

**SPICES BOARD**  
**(Ministry of Commerce & Industry, Government of India)**  
**Sugandha Bhavan, Palarivattom**  
**Cochin – 682 025**  
**Kerala**

No:MKT-SP/GUNA/LOPG/2020 /214

19.05.2025.

**Bid invitation for leasing of PUF Godown in Spices Park, Guna, Madhya Pradesh.**

Spices Board, Ministry of Commerce & Industry, Government of India established a Spices Park at Guna in Madhya Pradesh. The Spices Park is having common infrastructure facilities meant for the processing of seed Spices, warehouses and PUF godown apart from basic facilities like compound wall, wide roads, uninterrupted water & Power Supply, 33 kv electric line, etc.

Spices Board invites bids from eligible firms for operating the PUF godown facility available in the Park as per the following eligibility and terms & conditions

**Eligibility**

The following are eligible to submit the bids.

- a) Spices exporters having valid CRES (Certificate of Registration as Exporter of Spices)
- b) Spices Traders having valid GST registration
- c) Farmers Producer Companies having valid registration certificate issued by Ministry of Corporate Affairs.
- d) Commodity Exchanges

The applicant meets any of the above mentioned eligibility criteria would be considered.

**Terms & Conditions**

1. The PUF godown shall be rented out in "as is where is" condition.
2. The details of PUF godown to be operated are given below:
  - a) No. of Chambers 4
  - b) Chamber 1 & 2 Dimensions 9.06m x 7.8m x 3.5m
  - c) Chamber 3 & 4 Dimensions 9.06m x 10.1m x 3.5m
  - d) Max . Volume available for storage : 1135.22 cu.m
3. The PUF godown shall be rented out for a period of five years from the date of handing over / agreement. The rent will be increased @ 5% per annum.
4. The lease rent along with 18% GST shall be paid to the Board in advance on or before 5<sup>th</sup> day of the every month.
5. The PUF godown shall be used for storing seed Spices. However, other agriculture commodities can also be stored along with spices.
6. The PUF godown shall not be used for the purpose of storing of cereals and non-agriculture commodities.



7. The PUF godown shall not be used for storing inflammable, combustible or hazardous explosive substances.
8. The PUF godown shall be leased to the applicant who has quoted highest amount of rent per month.
9. The highest bidder shall execute an Agreement with the Board within 15 days of the receipt of the offer letter from the Board.
10. The highest bidder, after receipt of offer letter, shall pay an interest free Security Deposit equivalent to three months' rent and a caution deposit of Rs.5,00,000/- towards guarantee against any eventual unpaid payments of electricity, rent etc. through online bank transfer to Board's Receipt Account.
11. The security deposit and caution deposit would be returned at the time of handing over the PUF godown to the Board.
12. The highest bidder shall take possession of the PUF godown within 15 days from the date of agreement and after the receipt of Security Deposit. If the possession is not taken within 15 days from the date of agreement, it will be treated as breach of the tender conditions and the Board has the right to lease the facilities to other eligible firm/agency.
13. The PUF godown shall be used only for the purpose intended and shall not be used for any other purpose.
14. During the currency of the agreement, either of the parties shall have the right to terminate the agreement by giving three month's notice in writing to the other party by Registered Post.
15. The PUF Godown shall not be sub-let in part or whole to any other firms.
16. Spices Board will provide electricity for the use of PUF godown on payment basis. The charges for the same shall be paid to the Board within 10 days on receipt of bills.
17. Any alterations/structural modifications/additional constructions shall not be allowed in the PUF Godown without written permission from the Board.
18. The Board or its authorized officer shall have the right to inspect the PUF godown at all reasonable times giving prior intimation to the Lessee.
19. The Lessee shall agree to take up routine maintenance of the PUF godown including minor electrical repairs, replacements, etc at Lessee's own cost.
20. The Board shall terminate the lease agreement if the PUF Godown facilities are not utilized continuously for more than 3 months.
21. Preference will be given to Exporters of spices in operating the PUF godown.
22. Detailed terms and conditions will be included in the Agreement to be executed for handing over the facility.



23. Those who are interested to visit the PUF godown may contact the Regional Office, Spices Board at Guna in the following address on Monday to Friday from 9 am to 5.30 pm.

The Assistant Director,  
Spices Board Regional Office,  
Spices Park, Mavan,  
Guna – 473 001  
Madhya Pradesh  
Tel : 9415312330

24. EMD is not applicable to submit the Bid. However, the bidders shall submit the Bid Security Declaration in the prescribed format as given in Annexure-II.
25. The technical bid shall be submitted in the format given as Annexure-I along with Bid Security Declaration in the format given as Annexure-II in a separate envelope superscribing Technical Bid. (Envelope-1)
26. The financial bid shall be submitted in the format given as Annexure-III in a separate envelope superscribing Financial Bid. (Envelope 2).
27. Interested eligible applicants may submit their Bids in the format given in Part-I and Part-II in two separate sealed covers superscribing Part-I ( bid application ) and Part-II (Commercial Bid) and both the Bids should be placed in a separate sealed envelope superscribed " Bid for leasing the PUF godown in Spices Park, Guna" to the following address so as to reach on or before 12.06.2025 at 5.00 pm.

The Assistant Director,  
Spices Board Regional Office,  
Spices Park, Mavan, Guna – 473 001  
Madhya Pradesh

28. The technical bid will be opened at 10.30 am on 13.06.2025 at the Regional Office, Spices Board, Guna in the presence of the bidders, if any. The financial bids of the bidders satisfying the eligibility conditions as per the technical bids, will be opened at 11.00 am on 13.06.2025 .
29. The minimum amount to be quoted is fixed as Rs.25,000/-+18% GST. The bids quoted below Rs.25,000/- will not be considered for leasing of PUF godown.
30. The Board will calculate the share of electricity for the puf godown in the method as advised by expert. The method of calculation is enclosed as Annexure IV.
31. Firms / Companies or other entities, who have any payment dues (pending) with the Board are not eligible for submission of bid and bids submitted, if any, by such Firms / Companies or other entities will not be opened.
32. The Board reserves the right to reject / cancel any / all bids without assigning any reasons thereof. The decision of the Spices Board with regard to this Bid is final and finding.

Place :Kochi  
Date: 19.05.2025.

  
Director (MKtg)

**Part- I****Annexure-I****Application form for submitting bid for renting out PUF godown in Spices Park, Guna**  
( To be placed in separate cover)

1	Name of the applicant	
2	Postal address with pincode, email, phone including Mobile	
2	Category ( please Tick)	Spices Exporter having valid CRES Farmers Producers Company dealing in spices Spices Trader Commodity Exchange
3	Supporting document attached (please tick)	Spices Exporter - Certificate of Registration as exporter of spices (CRES)  Spices Trader – GST Registration Certificate  Farmers Producer Company - registration certificate copy  Commodity Exchange
3	PAN number of the applicant (Pls attach supporting document)	
4	Details of GST Registration (Pls attach supporting document)	
5	Type of business and experience	
6	Annual turn over of the present business	
7	Spices proposed to be stored in the Godown	
8	Experience, if any, in handling warehouses / cold storages / PUF godown	
9	Bank Details	Name of the Account : Account No : Name of Bank: IFSC code
10	Any other information	

Place:

Date:

(Signature of the applicant)

Seal of the Company:



(In the letterhead of the firm)

**Bid-Security Declaration**

The Director (Mktg)  
Spices Board, Sugandha  
Bhavan, N.H. By Pass,  
Palarivattom, Cochin,  
Kerala - 682025

Reference:

Tender Notice for \_\_\_\_\_ of Spices Board.  
Our Bid for the facility \_\_\_\_\_ at Spices Park .....  
Dated.....

I/We,..... irrevocably declare as under:

I/We understand that, as per Clause of Tender, we are attaching a Bid Security Declaration in lieu of Earnest Money Deposit (EMD)

I/We hereby accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of disqualification as may be notified by you (without prejudice to Spices Board's rights to claim damages or any other legal recourse) if,

- 1) I am /We are in a breach of any of the obligations under the bid conditions,
- 2) I/We have withdrawn or unilaterally modified/amended/revised, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any.
- 3) On acceptance of our bid by Spices Board, I/we failed to deposit the prescribed Security Deposit or fails to execute the agreement or fails to commence the execution of the work in accordance with the terms and conditions and within the specified time.

Signature:

Name & designation of the authorized person  
signing the Bid-Securing Declaration

Dated on \_\_\_\_\_ day of \_\_\_\_\_ month, \_\_\_\_\_ year.

PART-II

Annexure -III

FINANCIAL BID

( TO BE PLACED IN A SEPARATE SEALED COVER)

1.	Lease rent for the PUF godown	PER	Rent Amount : Rs.
	MONTH		GST (18% ) : Rs.
			Total :Rs.

Place:

Date:

(Signature of the applicant)

Seal of the Company:



Calculation of share of electricity for PUF Godown in Spices Park, Guna

Total contract demand of Spices Park, Guna: 100 KVA

Current Contract demand of PUF godown: 25 KVA (may vary as per the actual load condition)

Electricity duty - at present 9 % - (may vary as per the value in electricity bill)

Multiplication factor fixed for PUF godown – 20

1. Fixed charges ( Instead of fixed charges of 100%, the electricity department is charging 90% ) :

$25 \times 0.9 \times \text{fixed charges unit rate as per the electricity bill}$

2. Energy charges:

Total units for PUF godown as per the sub meter reading  $\times 20 \times$  unit charges as per electricity bill

3. Electricity duty @ 9 % - Total units as per the sub-meter reading  $\times 20 \times 0.09 \times$  unit charges as per electricity bill

4. If machines are not operated, a charge will apply @ 50 units/ KVA on PUF godown:

Contract demand of PUF godown(ie.25KVA at present)  $\times 50 \text{ units/ KVA} \times$  unit rate as per electricity bill

TMM Difference:

a) If machines are not operated, a charge of " Contract demand of PUF godown(ie.25KVA at present)  $\times 50 \text{ units/ KVA}$ " [ ie.1250 units at present] will be applied.

b) If the consumption remains below the specified limit [ie.1250 units at present] even after running the machines, a TMM difference will be applied for the units lower than the specified limit [eg.1250 - (units as per the sub-meter reading  $\times 20$ )] .

**Total share of electricity for PUF godown: 1+2+3+4**