate whether the despatch is from railhead / Warehouse / F.C.I. depot. If from Warehouse, give godown No.)
 Received Bags containing Qtls.....
 in full and good condition / not in full / good condition as detailed overleaf.

Signature of person at the
destination point
with Seal.

TRIPLICATE ANNEXURE-IV
ODISHA STATE WAREHOUSING CORPORATION
 BHUBANESWAR

Book No. 301 Sl. No. 15050

TRANSIT PASS

Warehouse at Date

1. Name of depositor :
2. Commodity :
3. Place from which despatched :
4. Place to which sent :
5. No. of Bags :
6. Quantity : Qtls.
7. Vehicle / Truck No. :
8. Name and address of consignee to whom stock is sent :
9. Delivery order No. and date / Authority for despatch :
10. Time of issue :

Signature of Warehouse in-charge/
his authorised representative.

Received the above stocks in good conditions.

Signature of Recipient

(At. Sl. 3 above, indicate whether the despatch is from railhead / Warehouse / F.C.I. depot. If from Warehouse, give godown No.)
 Received Bags containing Qtls.....
 in full and good condition / not in full / good condition as detailed overleaf.

Signature of person at the
destination point
with Seal.

3. SAMPLE COPY OF TRANSIT PASS



2575737

ODISHA STATE WAREHOUSING CORPORATION

ଓଡ଼ିଶା ରାଜ୍ୟ ଘଣାଗାର ନିଗମ, ଭୁବନେଶ୍ୱର

WAREHOUSE RECEIPT - NON NEGOTIABLE

ଗୋଦାନ ରସିଦ୍ - ହସ୍ତାନ୍ତର ଯୋଗ୍ୟ ନୁହେଁ

Book No. 599
 Serial No. of Receipt OSWC No. 59900
 Name & Location of Warehouse
 Warehouse Superintendent's Licence No. / Warehouse No. / MID upto
 Received from (Name and address of the depositor)
 Goods of the following description

Kind/Commodity	Class or standard Quality and/or Grade	No. of Bags Packages/Lots	Net Quantity in Qtls/Kgs. by weight or measure	Name and / or Licence No. of the Weigher/Classifier/Sampler
ପ୍ରକାର	ଶ୍ରେଣୀ ବା ମାନ ବା ଗ୍ରାଡ଼	ବସ୍ତା/ପ୍ୟାକେଟ/ଲଟ୍	ନେଟ ମାତ୍ର ବା ପ୍ରମାଣ	ଝାଙ୍କର ନାମ ଓ ଲାଇସେନ୍ସ ନମ୍ବର

Condition of goods (1) Good, (2) Fair, (3) Average
 Private marks of the depositor on the packages if any
 Rate of storing and other Charges
 Indemnified/insured for
 If insured, name of the Co.
 For the amount of
 The goods are accepted for storage
 Market rate at the time of deposit
 Date

Signature of Warehouse Incharge
 The goods mentioned below are hereby released from the receipt for delivery from Warehouse. Any unreleased balance of goods is subject to a lien for unpaid charges and advance on the released portion.
 Date
 Quantity Released
 Quantity due on Receipt
 Signature

Date	Quantity Released		Quantity due on Receipt		Signature
	Bags	Qtls. Kgs.	Bags	Qtls. Kgs.	

Please read condition for storage overleaf.

CONDITIONS FOR STORAGE

- Tender for Storage :** (a) All goods for storage shall be delivered at the Warehouse properly marked and packed for handling. In case the Warehouse Incharge considers it necessary to make a 'pala' and standardise and change the packages, he will be entitled to do so and the depositors shall be liable to pay the charges on that account. The Warehouse Incharge may, at his discretion, refuse to accept goods which are in a condition not likely to stand storage. The Warehouse Incharge shall give identity mark on each packages.
 - (b) The word 'lot' as used herein means the bags or units of goods for which a separate account is to be kept by the Warehouse Incharge. Delivery of all or any units of a lot shall be made without subsequent sorting except by special arrangement and in that event subject to a charge.
 - (c) The Warehouse Incharge undertakes to store and deliver goods only in the packages in which they are originally received, otherwise provided by arrangement in writing between the depositor and Warehouse Incharge.
 - (d) Where period of storage is not specifically indicated in the Warehouse Receipt, the goods are deemed to have been accepted for a maximum period of six months subject to other conditions contained herein.
- Storage Charge:** (a) Storage charge will be made on a monthly basis and number of days in excess of a month will be charged on weekly basis. Unless otherwise provided, where storage is for less than a month, the charge will be for the whole month. The depositor shall pay storage and other charges every month.
 - (b) In cases where storage charges are not paid by the depositor for six months or more. The Orissa State Warehousing Corporation / Warehouse Incharge can recover the dues by public sale of the entire or a portion of the stocks.
 - (c) Where the Bank accepts the lien on the goods stored in the Warehouse, it is the responsibility of the Bank for payment of all dues, arising out of storage of stocks covered by the Warehouse Receipt pledged with the Bank, to the Corporation in case depositor fails to pay these charges.
- Manner in which perishable or deteriorating goods are to be dealt with:** (a) Where goods are of perishable nature or by keeping will deteriorate greatly in value or injure other property, the Warehouse Incharge may give such notice as is reasonable and possible under the circumstances to the holder of the receipt for the goods, if the name and address of the holder is known to the Warehouse Incharge or if not known to him, then to the depositor requiring him to satisfy the lien upon the goods and to remove them from the Warehouse, and on the failure of such person to satisfy the lien and to remove the goods within the time prescribed in the notice, the Warehouse Incharge may sell the goods by public sale at the risk and cost of the depositor or the holder of the receipt.
 - (b) If the Warehouse Incharge after a reasonable effort is unable to sell the goods, he may dispose of the same in any manner he may think fit and shall incur no liability by reason thereof.
 - (c) The Warehouse Incharge shall, from the proceeds of any sale made pursuant to this provision satisfy his lien first and shall hold the balance if any in trust for the holder of the receipt or the depositor.
- Delivery requirements:** (a) Instructions for delivery or transfer of goods shall always be in writing and signed by the depositor or his authorised agent.
 - (b) When a Warehouse Receipt has been issued, no goods covered by that receipt shall be delivered unless the receipt properly endorsed is surrendered for cancellation or for endorsement of partial delivery thereon.
 - (c) Should a Warehouse Receipt be lost or destroyed, goods covered by it shall not be delivered until the person lawfully entitled to possession of the goods obtains and surrenders a duplicate receipt. The duplicate will be issued on such terms and conditions and on furnishing a bond to indemnify the Warehouse Incharge against any liability as provided under the Act and the Rules.
 - (d) Where the stocks stored are damaging the building or any portion of the building or causing injury/damage to other stocks, one month's notice shall be issued to the depositor and on failure to lift the stocks, depositor shall be liable to pay compensation to the Corporation for all the damages that might occur to the building or other property stored in the Warehouse.
- Liability:** (a) The Warehouse Incharge undertakes to exercise reasonable care and diligence required by the law for keeping the goods,
 - (b) The liability of the Warehouse Incharge is limited to the value of goods on the date of deposit.
 - (c) Perishable goods or goods which are susceptible to damage through temperature or humidity changes are accepted only at owner's risk and the Warehouse Incharge is not responsible for such damages as might result from general storage conditions.
 - (d) The depositor of goods shall examine the contents of goods at the time of taking delivery and shall give notice in writing with full particulars of the loss or damage, if any caused to the goods, to the Warehouse Incharge, forthwith or give notice within 72 hours of his examining the goods and defer taking delivery of the goods, till then A copy of the notice shall also be sent to the Managing Director of the Corporation. No claim against the Warehouse Incharge shall be valid if such notice of loss or damage has not been given by the depositor as aforesaid. Similar notice for claim of damage shall be given to the Warehouse Incharge by the depositor in case he (depositor) comes to know of the loss or damage while the goods are in the Warehouse.
 - (e) The Warehouse Incharge is not responsible for the usual and customary shrinkage in weight and effect on quality during storage due to natural causes.
 - (f) The quality, condition, value and contents of goods are unknown to the Warehouse Incharge except when specifically mentioned in the Warehouse Receipt.
 - (g) The Warehouse Incharge / The Corporation reserves the right to ask any depositor who has stored his stocks on non-reservation basis to remove his goods within 15 days without assigning any reason, after payment of all dues of the Corporation and after satisfying the lien on the goods. In case of any lien, the lien holder if known, shall also be intimated and he will have separate liability in this regard. In case of failure to comply with the notice, the Corporation will be free to dispose of the stocks in any manner it likes. The sale proceeds, after deduction of the Corporation's dues, will be paid to the depositor or lien holder on demand. The depositor shall be liable to compensate the Corporation for any damages that may arise out of non-compliance of the notice.
 - (h) A Warehouse Receipt issued without specific signed endorsement by the Warehouse Incharge that it is negotiable is deemed to be non-negotiable and no liability whatever shall lie against the Warehouse Incharge/Corporation, if such a receipt is negotiated by the depositor or holder of the receipt.
- Schedule of charges and Insurance:** (a) Whenever provision is made in these contract terms and conditions for any charge or charges by Warehouse Incharge, such charge or charges will not exceed the Warehouse Incharge's tariff in effect at the time the charge accrues or the service is performed.
 - (b) The schedule of maximum tariff to be charged shall be that approved by the prescribed authority.
 - (c) (i) All goods stored in the Warehouse will be insured against the risks of fire, theft and burglary and floods, but no insurance for floods will be taken in areas known to be taken in areas known to be free from floods. Provided that where there is no State Warehousing Act in force or where it is permissible for this Corporation to indemnify the depositor for the goods deposited in its Warehouse, this Corporation agrees to compensate the depositor at the rate not exceeding the market rate of the goods at the time of deposit for any loss or damage which may be caused to them during the period of deposit by fire, theft and burglary and floods.
 - (c) (i) Notwithstanding anything contained in sub-clause (i) the Corporation will in its discretion insure the goods stored in its warehouses for the same value as is specified in sub-clause (i) against riot and strike if, in its opinion, there is imminent danger thereof and shall on doing so, be entitled to recover from the depositor charges in respect thereof in addition to the usual warehouse charges.
- Explanation:** (a) The expression 'depositor' includes any person or bank that lawfully holds, or is the holder in due course of the receipt issued by the Warehouse Incharge in respect of the goods and derives title thereto by endorsement or transfer by the depositor or his lawful transferee.
 - (b) When goods are transferred from one room to another or from one warehouse to another at the request of the depositor, a charge for such transfer will be made.
 - (c) The Warehouse Incharge may also transfer at his own expense, without notice, any goods in storage from one room to another in the warehouse provided transfer involves no charge in the class of storage.
 - (d) Charges for handling, loading, unloading and extra service rendered in the interest of the depositor are to be paid for by the depositor in addition to the usual Warehouse charge.

Received the original, I agree to abide by the above conditions.

3. SAMPLE COPY OF WAREHOUSE RECEIPT

AFFIDAVIT

To be submitted on a stamp paper (of Rs.10/- minimum) duly attested by Notary Public (duly affixed with Notarial revenue stamp; and with Notary Seal; and Notary Registration number etc.)

I, _____

S/o / D/o /W/o _____

Managing Director* / Director* / Partner* of M/s _____

Located at _____

do hereby solemnly affirm and declare asunder: -

1. The company/firm is a Micro/Small Enterprise as per the Govt. of India definition; and has been functional at the time of bar code registration.
2. The company continues to be a Micro/Small Enterprise and functional as on date.
3. As per books of accounts, the total investment (original purchase value) in Plant and Machinery in the company as on the date of submission of bids is Rs. _____ which is within the limit prescribed in MSME Act.
4. i) Udyog Aadhar Memorandum (UAM) number of our company is
ii) We hereby confirm that we have declared the UAM number of Central Public Procurement Portal(CPPP).
iii) We are aware that non-declaration of UAM number on CPPP will make us ineligible to enjoy the benefits as per Public Procurement Policy for MSEs order,2012.

Signed on _____

DEPONENT

VERIFICATION:

Verified that the contents of the affidavit are true to the best of my knowledge and belief.

Place: _____

Date: _____

Note:- * Strike out whichever is not applicable.

Format of Undertaking

It is certified that we, M/s.....(Name of the Firm) has not been blacklisted or otherwise debarred or terminated by CWC, FCI, OSWC or any department of Central or State Government or any other Public Sector Units during last 05 years as on the last day of submission of tender documents.

Signature of the Bidder

Date:

**Full address of the firm
with rubber stamp
Mobile/Telephone no**

Checklist of documents

Whether the tender form along with terms & conditions signed by the tenderer. Yes/No

EMD details: -

1- Whether MSME or Not Yes/ No

2- If MSME, attach affidavit as per annexure-IV on
Rs.10.00 (minimum) notarized Stamp Paper Yes/ No

3- If MSME, Udyog Aadhar Registration (MSME)
attached certificate no. ----- Yes/ No

- a) If yes, validity from..... to -----
- b) If, No attach the demand draft of EMD Rs.
.....in favour of
payable at DD No.....Date.....
or photocopy of proof for NEFT/RTGS
No.....Date.....

Blacklisting certificate

1- Whether the firm is black listed by any institutional
agency/ Govt. Department/ public sector
undertaking in last 5 years. Yes/ No

2- If yes, name the Agency /Govt. Dept. /PSU black
listed the Bidder.

3- If No, attached the certificate Yes/ No

PAN/GST/ITR details

1- Whether the firm obtained GST registration certificate. Yes/ No

a) If yes, whether GST registration certificate attached GST No.....

b) If No, mention the reason and attach
relevant documents.

2. Whether the firm obtained PAN Card Yes/ No

a) If yes, whether attach the PAN Card, PAN No.

3. ITR documents attached Yes/ No

Signature of the Bidder