

**ADDITIONAL TERMS AND CONDITION (ATC) FOR PURCHASE  
TEA CTC FOR SUPPLY DEPOT ASC, TRIVANDRUM : FOR  
THE MONTH OF JUN 2025.**

1 **Clarification Regarding Bid /ATC.** A prospective bidder who requires clarification regarding the contents of the Bid /ATC documents shall be able to get the clarification upto 48 hrs prior to opening of technical bid from **Officer Commanding, Supply Depot ASC Trivandrum.**

2 **CRAC (Consignee Receipt-cum-Acceptance Certificate).** Refer Para 12 (i) (Page 26) of General terms and conditions on GeM 3.0 (Version 1.19). The CRAC (consignee receipt- cum-acceptance certificate) will be generated **ONLY AFTER RECEIPT** of “**FIT**” verdict from Board of Officers. In the event of auto generated of CRAC without receipt of verdict from Board of Officers, the goods will **not be accepted** and the same will be mentioned in the observation.

3 **Sample Testing.** As per procedure sample from the delivered consignment is required to be sent to the departmental labs for testing. **ONLY AFTER RECEIPT** of “**FIT**” verdict from the departmental laboratory the CRAC will be generated. In case of failure of sample and verdict received as “UNFIT” the vendor is required to lift up the complete consignment from the supply depot and no payment in regards of the sample qty sent will be made. In the event of auto generation of CRAC on GeM without receipt of verdict from the lab, the goods will not be accepted and no payment will be made for the same.

4 **Schedule of Requirements.** List of items/ service is as follows :-

Ser No	Items	Packing	Qty to be purchased (In Kgs)	Qty to be purchased (In Nos)	Remarks
(a)	TEA CTC	500 Gms Packet	400.000	800 Packets (Each of 500 Grams)	Items should be of same brand and Lot number

5 **Technical Details.** Defence Food Specifications – 2022. (Specification Number – 461 : TEA CTC).

6 **Delivery Period.** Delivery period for supply of items would be completed within 05 days of placing the order. Please note that contract can be cancelled unilaterally by the buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the buyer, with applicability of LD clause.

7 **Termination of Contract.** The buyer shall have the right to terminate this contract and forfeit performance security deposit in part or in full in any of the following cases: -

8 The delivery of the material is delayed for more than 24hrs after the scheduled date of delivery.

8.a The seller is debarred, bankrupt or become insolvent.

8.b Non delivery of stocks per as Defence Food Specification.

8.c Vendor who fails to produce items as per terms and condition of this bid shall be barred from participating in any local purchase at this depot for next two months from the date of delivery.

9 **Tolerance Clause.** To take care of any change in the requirement during the period starting from issue of RFP till placement of the contract, buyer reserves the right to 25% plus/ minus increase or decrease in the quantity of the required goods up to that limit without any change in the terms & conditions and prices quoted by the seller. While awarding the contract the quantity ordered can be increased or decreased by the buyer within this tolerance limit.

10 **Payment Terms for Indigenous Seller.** It will be mandatory for the bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/EFT mechanism instead of payment through cheque, wherever feasible. A copy of the model mandate form prescribed by RBI to be submitted by bidders for receiving payments through ECS. The payment will be made as per the following terms, on production of the requisite documents. 100% payment on completion of complete delivery and acceptance by the user.

11 **Liquidated Damages.** In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc as specified in this Supply Order, the Buyer may, at his discretion, withhold any payment until the completion of the Supply Order. The Buyer may also deduct from the Seller as agreed, Liquidated Damages to the sum of 0.5% of the Supply Order price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

12 **Inspection.** The inspection will be carried out by Officer Commanding Supply Depot. The mode of inspection will be departmental.

13 **Warranty.** The contractor shall warrant the supplies to be delivered to be sound, wholesome and fit for consumption as per the prescribed specification for a period of six months from the last day of the month of delivery in any

climate and under all normal conditions of storage and movement in India as per Defence Food Specification.

14 Vendor must submit under mentioned certificates on his letter head duly countersigned. Failure to furnish these at technical bid opening stage will lead to rejection of bid. These certificate include :-

14.a Bid security declaration (format attached below).

14.b Certificate of acceptance of additional terms & conditions (format attached below).

14.c Copy of GSTIN.

14.d Copy of PAN Card.

14.e Cancelled Cheque.

14.f Mandate Form.

14.g Copy of Aadhar Card.

14.h Clearance Certificate local Police authorities.

14.j Certificate of experience in delivery of Ration Items.

14.k Firm should have minimum three years experience for supplying food items in defence department.

14.l Registered office should be in Trivandrum district for smooth functioning.

14.m FSSAI Certificate.

14.n Last 03 Years Income Tax details.

14.o NABL Report.

14.p Self Certification Certifying the consignment confirms Defence food specification as mentioned in the ATC and mentioning its validity period.

14.q . A Certificate on Non Judicial Stamp paper stating that their contracts have not been terminated or their firms have not been Debarred / Blacklisted / banned in last five years.

## **BID SECURITY DECLARATION**

I/ we hereby accept that if I/ we withdraw or modify my/ our Bids during the period of validity or if I/we have been awarded the contract and I/we fail to sign the contract or to deliver stock as per delivery schedule or to submit a Performance Security before the deadline defined in the ATC/ contract document. I/ we are liable to be suspended for the period of the bidding cycle from being eligible to submit Bids of contract with the entity that invited the Bids which in this case is Sup Depot ASC Trivandrum.

(Signature with affixed firm seal)

**ACCEPTANCE OF ADDITIONAL TERMS &  
CONDITIONS**

I, hereby certify that I agree to the additional terms & condition added by the buyer and I truly understand that these additional terms & conditions supersede all other general terms & condition or service level agreement available on GeM.

(Signature with affixed firm  
seal)

**SECRETARIAT OF**  
**THE TECHNICAL STANDARDISATION COMMITTEE (FOOD STUFFS)**  
**(DIRECTORATE GENERAL OF SUPPLIES AND TRANSPORT)**  
**DEFENCE FOOD SPECIFICATIONS - 2022**  
**SPECIFICATION NO 461 : TEA CTC**

1. Tea CTC shall be the product processed by CTC method exclusively from fresh buds, young leaves and tender stems from the plant of genus *camellia*. It shall have the granulated appearance characteristic of tea CTC. The stock of garden tea(s) used for blending shall be of current season's crop (see note 'aa') and well packed in new original garden tea jute bags free from any qualitative damage and deterioration.

2. The blended tea shall be dry and have pleasant aroma and shall be free from baggy, cheesy, chesty and stale smells. It shall not contain any added colouring matter or flavour or preservatives and exhausted tea leaves. It shall be free from orthodox, powdery, dusty, stalky and fibrous tea(s).

3. **Packaging.**

(a) **Packing Refill Packs (Bag in Box) Type.**

(i) **500/1000 Gm Pack.** 500/1000 gm tea CTC shall be packed in metallized polyester lined sealed foil pouch in a liner carton pack. The weight of metalized pouch to be minimum 7.5 gms for 500 gms pouch & min 15 gm for 1000 gm pouch. The pack shall be hermetically sealed by band sealing having seal width not less than five (05) mm without any leaks/ discontinuity. Such bags shall be further packed in multicoloured decorative duplex box of suitable size made from Cardboard of not less than 350 GSM for 500 gm & 400 GSM for 1000 gms pack, which will be punched and pasted.

(ii) **100/150/200/500 Gms Packs.** Tea CTC may be packed in 100/150/200/500 gms food grade stand up zip pouches of suitable size with 70 to 130  $\mu$  thickness, 3 layered laminate of PET – Aluminum - Polyethylene (on all sides).

  
लक्ष्मी मोहन / Lakshmi Mohan  
ले. कर्नल / Lt Col  
एक्स्प्लोसिवी (एस टी-7/8) / AQMG (ST-7/8)  
कम्प्यूटरी शाखा (एस टी-7/8) / QMG Br. (ST-7/8)  
हथि कुञ्जलप (सिना), रक्षा मंत्रालय, तिमरपुर, दिल्ली-64  
HQ of MoD (Army), Timarpur, Delhi-64

VETTED ON 18 APR 2023

(b) **CFCs.** The refill packs/pouches shall be further packed in seven (07) Ply CFC confirming to specification No 311 for packing in CFCs. It shall be of a suitable size made from virgin Kraft Paper having moisture barrier capability and provided with six pairs of rust proof metal staples at the flap joints and two end plates. The bottom flaps of CFC shall be closed with PVC adhesive after forming, whereas the top flaps shall be closed with PVC adhesive tape having width not less than five (05) cm and shall be provided with two round of polypropylene strapping at right angles to PVC adhesive tape and ends secured with rust proof metal staples or heat welding.

(i) **500/1000 Gms Pack.** The refill packs shall be packed in two/one layer and each CFC shall contain 24/12 such packs each layer consisting of 12 duplex boxes (12 x 02) in case of 500 gms pouch & (12 x 01) in case of 1000 gm. Prior to packing them in CFCs these refill packs will be packed in single polyshirt of suitable size of minimum 175 gauge thickness. The CFC will meet the quality parameter as per DFS No 311. The mouth of polyshirt shall be closed using PVC tape.

(ii) **100/150/200/500 Gms Packs.** The Pouches shall be packed in one/two layers and each CFC shall contain 12 Kg of Tea CTC. The CFC shall have two numbers of partitions (Honey Comb Type) with one center plate, Two end plate shall be placed in CFC for additional support. The CFC will meet the quality parameter as per DFS No 311 : Packing Tinned and Processed Food Stuffs in Corrugated Fibreboard Boxes / Cartons (CFCs).


(c) **Material and Manufacture.** The corrugated fibre board cartons shall be manufactured in the shapes of cubical rectangular parallel piped. The blanks will be properly creased or slotted so that no holes shall be left at the corners. The flaps of the boxes shall be capable of being folded at an angle of 180° along the lines of creasing without fracture of board or facing.

(d) **Marking.**

(i) **Refill Packs (Bag in Box).** Shall be without any marking/ printing in regards to description of contents.

(e) **Duplex Box/Stand up Zip Pouches.** Should be a multicoloured decorative box with following mandatory markings:-

- (i) Description of contents (in 2.5 cm characters).
- (ii) Manufacturers brand name (optional).
- (iii) Nett wt (in gm).
- (iv) Green logo (veg).
- (v) Blend No.

  
लक्ष्मी मोहन / Lakshmi Mohan  
बी कर्नल / Lt Col  
एकमुक्ता (एस टी-7/8) / AQMG (ST-7/8)  
कामगरी शाखा (एस टी-7/8) / AQMG Br. (ST-7/8)  
रक्षा मंत्रालय (सिमा), रक्षा कक्षा, तिमारपुर, दिल्ली-64  
HQ of MoD (Army), Timarpur, Delhi-64

(vi) Date of blending.



- (vii) Name of Manufacturer.
- (viii) AT No & Date.
- (ix) Warranty expiry / Best before.
- (x) FOR DEFENCE SERVICES ONLY.

(f) Details as mentioned in para 5 (e), (v), (vi), (viii), (ix) can be printed on duplex Box or duly marked with permanent indelible ink.

4. **Marking of CFC.** The following particulars shall be stencilled or printed on each CFC :-

- (a) Description of contents size 4.0 cm characters or suitable size or as per Standards of the Legal Metrology (Packaged Commodities) Acts 2009 and Rules 2011.
- (b) No of packs X Nett wt (in gms).
- (c) Gross wt (in kgs).
- (d) Green logo (veg).
- (e) Blend No.
- (f) Date of blending.
- (g) Name of manufacturer.
- (h) Warranty expiry / Best before.
- (j) AT No & Date.
- (k) FOR DEFENCE SERVICES ONLY.

### **Warranty**

5. In accordance with the standard warranty clause Appendix 'J', the warranty period shall be twelve months.

### **Hygiene**

6. Tea CTC shall be blended and packed in premises maintained in hygienic conditions which shall be open to inspection at any time by a competent authority approved by the Quartermaster General and the Director General of Medical Services (Army).

7. The basic hygienic requirements in a factory supplying tea CTC to the Defence Services shall be in accordance with Appendix 'H'.

8. The hygienic requirements of the workers in the tea blending sheds shall be as laid down in Appendix 'C' to this specification.

### **Inspection**

9. An inspection shall be carried out by the Director General of Supplies and Transport or an officer acting on his behalf on all supplies tendered for acceptance. The decision of this officer shall be final.

  
 लक्ष्मी मोहन / Lakshmi Mohan  
 ले. कर्नल / Lt Col  
 एक्स्प्लोसिव (एस टी-7/8) / AQMG (ST-7/8)  
 कम्प्लेक्स बाइपास (एस टी-7/8) / QMG Br. (ST-7/8)  
 इन्फेन्ट्री मुख्यालय (सिमा), रक्षा मंत्रालय, तिमरपुर, दिल्ली-54  
 HQ of MoD (Army), Timarpur, Delhi-54

**VETTED ON 18 APR 2023**

10. The tea CTC in addition to being subjected to the provisions of the FSSAI Rules 1955 as amended and shall also conform to the following chemical & Organoleptic analysis:-

(a) **Chemical Analysis.**

- |        |   |   |                                |
|--------|---|---|--------------------------------|
| (i)    | Loss in mass at 103 <sup>0</sup> C  | - | Not more than 7.0%             |
| (ii)   | Total ash (ODB)   | - | 5.0 – 6.5%                     |
| (iii)  | Total ash soluble in boiling distilled water-   |   | Not less than 60%              |
| (iv)   | Ash insoluble in HCL (OBD)  | - | Not more than 0.25%            |
| (v)    | Extract obtained by boiling dry CTC Tea -<br>with 100 parts of distilled water for per hour<br>under reflux.                                    |   | Not less than 40.0%            |
| (vi)   | Alkalinity of water soluble ash<br>as K <sub>2</sub> O  | - | 1.0% – 2.2%                    |
| (vii)  | Crude fibre (ODB)   | - | Not more than 10.0 %           |
| (viii) | Caffeine content  | - | Not less than 3%               |
| (ix)   | Tannin content  | - | Not less than 7.75 %           |
| (x)    | Iron Particles  | - | Not more than 0.1% (100 mg/kg) |
| (xi)   | Added Colouring matter  | - | NIL                            |
| (xii)  | <b><u>Sieve test.</u></b> Tea CTC sample should be able to achieve the given retention/residual limits after being subjected to a sieve test :- |   |                                |

(aa) **Upper sieve.**

Retention on IS 1.60 mm standard Sieve - 10% to 30%


(aa) **Lower Sieve.**

Passing through 500 micron standard IS Sieve - Not more than 3.0%.

(ab) **Sieving Method.** On sieving 50 gms of composite sample of Tea CTC drawn from the sample pack, on a Simon Laboratory sifter using 1.60 mm and 500 micron standard IS Sieve for two minutes, not more than 3.0% of the material by weight shall pass through 500 micron standard IS sieve and 10%-30% shall be retained on 1.60 mm standard IS sieve.

(b) **Organoleptic Analysis.** In addition to the chemical parameters mentioned above, the under mentioned parameters will be assessed by a tea taster as per the advice of the Tea Board of India. The assessment criteria would be deliberated subsequently in consultation with the Tea Board of India:-

- |       |   |
|-------|---|
| (i)   | Appearance of Tea, Infused leaves & Liquor. |
| (ii)  | Taste of liquor.                            |
| (iii) | Body.                                       |
| (iv)  | Aroma.                                      |
| (v)   | Briskness.                                  |

  
लक्ष्मी मोहन / Lakshmi Mohan  
से कर्नल / Lt Col  
एकतुलसी (एस टी-7/8) / AQMG (ST-7/8)  
कतुलसी बाबा (एस टी-7/8) / QMG Br. (ST-7/8)  
इंस्टीट्यूट फॉर मैन (सिमा), रक्षा कक्षा, तिमरपुर, दिल्ली-54  
HQ of MoD (Army), Timarpur, Delhi-54


**VETTED ON 18 APR 2023**

## Analysis

11. The methods of analysis and the description of tea CTC shall follow the latest edition of "Specification for Tea" and "Glossary of tea Terms" issued by the Bureau of Indian Standards except for loss in mass at 103°C which shall be determined according to the method prescribed in Appendix 'D' to this specification and for tannin which shall be determined according to AOAC, 1995 or latest edition thereto.

## Mandatory Requirements of FSSAI/BIS

12. All mandatory requirements of FSSAI/BIS, as amended from time to time, pertaining to the above Specification including marking of BIS certification mark for container/contents, Best Before\_\_\_\_\_, coloured symbol for declaring vegetarian and non-vegetarian food etc on packs shall be complied with.



लक्ष्मी मोहन / Lakshmi Mohan  
ले कॉर्नल / Lt Col  
एक्ज्युक्शनी (एस टी-7/8) / AQMG (ST-7/8)  
कम्प्यूटरी शाखा (एस टी-7/8) / QMG Br. (ST-7/8)  
इंजीनियर मुख्यालय (सेना), रक्षा मंत्रालय, तिमारपुर, दिल्ली-54  
HQ of MoD (Army), Timarpur, Delhi-54

**VETTED ON 18 APR 2023**

**APPENDIX 'A'**  
**TO SPECIFICATION NO 461 FOR TEA CTC**

**Preparation of Infusion.** Two grams of tea CTC is placed in a testing cup of 150 ml capacity and filled with fresh boiling water and kept for 3 minutes stirred and then strained into a container.

\*\*\*\*\*

**APPENDIX 'C'**  
**TO SPECIFICATION NO 461 FOR TEA CTC**

1. **Principle.** The loss in mass will be determined by heating a test portion of ground sample of tea CTC in an oven at  $103^{\circ}\text{C} \pm 2^{\circ}\text{C}$  to a constant mass.
2. **Apparatus.**
  - (a) Hot air oven regulated at  $103^{\circ}\text{C} \pm 2^{\circ}\text{C}$ .
  - (b) Desiccators containing an effective desiccant.
  - (c) Analytical balance - Accurate to at least 0.001 gm
  - (d) Moisture dishes - Shallow flat moisture dishes.
3. **Preparation of Sample.** The sample of tea CTC shall be ground in a grinding mill to produce the ground sample which completely pass through 500 micron IS Sieve.
4. **Procedure.** Two (02) to four (04) gms of the ground sample prepared immediately before the actual test shall be kept in the moisture dish which shall be transferred to the oven with the lid removed and kept for a period of 4 hours. The lid shall be fitted on the dish and cooled in a desiccators and weighed. Heat for one hour in the oven again, cool and weigh again. Repeat these operations unless, the difference between two successive weighings do not exceed 0.005 gm. The loss in mass shall be calculated as under:-

Loss in mass at  $103^{\circ}\text{C}$  expressed as percentage of the original

$$\text{Mass} = \frac{(\text{MO} - \text{M1}) \times 100}{\text{MO}}$$

MO

Where

MO - Initial mass in grams of the test  
portion M1 - Mass in the dried test portion.

\*\*\*\*\*

**APPENDIX 'H'****STANDARD MINIMUM REQUIREMENTS OF HYGIENE IN FOOD FACTORIES**

1. To ensure the standard of hygiene in a factory the following minimum requirements shall apply:-

- (a) **Floors.** The floors should be impervious and kept clean all times.
- (b) **Lighting and Ventilation.** Adequate standards of lighting (natural and artificial) in working parts of the factory together with adequate ventilation and sufficient space for and protection from machinery.
- (c) **Fly / Rodent / Pest / Bird Proofing.** Fly / rodent / pest / bird proofing of factory premises to the extent necessary to protect raw material during storage and processing and the manufactured products until it has been packed and the containers sealed.
- (d) **Water-Supply.** An adequate supply of potable water in the factory and drinking water for the employees will be provided which shall be periodically tested and certified as free from injurious bacteria and other substances by a public health laboratory.
- (e) **Disposal of Wastes.** An efficient drainage system must be provided with proper methods of disposal of waste water and other effluents. Provision must exist to eliminate dusts/fumes if any.
- (f) **Conservancy.** A proper conservancy system adequately serviced with approved methods of disposal of human excreta.
- (g) Additional special hygiene precautions are necessary when waste products which are dangerous or likely to create conditions which are dangerous to health are produced at any stage during handling of raw materials or its manufacture.
- (h) **Safety.** Adequate fencing of machinery shall be secured in the case of all types of machinery and its moving parts and the moving machinery shall be kept in a position which provides sufficient safeguard against any accident. Each factory must have first aid box with necessary minimum items.

2. **Workers.**

- (a) So far as the health of the employees is concerned, they shall be periodically examined by Medical Officer and it should be ensured that no individual suffering from any communicable disease or any disability likely to result in contamination of the raw materials, implements, equipments or finished products, is employed.
- (b) All the employees should be protected against communicable diseases with preventive inoculation / vaccination. The workers will be immunised against small pox and enteric group of fevers.



(c) In the case of employees working in tea sheds where manual blending of Tea CTC is done, such employees will invariably use clean clothing. They shall wear a Khaki Shirt, a Khaki Short, a white cap to completely cover the hair on the head, a pair of sound stockings which will reach upto the knee and a mask to cover the nose as a tea dust barrier.

(d) Provisions for personal hygiene of employees will include potable drinking water, washing facilities (Soap, basin or taps, nail brushes and towels) sanitary annexes and at least two sets of clean clothing for each employee for use only in the factory and Masks / hand gloves, where necessary. There should be a separate room for keeping the personal belongings and to change the clothes and for drying of wet clothes.

(e) The floor actually used for blending of tea CTC shall be covered with a clean bulking cloth without holes which shall cover the entire area over which the blending heap is to be built.

(f) No person other than specifically authorised to handle/inspect the stock and not directly connected with the actual tea blending operation, will enter the enclosure.

(g) The premises where the blending of Tea CTC is to be done, shall be effectively screened off against ingress of dust from outside.

\*\*\*\*\*

**APPENDIX 'J'****STANDARD WARRANTY CLAUSE**

1. The contractor warrants the supplies delivered to be sound, wholesome, and meeting the quality parameters as per DFS for a specified number of months from the last day of the month of manufacture, in any climate and under all conditions of storage and movement in India.
2. In the event of the supplies or a part thereof having been declared during the period of warranty as being not meeting the quality parameters as per DFS by the Director General of Supplies and Transport, or any officer acting on his behalf, (whose opinion as to whether or NOT the particular consignment is meeting the quality parameters as per DFS will be final), the purchaser will have the right to dispose of the condemned stock in any way he considers necessary after giving due notice to the contractor and also, at his discretion, either to allow the contractor to replace the condemned stock within a specified period, or to recover from the contractor the contract price thereof together with all incidental and freight charges incurred from the place of delivery to the place where the supplies were ultimately condemned. The opinion of the Brigadier Procurement or an officer acting on his behalf, in regard to these charges will be final.
3. The declaration by the Brigadier Procurement or an officer acting on his behalf, communicated to the contractor in writing that a particular consignment has been condemned will be taken by the Contractor as the conclusive evidence of the proper condemnation of that consignment.