



COLLECTORATE, GANJAM, CHATRAPUR,

(D.S.W.O. SECTION)

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No. 1462 /

Dt. 24/4/2023

**SHORT TENDER CALL NOTICE, FOR ENGAGEMENT OF TRANSPORTING AGENT UNDER  
SNP FEEDING PROGRAMME IN GANJAM DISTRICT FOR 2023-24**

Sealed tenders in prescribed format under two bid system are invited from intending registered firms/authorized licensed Transport Contractor/Agents having valid TIN, PAN, GST registration & clearance certificate for undertaking transportation of food stuff (rice & wheat) under SNP feeding programme in Ganjam district for the year 2023-24. The tender paper (bid documents) containing detailed specification with terms and conditions can be obtained by downloading from the Ganjam district website <https://ganjam.nic.in>. The cost of tender paper is Rs.10,000/- which is to be deposited in shape of D.D in favour of District Social Welfare Officer, Ganjam and enclosed in the technical bid of the tender. Last date and time for receipt of tender paper is **09.05.2023 at 05.00 PM** and will be opened on **10.05.2023 at 04.00 PM** in the Collectorate, Ganjam, Chatrapur. The quotations must be sent through **Registered Post / Speed Post only** addressed to **District Social Welfare Officer, Ganjam, Chatrapur**, PIN-761020, Dist. Ganjam. Sending of quotations through couriers or by hand is **not allowed**. This office will not be responsible for any postal delay. The tender paper should be submitted in sealed cover super-scribing as "TENDER FOR UNDERTAKING TRANSPORTATION WORK UNDER SNP FEEDING PROGRAMME IN GANJAM DISTRICT -2023-24".

The authority reserves the right to reject any or all the tenders without assigning any reason thereof.

Collector, Ganjam

Memo No. 1463/

Dt. 24/04/2023

Copy forwarded to Director, Information & Public Relation Dept., Odisha, Bhubaneswar with a request to get the above tender notice published immediately in two largest circulating local Odiya dailies i.e., The Sambad & The Dharitri in size of 10/8 cm for one day only.

Copy forwarded to the Director, ICDS & Social Welfare, Deptt. of W & C D and MS, Odisha, Bhubaneswar for kind information.

  
Collector, Ganjam

Memo No. 1464/

Dt. 24/4/2023

Copy to the Office Notice Board for wide publicity.  
Copy to all DSWOs of Odisha State / All ADM, Ganjam / All Sub-Collectors, Ganjam / C.S.O, Ganjam / All BDOs/AllTahasildars / All CDPOs/ All B.E.Os / All District Level Officers of Ganjam District for information and they are requested to display the tender call notice in their respective Notice Board for wide publicity.

Copy to DI & PRO, Ganjam for information and necessary action.

Copy along with detail Terms and Conditions of the Tender Call Notice are forwarded to the D.I.O. N.I.C., Ganjam for hosting the same in the District Website for information of general public.

  
Collector, Ganjam



(DSWO Section)

DISTRICT SOCIAL WELFARE OFFICE,  
GANJAM, CHATRAPUR  
TENDER DOCUMENT  
(TECHNICAL AND FINANCIAL)  
FOR TRANSPORTING AGENT  
UNDER SNP FEEDING PROGRAMME  
OF GANJAM DISTRICT  
FOR THE  
YEAR 2023-24

## TENDER DOCUMENT

For engagement of transporting agent under SNP Programme

- A) Date and time for submission of Tender By 09.05.2023 Speed Post.  
Upto 05.00P.M by Document/Regd. Post.
- B) Date and time and venue for opening of  
I. Technical Bids 10.05.2023 at 04.00 PM  
II. Financial Bids of eligible Bidders As per the decision of the Tender  
Committee.  
Venue Conference Hall, Collectorate, Ganjam.
- C) Cost of Tender Paper Rs.10000/- (Rupees Ten Thousand) only
- D) Probable date for commencement of  
Transportation After finalization of the Tender process  
as per orders of Collector, Ganjam.

### Content of Tender Documents

Sl.No.	DESCRIPTION OF CONTENTS	PAGE NUMBER FOR REFERENCE
1	TERMS & CONDITIONS ,NATURE OF WORK OF TENDER	1-6
2	DOCUMENTS TO BE PROVIDED WITH TECHINICAL BID	2-3
3	TENDER APPLICATION –TECHNICAL BID	7
4	TENDER APPLICATION- FINANCIAL BID	8

TERMS & CONDITIONS OF THE TENDER FOR TRANSPORT OF  
FOOD STUFF, DSWO, GANJAM

**A) General**

1. Sealed Tenders in Prescribed forms are hereby invited for Ganjam District from intending Firms/Individuals for undertaking transportation of food stuff (Rice & Wheat) under SNP Feeding Programme during 2023-24 from FCI Depots of Berhampur/Jagannathpur to SHG points (for Wheat to prepare THR Chhatua) and from OSCSC Ltd. Depots of Berhampur/Digapahandi to AWC Points (for Rice for HCM feeding programme) in Ganjam District.
2. The tender has been invited under two bid system i.e Technical Bid and Financial Bid. The interested registered firms/authorized licensed Transport Contractor/Agents are advised to submit two separate sealed envelopes super scribing " Technical bid for transportation of food stuff under SNP programme and "Financial Bid for transportation of food stuff under SNP programme for 2023-24". Both sealed envelopes should be kept in a third envelope super scribing "Tender for transportation of food stuff under SNP programme for 2023-24.
3. The tender papers along with prescribed tender schedule can be obtained on payment of Rs. 10,000/- (Rupees ten thousand) only non-refundable from the Office of District Social Welfare Officer, Ganjam on any working day during Office hours from 10:00 A.M. to 05:00 P.M. However, the tender papers can be downloaded by the tenderers/firms from the District website [www.ganjam.nic.in](http://www.ganjam.nic.in) & submit the same enclosing Demand Draft amounting of Rs. 10,000/- (Rupees ten thousand) only in favour of District Social Welfare Officer, Ganjam payable at Chatrapur.
4. The tender papers shall be submitted through Speed Post/Registered Post only. The tender documents submitted in other modes shall not be entertained.
5. The tender papers shall be filled in properly & legibly without any correction overwriting & must be typed neatly.
6. All the pages of tender papers shall be signed by the tenderers as a token of acceptance of terms & conditions
7. Earned money deposit of Rs. 20,00,000/- (Rupees twenty lakhs) only in shape of KVP/NSC/Fixed Deposit duly pledged in favour of District Social Welfare Officer, Ganjam shall be attached with the tender paper.

8. A recent solvency Certificate of Rs. 30,00,000/- (Rupees thirty lakhs) only from the Competent Revenue Authority for the purpose of Transportation of Food Stuff (Rice & Wheat) along with tender papers shall be furnished
9. The successful tenderer shall be required to lift the food stuff (rice & wheat) from the FCI Godowns/OSCSC Ltd. Depots on quarterly basis or as & when release order issued by area manager FCI/OSCSC Ltd. Depots & DSWO, Ganjam & transport/deliver the same to different AWCs(Rice for HCM) & WSHGs (Wheat for preparation of THR Chhatua) at Block level as per direction of Collector/DSWO/CDPO within the stipulated period. The wheat/rice so lifted from the FCI Godowns/OSCSC Ltd. Depots will be directly delivered at the doorsteps of SHGs/AWCs as the case may be, in presence of CDPO or her representative as per quarterly requirement furnished by concerned CDPOs. A copy of centre wise/ SHG wise quarterly requirement of Rice/wheat is to be submitted in advance by the CDPOs to the Transporting agent. The CDPOs are also required to submit both in hard & soft copies of such requirement to District Office for Records & Monitoring. Before lifting rice/wheat, the CDPOs are required to verify the quality of Food Stuff at the FCI Godown/OSCSC Ltd. Depots after issue of diversion/release order by the DSWO.
10. Tenderers should have experience of at least 01(One) year in handling of storage and transportation of food stuffs from any of the Govt. or Govt. undertaking organization. The accepting authority has the right to reject those firms/individuals who have not performed transportation assignment satisfactorily in the preceding years

11. Technical bid

The tenderers should submit the following documents along with the Technical Bid. In absence of any document/paper in the tender form, it will be rejected.

- i. Original tender paper duly signed by the tenderer at the bottom of each page as token of acceptance of the terms & condition of the tender.
- ii. Self-attested copy of the valid address proof of the tenderer/ firm/ company.
- iii. DD of Rs. 10,000/- (Rupees ten thousand) only towards the cost of Tender Paper.
- iv. Attested copy of valid Agent License issued to the tenderer under the "Carriage by Road Act 2007" and Carriage by Road Rules 2011" by State Transport authority.
- v. Attested copy of latest income Tax return and copy of PAN Card.
- vi. Attested copy of GST registration & clearance certificate.

- vii. The tenderer should file an affidavit before the Notary that he/she has no criminal background or has black listed.
- viii .Attested copy of recent Solvency Certificate for Rs. 30.00 lakhs (Rupees thirty lakhs) from the competent authority should be furnished along with the tender paper failing which the tender will be liable for rejection.
- ix. Certificate from any Govt. organization about past experience and performance if any of the Tenderer in transportation of rice or any food materials. The accepting authority shall have the right not to accept tender (s) / contractors whose performance was not satisfactory in preceding years under any programme.
- x. Affidavit regarding non conviction under Prevention of Food Adulteration Act & Prevention of Black Marketing Act
- xi. Earnest Money of Rs. 20,00,000/- (Rupees twenty lakhs) only in shape of KVP/NSC/Term Deposit duly pledged in favour of District Social welfare Officer, Ganjam, shall be furnished along with the tenders. Tenders without Earnest Money will be liable for rejection. Cash/Cheque and Bank Draft shall not be accepted. No request for transfer of any previous deposit or adjustment of earnest money for any claim payable will be entertained. Any deviation to the above stipulation will entail complete rejections of the tender paper. No tenderer shall be allowed to withdraw his tender/Earnest Money Deposit until the tender is finalized. In case the successful tenderer refused to be the Transporting Agent after acceptance of his tender the Earnest Money Deposited by him will be liable for forfeiture.*
- xii. List of Trucks owned / leased by the Tenderer with documents (Xerox copy duly attested)*
- xiii. Labour License as per The Contract Labour (Regulation-Abolition) Act, 1970.
- Xiv .EPF Certificate with last 3 months slip of deposit challan copy.
12. "No individual, company, firm , corporation shall participate in the tender process unless it possess valid Agent's License under Carriage by Road Act 2007 and Carriage by Road Rules
13. The tenderer shall to engage atleast 06(Six) trucks/Mini trucks in the transportation of SNP Food Stuff. The tenderer shall have atleast 03(three) tucks/Mini trucks in his/her name and the tenderer shall make arrangement of the balance tracks/Mini trucks on lease agreement basis. The copy of the lease agreement, with ownerships of the Trucks/Mini trucks with the tenderer is to be produced at the time of applying the tender. Simultaneously, they have to produce the attested copy of valid R.C Books/valid insurance/ permit and fitness

- certificate etc. of these vehicles at the time of filing the tender. In case the vehicle so registered in the name of the tenderer is required to be disposed off during the period, the same shall be made with prior permission from the D.S.W.O, Ganjam and the tenderer shall bound to replace the trucks/mini trucks on ownership / lease basis without deviating original tender condition. Very heavy vehicles like tipper/Dumper shall not be considered suitable for carrying food grains for the purpose of this tender..
14. The tenderers shall submit an affidavit stating that he/she along with his/her family members do not have Mill or PDS retail. Simultaneously, the bidder shall have to mention that he/she has not been blacklisted by the Govt. or Govt. undertaking organization in the said affidavit. If the affidavit is found to be wrong at any point of time, the contract shall be cancelled & the EMD shall be forfeited.
  15. The EMD of unsuccessful bidder shall be refunded after finalization of the tender process. Whereas, the EMD of successful tenderer shall be converted into Security Deposit & will be released after successful completion of contract period. For breach of any terms/conditions in the agreement/failure/unwilling in transport work after acceptance of tender shall lead to forfeiture of EMD/Security Deposit..
  16. Transporting agent shall attend the Office of DSWO, Ganjam to receive the RO/Diversion Order & submit accounts etc. or any other occasion of authority desires.
  17. The successful tenderer shall execute legal agreement with Collector, Ganjam with terms & conditions within 7 (seven) days from acceptance of his tender
  18. In case of violation of any terms & conditions of the tender notice, the concerned transporting agent may be booked under IPC/Essential Commodities Act and any other law enforce etc. by the Competent .Authority
  19. The responsibility for weighment shall lie with the transporting agents who should ensure it at the time of delivery at AWCs & WSHGs preparing Chhatua.
  20. The Authority may terminate the contract within the contract period for violation of any/all terms & conditions of the agreement & for any other reason.
  21. The contract is liable to be cancelled by the Collector, Ganjam in case of change of policy/scheme by the Govt.
  22. The rate quoted shall be including the GST. The rate permissible is Rs. 75/- (Rupees seventy five) only per quintal i.e. including the GST and all charges if any. The monthly approximate quantity of Food stuff to be lifted and distributed to AWCs/SHGs Point is Qtl.6400 (Rice 3000 Quintal & Wheat 3400 Quintal)
  - 23 In case of any dispute or any issue the decision of the Collector and Dist. Magistrate, Ganjam is final and wind-up the tender.
  24. The Collector reserves the right to negotiate with the tenderer & also right to reject the tender without assigning any reason thereof

25. The technical bid shall be evaluated by the tender committee as per the tender conditions. However, if all the tenderer fails to comply on certain conditions then the Collector has discretion to exempt the condition at the time of evaluation technical bids. The price bid of the tenderer who qualified in the technical bid shall be considered only and will be opened thereafter on the scheduled date and time
26. The rate per quintal shall not be more than Rs.75/- (Rupees Seventy Five). The rates includes GST, loading and unloading charges, and deployment of smaller vehicle/Boat/Rickshaw /manual labourer to inaccessible points. The quotation more than rate Rs.75/- shall not be accepted. In case of more than one bidder quoting the lowest bid, the authority has discretion either to apportionment of ICDS Projects among the bidders or to go for lottery for award of contract.

**B. Process of payment under the project**

Payment will be made as per the satisfactory report of the certifying authorities / committee. The selected transport agent shall abide route chart of feeding centers of each ICDS project /SHGs of the District supplied by DSWO/CDPO.

- I. The successful tenderer shall deliver the stock through challans to be maintained in triplicate. First copy is to be handed to AWW (for rice) / WSHG (for Wheat), 2<sup>nd</sup> copy is to be retained at concerned CDPO level and the 3<sup>rd</sup> copy is to be retained by the Transporter for his record. The Signature of the Janch Committee/Mother Committee on the body of Challan is required during delivery of stock.
- II. After delivery of stock at AWC point (for Rice) & SHG point (for wheat) the successful transporter shall submit 2<sup>nd</sup> copy of delivery challan duly acknowledged by the recipient (AWW/SHG) to the concerned CDPO.
- III. After completion of distribution of rice & wheat successful transporter shall submit AWC-wise and SHG-wise distribution list indicating challan No. and date of supply and quantity supplied to the respective CDPO. The concerned CDPO will compile the distribution list with the delivery challan received and submit the same to the DSWO for further action.
- IV. Payment shall be made on receipt of bills complete in all respect along with distribution list duly certified by the concerned CDPO with a certificate that the stock is distributed properly. The payment shall be made subject to availability of funds and no interest shall be paid for, any delayed in payment. No advance payment shall be made. The Collector / District Social Welfare

Officer concerned shall have the right to deduct and adjust any amount found recoverable towards loss / damage or shortage of food stuffs.

- V. While transporting Rice (For AWC) / Wheat (for SHG) the agent shall display a placard pasted on the windshield in the following format.
- Name of the feeding Programme
  - Name of the Transporting Agent
  - Contact No. of the Transporting Agent
  - Place of the Destination
  - Complain No. District Social Welfare Officer, Ganjam
- VI. The Agent shall give prior intimation of transporting date, time and other details in writing to the CDPOs/AWC/THR Unit.
- VII The Transporting agent shall carry weighing machine and weight stock at the delivery point in presence of Janch Committee/SHG/AWW.

#### C. PAYMENT PROCEDURE

1. The transportation work shall to be carried on with due diligence and in accordance with the instructions to be issued from time to time by the W & C D Department / Collector / District Social Welfare Officer, Ganjam.
2. The bills shall be submitted at least once in a quarter to the District Social Welfare Officer on completion of delivery of stock (as per orders of the competent authority) on production of printed serially numbered delivery Challan (to be printed by Transporting Agent in consultation with DSWO) duly acknowledged by the recipients of stock to whom it concern with other documents to concerned CDPOs for accounting and stock entry at their level. The CDPO will furnish a consolidated report/statement on total quantity of rice & wheat stock received in a particular month which should be enclosed by claim bill furnished by the transporter and submit the same in the Office of the DSWO, Ganjam. The DSWO shall have the right to deduct and adjust any amount found recoverable towards loss or damages of the Rice & Wheat

Signature of Tenderer

Date :

**OFFICE OF THE DIST. MAGISTRATE & COLLECTOR, GANJAM**  
**(SOCIAL WELFARE SECTION),**  
**TENDER FOR APPOINTMENT OF TRANSPORTING AGENT UNDER SNP PEEDING**  
**PROGRAMME IN GANJAM DISTRICT FOR THE YEAR 2023-24**  
**CHECK LIST FOR TECHNICAL BID**

1	Name & address of the Firm/Individual Transporting Agent / Agency / proof of address		
2	Contact No. of the authorized! person of the Firm/Individual Transporting Agent/Agency		
3	No. & Date of the Demand Draft amounting of Rs.10,000/- in favor of DS WO, Ganjam deposited towards Tender fees/ M R No. & date of purchasing of Tender Paper (Enclosed)		Page No :
4	Income Tax clearance/ GST registration & Clearance certificate. / Tin No. (Attested copy to be enclosed)/ original tender paper		Page No :
5	PAN No / TAN No (Attested copy to be enclosed)		Page No :
6	EMD Rs.20,00,000) in shape of KVP/N SC/FD duly pledged in favour of DSWO Ganjam.		Page No :
7	Recent Solvency Certificate of Rs.30,00,000/- from appropriate authority (Copy enclosed)		Page No :
8	Valid Transporting Agents License from appropriate Authority.		Page No :
9	Ownership of minimum 06 Nos. of Trucks/ Mini Trucks (atleast 03 in the name of the tenderer and balance on lease basis). The attested copies of RC Books/ Valid Insurance & fitness certificate along with lease copy of all vehicles are to be attached List to be attached		Page No :
10	Affidavit showing non-involvement of his/her Family member as miller / Retailer of PDS Commodities./Non-Black list by the Govt.		Page No :
1.1	Experience Certificate if any		Page No :
12	other supporting documents as mentioned under point no.11 ( Technical bid)		

I, Sri \_\_\_\_\_ Proprietor \_\_\_\_\_ do hereby undertake that I have gone through the details of the terms and conditions of the tender and agree to abide by the same for transporting food stuff of Ganjam district under SNP feeding programme 2023-24 as per the specification laid down in the paper complete in all respect. The above information submitted by me is true and correct.

Signature of the Bidder / Agency  
Seal of the firm

**OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, GANJAM**  
**(SOCIAL WELFARE SECTION)**  
**TENDER FOR APPOINTMENT or TRANSPORTING AGENT UNDER SNP PEEDING**  
**PROGRAMME IN GANJAM DISTRICT FOR THE YEAR 2023-24**

**FINANCIAL BID**

I do hereby declare to execute the under mentioned description of work in accordance with the term & conditions of the Tender Notice specified and at the rate mentioned in the following table irrespective of distance

Description of Work	Rate per quintal in Rupees
Transportation charges per quintal including GST and loading / unloading and other stationary charges and incidental charges etc. from FCI/CWC/OSWC point to all SHGs of the district for Wheat and from OSCSC Ltd. Depots Berhampur/Digapahandi points to all AWCs of the District for rice irrespective of distance covered (Flat Rate)	Rs.  (Rupees ..... ) only

**N.B. : The application form and quoted rate to be filled in up neatly typed or computerized.**

Signature of the Bidder / Agency  
Seal of the firm