



**DISTRICT EDUCATION OFFICE,  
GANJAM, BRAHMAPUR**

0680 2233350 (O), : deoganjam11@gmail.com



Letter No. 9666 /MDM

Date 19.06.2024

**SHORT TENDER CALL NOTICE FOR ENGAGEMENT OF SEPARATE  
TRANSPORTING AGENTS UNDER PM POSHAN (MDM) FEEDING  
PROGRAMME OF BRAHMAPUR / BHANJANAGAR / CHATRAPUR  
SUB-DIVISION OF GANJAM DISTRICT FOR THE YEAR-2024-25**

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 rice under PM Poshan (MDM) feeding programme in Brahmapur / Bhanjanagar / Chatrapur Sub-Division of Ganjam district for the year, 2024-25. The tender paper (bid documents) containing detailed specification with terms and conditions can be obtained by downloading from the Ganjam district website <https://ganjam.odisha.gov.in>. The cost of tender paper is Rs.10,000/- which is to be deposited in shape of D.D in favour of District Education Officer, Ganjam and enclosed in the technical bid of the tender. Last date and time for receipt of tender paper is 15.07.2024 at 3.00 PM and will be opened on 16.07.2024 at 11.00 AM in the Collectorate, Ganjam, Chatrapur. The quotations must be sent through Registered Post / Speed Post only addressed to District Education Officer, Ganjam, Brahmapur, PIN-760005, 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 superscribing as "TENDER FOR UNDERTAKING TRANSPORTATION WORK UNDER PM POSHAN (MDM) FEEDING PROGRAMME IN BRAHMAPUR / BHANJANAGAR / CHATRAPUR SUB-DIVISION OF GANJAM DISTRICT -2024-25".

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

Collector, Ganjam

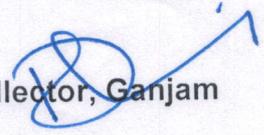
Memo No. 9667 Dt. 19.06.2024

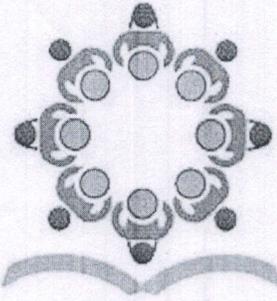
Copy forwarded to the Project Director, DRDA, Ganjam / Sub Collector, Chatrapur / All Block Education Officer of Ganjam District / All Block Development Officers of Ganjam District / All Tahasildars of Ganjam District / DSWO, Ganjam / All Executive Officer of Municipalities / NACs of Ganjam District for information and they are requested to display the Tender Call Notice in their Office Notice Board for wide publicity.

Copy to the Notice Board of Collector, Ganjam / District Project Management Unit, PM Poshan (MDM), Ganjam / DPC, SS, Ganjam/ All District Education Officers of State for wide publicity.

Copy submitted to the Principal Secretary to Govt. S&ME Department, Govt. of Odisha, Bhubaneswar / State Nodal Officer, PM POSHAN (MDM), Odisha, Bhubaneswar for kind information and necessary action.

Copy along with copy of enclosures forwarded to the District Informatics Officer, NIC, Ganjam for information and necessary action with instruction to upload in the District website.

  
Collector, Ganjam



प्रधानमंत्री पोषण शक्ति निर्माण  
Pradhan mantri Poshan Shakti Nirman  
(PM POSHAN)

**DISTRICT EDUCATION OFFICE  
GANJAM, BRAHMAPUR  
TENDER DOCUMENT  
(TECHNICAL AND FINANCIAL)  
FOR TRANSPORTING AGENT  
UNDER PM POSHAN (MDM)  
PROGRAMME OF  
BRAHMAPUR / BHANJANAGAR /  
CHATRAPUR SUB-DIVISIONS OF  
GANJAM DISTRICT  
FOR THE YEAR 2024-25**

## TENDER DOCUMENT

### For engagement of transporting agent under PM POSHAN (MDM) programme

- A) Date and time for submission of Tender Document : By 15.07.2024 up to 3 AM/PM by Speed Post /Regd. Post
- B) Date and time and venue for opening of  
(i) Technical Bids : 16.07.2024 at 11 AM/PM  
(ii) Financial Bids of eligible Bidders : As per the decision of the Tender Committee
- C) Cost of Tender Paper : Rs.10000 /- (Rupees Ten Thousand only)  
Venue : Conference Hall, Collectorate, Ganjam
- D) Likely date for commencement of transportation : July - 2024 (2nd Quarter onwards)

### Content of Tender Documents

SL. NO.	DESCRIPTION OF CONENTS	PAGE NUMBER FOR REFERENCE
1	TERMS AND CONDITIONS, NATURE OF WORK OF TENDER	03 to 09
2	DOCUMENTS TO BE PROVIDED WITH TECHNICAL BID	04 to 05
3	TENDER APPLICATION-TECHNICAL BID	10
4	TENDER APPLICATION-FINANCIAL BID	11 to 13

Md. Arif



## **TERMS & CONDITIONS OF THE TENDER FOR TRANSPORT OF PM POSHAN (MDM) FOOD STUFF, DPMU, GANJAM - 2024-25**

1. Sealed tenders are invited from the intending registered Transport Contractors / Agents having valid Agent License / Common Carrier License for engagement of Transporting Agents separately for **Brahmapur, Bhanjanagar and Chatrapur** Sub-Divisions under Mid-Day-Meal programme for transportation of rice from RRC-cum DSC of **OSCSC Ltd.** point to school points in Ganjam district for the year, 2024-25 along with terms and conditions. E.M.D. and statutory requirement downloading from the district website: <https://ganjam.odisha.gov.in>. The tender paper complete in all respect along with required documents in sealed cover superscribed as “**TENDER FOR UNDERTAKING TRANSPORTATION WORK UNDER MDM FEEDING PROGRAMME- 2024-25 OF BRAHMAPUR / BHANJANAGAR / CHATRAPUR SUB- DIVISION**” addressed to the District Education Officer, Ganjam, Brahmapur shall be sent by Registered Post / Speed Post only so as to reach on or before **3.00 P.M. of 15.07.2024**. The tender received beyond the date and time shall not be taken into consideration.
2. The tender will be opened on 16.07.2024 at 11.00 ~~AM~~/~~PM~~ at the Collectorate Ganjam, Chatrapur in the presence of the members of the Tender Committee and the tenderer or their authorised representatives (Valid authorisation must be produced).
3. The tenderer shall carefully go through all the terms and conditions of the tender documents and submit the tender papers correctly and in complete form for Sub-Division separately. The tender paper should be filled in correctly and legibly without any correction / overwriting. No opportunity shall be given to the tenderer to rectify or amend any defect detected at the time of scrutiny.
4. “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 2011.
5. The approximate quantity of food stuff to be handled under PM POSHAN (MDM) programme in a quarter is approximately 10000 quintals per Sub-Division.
6. The tenderer should have minimum five trucks owned / leased in his own name or in the name of the bidding registered firm or family members and having state permit for each truck and three years experience in this field. **The tenderer should not be a Rice Miller.**

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7. List of trucks owned / leased by the tenderer with up to date documents (Xerox copy duly attested) have to be furnished along with the Tender. The vehicle should have National/State Permit for transportation. The vehicle has to be registered in the name of the Tenderer till the end of the agreement. In case the vehicle is required to be disposed of in between the agreement period, the same shall be made on prior intimation to the Collector – cum - Chairperson (PM POSHAN), Ganjam, Chatrapur / District Education Officer– cum- Nodal Officer, PM POSHAN, Ganjam, Berhampur with a substitute vehicle in the name of the tenderer along with its documentary evidence.
8. There is no bar to apply for three (03) Sub-Divisions. The authority will normally select one agency for one Sub-Division for smooth management keeping in view the work-load. In case of non-availability of agencies for a particular Sub-Division or if only one agency applied for a Sub-Division, the authority has the liberty to allow the financial bid of a particular agency of other Sub-Division to have a fair selection.
9. Maximum workable rate for transportation is as prescribed by Government per **quintal irrespective of distance** across the Sub-Division for which applied. The rate to be quoted is inclusive of loading / unloading charges and inclusive of all charges, rates, taxes etc. The lowest quoted rate for a Sub-Division of the eligible Tenderer may be accepted after necessary approval by the Committee. The rate should be written both in figure and words in **separate Financial Bid for each Sub-Division**. However, the agency will submit only one set of documents in Technical Bid.

10. **Technical bid**

The tenderers shall 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 for last three financial year (20-21, 21-22, 22-23) Income Tax return and copy of PAN Card.
- vi. Attested copy of GST registration & up to date clearance certificate.



- vii. The tenderer shall file an affidavit before the Notary that he/she has no criminal background & has not been black listed.
- viii. Attested copy of recent Solvency Certificate for Rs. 50 lakhs (Rupees Fifty 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 03 years 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. 30,00,000/- (Rupees thirty lakhs) only*** in shape of NSC/Term Deposit duly pledged in favour of District Education Officer, Ganjam, Brahampur 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. Any claim payable towards EMD/SD of previous years at DEO, Ganjam will be adjusted and the balance will have to be deposited. In this regard a certificate from DEO, Ganjam is to be obtained and submitted. 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.
- The EMD of the unsuccessful tenderer shall be refunded after finalization of the tender; whereas the EMD of the successful tenderer will be kept as Security Deposit and will be released after successful completion of contract period, settlement of payment thereof and audit of such account and after obtaining the audit report the Collector, Ganjam / District Education Officer, Ganjam, Brahmapur is not liable for payment of any interest on the Security Deposit or any depreciation thereof. The breach of any terms and conditions as per agreement and failure/unwillingness to undertake transportation work by the selected tenderer within the time limit after acceptance of his tender may lead to forfeiture of EMD.
- 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 of last 3 years with challan copy.

*Mandor'*

**Nature of work (lifting / distribution of MDM rice)**

11. The successful tenderer shall be required to lift Rice from OSCSC Depot, and carry the stock to school points directly without transit en-route. In case where situation demands, the stock shall be stored under the supervision of concerned Block Education Officer. From those points, stock shall be delivered to school points, as per diversion order received from concerned Block Education Officer within stipulated period of 05 days.
12. It is the responsibility of the Transporting Agent to lift the rice from OSCSC Depot and deliver the same to the Schools points on proper weighment in the presence of the Headmaster and in no case short supply or delivery shall be made by the agent to the school. The agent will be held responsible for shortage and damage noticed, if any, during transit. The quality and quantity of the foodstuff being transported can be inspected by the Govt. officials authorized by the Collector during transit, storage point and at the delivery point
13. The active e-mail ID and the active Mobile Number submitted by the tenderer are not allowed to be changed. In case of any problems or changing of the mobile number occurs due to unavoidable circumstances the same should be intimated to the Block Education Officers and District Education Officer in writing. All intimation / instructions / notice / communication after tender is finalized, shall be through e-mail only and the tenderer shall be responsible to follow this.
14. The representative of the Collector –cum- Chairperson (MDM), Ganjam designated as Lifting Officer will remain present at the time of lifting of rice from OSCSC Godown.
15. The transporting agents / tenderer must intimate the lifting of rice by his vehicle (on the spot of OSCSC Godown / loading point at the time of lifting and loading) to the Block Education Officer / District Education Officer –cum- Nodal Officer, PM Poshan with RO No. of OSCSC along with the Godown point and the registration no. of vehicles with name of the representative / driver and his mobile number. In case of non-intimation, the matter will be viewed seriously.
16. The rice lifted and distributed and balance quantity of rice for each time will be intimated to the BEO and District Education Officer –cum- Nodal Officer, PM Poshan in time. The difference in between lifting and distribution shall be explained by the tenderer after scheduled time of distribution of PM Poshan rice of each quarter. Deviation and illegal possession of PM Poshan Foodstuff shall be considered illegal and the BEO shall file FIR for that against the tenderer in local police station.
17. The report regarding lifting and distribution of rice each time (different phases of lifting in a quarter) should be intimated to the Block Education Officer concerned by the transport



- agent within 10 days of lifting in the requisite format along with the copies of ROs and distribution list signed by the HM/HMs or his authorised staff with extending a copy of the District Education Officer, Ganjam. Non-intimation / non- submission of report to the BEO within scheduled time will invite deviations of the terms and conditions of the tender.
18. The successful tenderer shall deliver the stock through challans to be maintained in triplicate, first and second meant for school and block copy to be handed to the School, (2<sup>nd</sup> copy to be retained at Block Education Officer level) and the 3<sup>rd</sup> copy to be retained by the Transporter for his record.
  19. After completion of distribution of rice the successful transporter shall submit school wise distribution list indicating Challan No. and date of supply and quantity supplied. The Block Education Officer shall compile the distribution list with the delivery challans received through CRCC.
  20. The tenderer shall carry certified and sealed digital weighing machine while delivering the rice so as to ensure checking of quantity of rice at school point. The transportation bill shall be passed subject to verification of acknowledgement slips on actual weight at delivery point. The digital weighing machine shall be checked certified and duly sealed by legal metrology officials.
  21. The receiving officer shall write the quantity of PM Poshan (MDM) rice in number and words, put the number of bags in the delivery challan and acknowledge in writing giving full name, designation and date of receipt in the challan.
- CLAIM OF TRANSPORTING CHARGES & PAYMENT:**
22. Payment shall be made as per the approved rate incorporated in the Agreement.
  23. The tenderer will submit his claims of transportation charges with the original diversion list and acknowledgement sheet of receiving rice by the HM to the Block Education Officers concerned. The Block Education Officer concerned will verify and to forward the same to the District Education Officer-cum- Nodal Officer, PM Poshan (MDM), Ganjam
  24. The tenderer shall submit the claim of transporting charges of distribution of rice for each quarter within two months of quarter. He must submit the information in proper format along with the details of rice lifting from Godown point with the copies of the ROs, rice distributed to the schools with the copies of the diversion sheet duly acknowledged by the HM / HMs in support of the claims towards transporting charges of PM Poshan (MDM) rice. Non submission of bill within two months of the quarter shall be construed as violation of terms of agreement.
  25. Any amount in shape of due to Government, outstanding against the Contractor / Tenderer at the time of termination of contract, if exceeds the EMD, shall be recovered under the provision of OPDR Act, 1962.



26. The transporting agent will be liable to pay demurrage in case of failure to lift / transport the stock of rice from OSCSC Depot within the stipulated time.
27. The District Education Officer –cum- District Nodal Officer, PM Poshan (MDM), Ganjam / authorised officer shall have right to deduct and adjust any amount found recoverable towards loss or damage or both.
28. Income Tax deduction at source at the time of payment of Bill will be made as per rule.

**GENERAL**

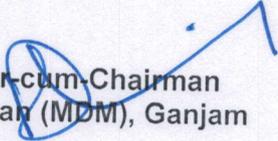
29. The agreement may be terminated for violation of terms and conditions as laid down in the agreement. The Collector & District Magistrate, Ganjam shall be the Appellate Authority for adjudication of any dispute.
30. In case of any ambiguity raised by the tenderer which is not in the tender paper, the Collector–cum-Chairperson, PM Poshan (MDM), is the final authority and his decision will be binding on the tenderer .
31. Good conduct in dealing with officials shall be an implied condition for continuance as Transporting Agent.
32. The successful tenderer shall have to enter into agreement with the Collector, Ganjam as per the terms and conditions mentioned in the specified agreement format within 7(seven) days of intimation of acceptance of his tender. (Annx-A)
33. The Collector-cum-Chairperson, PM Poshan (MDM), Ganjam may terminate the contract for violation of terms and conditions of agreement as well as any change of policy in the Government or for any reasons to be recorded in writing.
34. The right of acceptance of the tender rests with the Collector, Ganjam who is not bound to accept the lowest tender.
35. While transporting rice in the truck, the agent shall display a placard pasted on the windshield in the following format :

Name of the feeding Programme	:	PM Poshan (MDM)
Name of the Transporting Agent	:	
Contact No. of the Transporting Agent	:	
Place of the Destination	:	
Complaint No.	:	District Education Officer, Ganjam, Brahmapur, Ph:0680-2233350

36. The Agent shall give prior intimation about transporting date, time and other details in writing to the DEO and BEOs concerned.
37. *The tenderer have to deposit technical bid and financial bid separately. The technical bid & financial bid will be kept in a separate sealed cover and both bids sealed packets will be sealed in a big cover.*
38. Envelope containing documents / technical bid will be opened first and will be scrutinized on the scheduled date and time.

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39. 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.
40. Original documents as per the technical bid shall be produced by the tenderer on the date of opening of the tender paper and technical bid for verification by the District Tender Committee.
41. The selected transporting agent will be black - listed for any other Govt. tender if he fails to perform the duties as per the terms of the agreement about timely delivery and quantity and quality of PM Poshan (MDM) rice lifted from the OSCSC depot.
42. **The Collector-cum-Chairman reserves the right to reject any or all the tenders without assigning any reason thereof.**

  
Collector-cum-Chairman  
PM Poshan (MDM), Ganjam

I agree to abide by the above terms and conditions

Signature of the tenderer with seal

Date:

**DOCUMENTS / TECHNICAL BID DETAILS FOR TRANSPORTATION OF RICE UNDER  
MID-DAY-MEAL FEEDING PROGRAMME OF BRAHMAPUR / BHANJANAGAR / CHATRAPUR  
SUB-DIVISION OF GANJAM DISTRICT DURING 2024-25**

**TENDER SCHEDULE**

1	Name of the Tenderer /Company/Firm (IN CAPITAL LETTERS)		
2	Detail address for communication with Fax/ Phone with STD code (copy of the valid address proof of the tenderer / firm / company to be attached)	Plot No.	
		At	
		Post	
		PS	
		Dist.	
		PIN	
		FAX	
	Land Line		
3	Original Tender Paper		Page No.
4	E-mail ID(s) & Mobile Number(s)		Page No.
5	Voter ID Card		Page No.
6	Valid / active Income Tax PAN Card No./GSTNo. (enclose self attested copy)& clearance		Page No.
7	Details of DD No., date and Bank name towards cost of tender (To be submitted in separate envelope)		Page No.
8	Details of Valid Agents License / Common License issued from competent authority under Sl. No.10 (iv). (copy to be attached)		Page No.
9	Vehicle details: Owner name, Vehicle No. & relationship with the tenderer (copy of the RC Book be attached)		Page No.
10	Details of Solvency Certificate (copy to be attached)		Page No.
11	Experience Certificates regarding transporting of foodstuff under any scheme if any from competent authority		Page No.
12	Affidavit either from the Executive Magistrate or Notary that the tenderer has no criminal background		Page No.
13	Whether the tenderer has been convicted under prevention of food Adulteration Act & Prevention of Black Marketing Act (Affidavit in this regard should be submitted)		Page No.
14	Details of EMD duly pledged in DPMU, Ganjam (copy to be attached)		Page No.
15	Other supporting documents as mentioned under Sl. No. 10 (Technical bid)		Page No.

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 PM Poshan (MDM) rice from OSCSC point to school point of Brahmapur / Bhanjanagar / Chatrapur Sub-Division of Ganjam district under PM Poshan (MDM) feeding programme as per the specification laid down in the paper complete in all respect. The above information submitted by me is true and correct.

**Full signature of the Tenderer with date & seal.**



## PRICE BID

### TENDER SCHEDULE FOR TRANSPORTATION OF FOOD STUFF UNDER PM POSHAN (MID DAY MEAL) PROGRAMME FOR THE YEAR 2024-25 OF BHANJANAGAR SUB-DIVISION OF GANJAM DISTRICT

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

<b>Description of work</b>	<b>Rate per quintal in Rupees (Including taxes &amp; other charges)</b>
Transportation of Rice from OSCSC godown point to School points including <u>Mahila Sanchayika Sangha, J.N. Prasad</u> (Bhanjanagar NAC, Bellaguntha Block & NAC) Central Kitchen point at Lunijhola, J.N. Prasad Block.	Rs.  Rupees in words :

**Signature of the Tenderer with Seal**



## PRICE BID

TENDER SCHEDULE FOR TRANSPORTATION OF FOOD STUFF UNDER PM  
POSHAN (MID DAY MEAL) PROGRAMME FOR THE YEAR 2024-25 OF  
BRAHMAPUR SUB-DIVISION OF GANJAM DISTRICT

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

<b>Description of work</b>	<b>Rate per quintal in Rupees (Including taxes &amp; other charges)</b>
Transportation of Rice from OSCSC godown point to School points including <u>Maana Trust</u> (Brahmapur Municipal Corporation) Central Kitchen point at Brahmapur	Rs.  Rupees in words :

**Signature of the Tenderer with Seal**



## PRICE BID

TENDER SCHEDULE FOR TRANSPORTATION OF FOOD STUFF UNDER PM  
POSHAN (MID DAY MEAL) PROGRAMME FOR THE YEAR 2024-25 OF  
CHATRAPUR SUB-DIVISION OF GANJAM DISTRICT

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

Description of work	Rate per quintal in Rupees (Including taxes & other charges)
Transportation of Rice from OSCSC godown point to School points including Maana Trust (Chatrapur, Hinjilicut) Central Kitchen point at Brahmapur	Rs.  Rupees in words :

Signature of the Tenderer with Seal

