



No. CWC/FD/DOP-Estt. /2021-22

Date: 23.11.2021

DOP CIRCULAR No. 07/2021

Sub: Revision of DOP and clarification thereof -reg.

1.0 **Nomination of TOC & TEC:** Delegation of Powers, regarding nomination of Tender Opening Committee (TOC) and Tender Evaluation Committees (TEC), placed at Annexure-I, is inserted in the existing DOP.

2.0 Allotment of Warehouse Space:

2.1 Warehouse manager is competent authority to allot the warehousing space to a depositor on published tariff of CWC on "First Come First Serve" basis for which proper record should be maintained by Warehouse Manager. Whereas, the agreement for dedicated warehousing is being executed by Regional Manager, Regional Offices in consultation with Associate Finance.

2.2 Whereas, if depositors are not forthcoming for booking warehousing space in case of newly constructed capacities of any new central warehouse (including under construction) or existing central warehouse, the Regional Managers can invite open tender for discovery of price and allotment of warehousing space, provided the model tender document has been approved by Corporate Office. This also applies for allotment of open/ covered storage space for setting up cold chain facility, particularly for onion, tomato, potato, wherein depositors are expected to develop cold chain facility in open land or do retro fitment of cold chain system.

In aforesaid cases, the Regional Manager shall be the competent authority to accept the highest bid (H-1) and allot tendered warehousing space to the valid bidder, provided H-1 bid value is equal to or higher than the published tariff (reserved price). However, Regional Manager may decide to allot the warehousing space to H-1 bidder even if the quoted rate is below the published tariff, as per the extant rebate policy as stipulated and already delegated to the Regional Manager, after recording reasonability of rates and market dynamics. It also applies in case of setting up of cold chain facility through retro fitment of cold chain system in the existing warehouses by the private party.

2.3 It is also clarified that the DOP, for rebate up to 10% on the published tariff as already delegated to Regional Managers, shall be applicable to all new central warehouses (including under construction for advance reservation on long term basis) which are required to be marketed because occupancy of such capacities shall be naturally zero % to begin with. It also applies to setting up cold chain facility in open land by the private party.

2.4 In case, where the highest bid received in tender is lesser than the published rates and a higher rebate is required, over and above the DOP of RM, such proposal may be sparingly forwarded with due justifications for the approval of the Competent Authority at corporate office.

2.5 In case where the Corporate Office has invited open tender for multiple central warehouses, covering more than one region, the HoD Commercial Division shall be the competent authority to exercise the powers delegated to Regional Manager, amplified as above.

(RR Aggarwal)
GGM (Finance)

Distribution: -

1. All HoDs/ DGM (IA) CWC, CO New Delhi.
2. All Regional Managers.
3. GGM (System): With a request to place the above circular in internal circulars.

Copy for information:

1. MD CWC/ Director (Fin)/ Director (Pers)/ Director (M&CP), CVO, CWC, CO New Delhi.

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Annexure - I

S. No.	Subject matters	
1.	Nomination and composition of Tender Opening Committee (TOC)	TOC shall comprise of atleast three members. TOC members should be nominated by HoD (user deptt.) at CO level and RM at RO level. The finance member shall be nominated by Finance Head at CO and respective Finance Head at RO. The member of TOC shall be E-1 and above level officer.
2.	Nomination and composition of Tender Evaluation Committee (TEC) for respective Tender Accepting Authorities	
2.1	Functional Director:	TEC should normally consist of atleast three members. Member from user/concerned HoD, concerned GM/GGM(Fin) as finance member, GM/GGM/CE (3rd member). In case of non-availability of officer in particular grade, one level below officer may also be considered for nomination.
2.2	HoDs/ CO:	TEC should consist of atleast three members. All E-2 and above level officers of the user/concerned division, finance officer and one officer from any other division (3 rd member).
2.3	Regional Managers:	TEC should consist of atleast three members. All E-2 and above level officers of respective HoD/RO, Accounts Incharge at RO and one officer from any other division (3 rd member).
	Remarks:	<ol style="list-style-type: none"> In case of tender(s), where Finance & Accounts (F&A) department is the user department, TEC shall consist of one member either from User or Accounts department and the other two members shall be from departments other than F&A. The representative of user Department will work as a convener of the Tender Committee.