

GENERAL INFORMATION**List of Food Storage Depot, FCI & Rice Receiving Centre (RRC).**

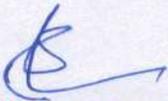
District: _____

* Name and location of Food Storage Depot, FCI	Name and location of the RRC	₹ Quantity lifted for the RRC as at Column-2 [In Qtls.] [Financial Year 2020-21 excluding PMGKAY]		Distance of RRC from FSD FCI [In KM]	Schedule of rate per Qtl.
		Rice	Wheat		
1	2	3	4	5	
Food Storage Depot, FCI – 1	1. 2. 3....	For detail information please see Page No-74.			
Food Storage Depot, FCI – 2...	1. 2. 3....				

N.B.

(Attach separate sheets, if required)

- * District Manager shall indicate the name and location of Food Storage Depot, FCI.
- * All the Food Storage Depot, FCI from where wheat and rice were lifted during 2020-21 have to be indicated.
- ₹ The particulars given above are intended merely to give the bidders an idea of approximate quantum of work to facilitate and to meet the own assessment for giving quotation in accordance with condition of the contract. It should be clearly understood that no guarantee is given that all the items of work as shown in the annexure to tender shall be required to be performed.


DISTRICT MANAGER
O.S.C.S.C. Ltd.
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**CHECKLIST
DOCUMENTS TO BE UPLOADED**

1	Tender Submission Undertaking – Annexure-1	
2	Capability Certificate from the Bank (In the model format as at Annexure-2)	
3	Certificate of experience on transportation of food grains in last three financial years (2017-18, 2018-19 & 2019-20) (In the model format as at Annexure-3) <u>Or</u> Undertaking in lieu of the experience certificate	
4	Affidavit mentioning that s/he / firm / company is neither blacklisted nor any criminal or vigilance case is pending against the Bidder (In the model format as at Annexure-4)	
5	Affidavit declaring non-involvement in commercial interest of family members or partners along with their family members or directors along with their family members (In the model format as at Annexure-5)	
6	Declaration on appointment as Level-II Transport Contractor with separate 02 vehicles [Annexure- 6]	
7	Affidavit on tender submission and abiding by the terms and conditions of tender (In the model format as at Annexure-7)	
8	Certified copy of Partnership Deed/ Articles of Association/ Memorandum of Association/ Bye-laws/ Certificate of Registration, as applicable	
9	Registered Power of Attorney in submitting the tender paper on behalf of the Partnership Firm/ Company.	
10	Statement of Bank account for the last 03 months preceding to publication of Tender Call Notice.	
11	Copy of document in support of deposit of Tender Document Fee & EMD	
12	Copy of last three years Income tax return for the Assessment Years such as AY-2018-19, AY-2019-20 & AY-2020-21, copy of PAN Card & GST Registration Certificate.	
13	Copy of the Registration Certificate issued by the State Transport Authority or Regional Transport Authority under "The Carriage by Road Act' 2007" & "The Carriage by Road Rule' 2011"	
14	List of two owned transport vehicles with attested copies of R.C. Books & Fitness Certificate	
15	Affidavit on use of vehicle of Partner or Director in case of company / partnership firm.	
16	Appendix II duly filled in and signed.	
17	Signed copy of corrigendum / Addendum if any as per Clause-2 (xxiv)(f)	


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:

1. The scanned copies of documents in PDF format (printable in A4 Size paper) shall be submitted online alongwith the tender, otherwise the bidder shall be treated as disqualified in TECHNICAL BID.
2. It is the responsibility of the bidder to upload all the required supporting documents as detailed in this tender documents failing which his/her bid shall be treated as non-responsive.
3. All documents to be self-attested by the Bidder and affidavits are to be submitted in original

Place:

Date:

Signature of bidder/ authorized person

Name:

Seal:


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(Reference Clause VI (d) (i) of the terms and conditions governing the contract)

I. WAGE BOOK AND WAGE SLIPS ETC:

- i) The contractor shall maintain a Wage Book of each worker in such form as may be convenient, at the place of work, but the same shall include the following particulars:
 - a) Name of the Worker;
 - b) Rate of Daily or Monthly wages.
 - c) Nature of work on which employed.
 - d) Total number of days worked during each wage period.
 - e) Dates and periods for which worked overtime.
 - f) Gross wages payable for the work during each wage period.
 - g) AH deductions made from the wages with an indication in each case, of the ground for which the deduction is made.
 - h) Wages actually paid, for each wage period.
 - i) Signature or thumb impression of the worker.
- ii) The Contractor shall also issue a wage slip containing the aforesaid particulars to each worker employed by him on the work at least a day prior to the day of disbursement of wages.
- iii) The Contractor shall issue an Employment Card in the prescribed Form at Appendix III (a) to each worker on the day of work or entry into his employment. If the worker has already any such card with him from the previous employer, the contractor shall merely endorse that Employment Card with relevant entries. On termination of employment, the Employment Card shall again be so endorsed by the contractor and returned to the worker.

II REGISTER OF UNPAID WAGES:

The contractor shall maintain a Register of unpaid wages in such form, as may be convenient, at the place of work but the same shall include the following particulars: -

- a) Full particulars of the work whose wages have not been paid.
- b) Reference number of the Muster Roll with wage Register.
- c) Rate of wages.
- d) Wage period.
- e) Total amount not paid.
- f) Reasons for not making payment

- g) How the amount of unpaid wages was utilized.
- h) Acquaintance with dates.

III FINES AND DEDUCTIONS WHICH MAY BE MADE FROM WAGES:

The wages of a worker shall be paid to him without any deductions of any kind except the following: -

- a) Fines
- b) Deductions for absence from duty i.e. from the place or the places where by the terms of his/ her employment, s/he is required to work. The amount of deduction shall be in proportion to the period for which s/he was absent.
- c) Deduction for damage to or loss of goods expressly entrusted to the employed person for custody, or for loss of money or any other deduction which s/he is required to account, where such damage or loss is directly attributable to his/her neglect or default.
- d) Deduction for recovery of advances or for adjustment of over payment of wages, advances granted shall be entered in a register.
- e) Any other deduction which the Central Govt. may from time to time allow.

IV REGISTERS OF FINES ETC:

- i) The contractor shall maintain a register of fines and a register of unpaid wages of deductions for damage or loss in form No. 1 and 2 as per Appendix -III(b) and III(c) respectively which should be kept at the place work.
- ii) The contractor shall maintain both in English and the local Language, a list approved by the Chief Regional Labour Commissioner (Central) clearly stating the acts and omissions for which penalty or fine may be imposed on a workman and display it in a good condition in a conspicuous place of the work.

V PRESERVATION OF REGISTERS:

The wage book, wage slips, the register of unpaid wages, the register of accidents, the register of fines, deductions required to be maintained under these regulations shall be preserved for 12 months after the date of last entry made in them shall be made available for inspection by the Labour Enforcement Officer or any other Officer authorized by the Ministry of Labour in this behalf.


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TEMPORARY WORKER'S EMPLOYMENT CARD



1. Name of the Worker _____
2. Father's / Husband's Name _____
3. Date of Birth _____
4. i) Address (Local) _____
ii) Permanent _____
5. Name & Address of OSCSC Contractor _____
6. Valid*
(* Period of the Contractor) Form _____ to _____

Signature of the Contractor /

Authorized Representative

Back Side of the Card

Countersigned by

General Manager (PDS), OSCSC Ltd.,

Valid from _____ to _____

(Ref. No. _____)

General Manager (PDS)

OSCSC Ltd., Bhubaneswar

Place :

Date :


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FORM -I

REGISTER OF FINES

Sl. No	Name	Father's/ Husband's name	Sex	Department	Nature and date of the offence for which fine imposed	Whether workmen show caused against fine or not, if so, enter date	Rate of wages	Date and amount of fine imposed	date on which fine realized	Remarks


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TENDER SUBMISSION UNDERTAKING

FOR APPOINTMENT OF LEVEL-I TRANSPORT CONTRACTORS FOR TRANSPORTATION OF FOODGRAINS FROM FOOD STORAGE DEPOT, FCI TO RICE RECEIVING CENTRE (RRC).

Recent
Photograph

1. Name of the bidder:

2. Name of Proprietor/ Partner/ Director:

_____ (Names of all Directors/ Partners shall be mentioned)

3. Full Address of Registered Office (with Pin Code)

_____ &
Police Station _____ Telephone
No. _____

Mobile No: _____

FAX No.: _____

E-Mail Address: _____

4. Full address of Operating/ Branch Office (with Pin Code):

_____ & Police Station _____

Telephone No: _____

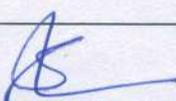
Mobile No: _____

FAX No: _____

E-Mail Address: _____

5. Name, Telephone no./ Mobile No./ Email address of Authorized officer/person to
Coordinate with the office of the District
Manager: _____

6. Banker of the Bidder: (Attach certified copy of statement of A/c for the last three
months) _____


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7. Address & Telephone Number of Banker: _____

8. Details of Transport Vehicles in the name of the Bidder.

Registration number of vehicles	Fitness Certificate Number, if any	Type of Heavy vehicle

9. Registration No. in the case of Company: _____

10. PAN No. & year of filing the latest return: _____

11. GSTIN Number issued by Govt;- _____

12. Additional information, if any _____

(Attach separate sheet, if required)

To:

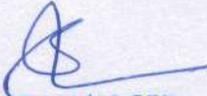
The Chairman, District Tender Committee,
Odisha State Civil Supplies Corporation Ltd.

Sir,

I/We submit the e-tender for appointment as Level-I Transport Contractor for transportation of foodgrains from FSD, FCI to Rice Receiving Centers (RRCs).

2. I/We have thoroughly examined and understood instructions to bidders, terms and conditions governing contract given in the notice inviting tender, invitation to tender titled as General Information, Instructions to Bidders and those contained in general conditions of contract and its appendixes, and schedules and agree to abide by them. I/We offer to work at the rates given in the prescribed Bill of Quantities (BoQ) for all services mentioned in tender documents.

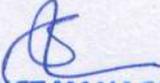
3. I/We agree to keep the offer open for acceptance up to a period so decided by the District Manager. I/We shall be bound by communication of acceptance of the offer dispatched within the time and I/We also agree that, if the date up to which


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the offer would remain open be declared a holiday for the Corporation, the offer will remain open for acceptance till the next working day.

4. In the event of my/ our tender being accepted, I/We agree to furnish a security deposit as per terms of the tender.
5. I/We do hereby declare that the entries made in the tender and annexures/ schedules attached therein are true and also that I/We shall be bound by the act of my/our duly constituted attorney Shri _____ whose signature is appended hereto in the space specified for the purpose and of any other person who in future may be appointed by me/us instead to carry on the business of the concerned, whether any intimation of such change is given to the District Manager, OSCSC Ltd. or not.
6. I hereby declare that no contract entered into by me, my Firm/Company with the Corporation or State/Central Government PSU, State/ Central Government Agencies or State Government/Central Government, has been terminated before the expiry of the contract period at any point of time during the last five years.
7. I hereby declare that the Earnest Money Deposit and/or Security Deposit has not been forfeited or adjusted against any compensation payable, in the case of any contract entered into by me/my firm/company/us with Corporation or State/Central Government PSU State/ Central Government Agencies or State Government/Central Government during last 5 years.
8. I hereby declare that I have not been penalized in last 05 years by OSCSC Head Office or by District Manager of any district for any violation of the terms and contract, including inordinate delay in lifting/delivery of stock.
9. I hereby declare that I have not been convicted at any time by a Court of Law of an offence and sentenced to imprisonment for a period of three years or more.
10. Required documents as per **Appendix-II (Checklist)** are enclosed with this tender duly filled and signed.

I/we certify that all information furnished by me/us is correct and true and in the event that the information is found to be incorrect/untrue, Corporation shall have the right to disqualify him/her without giving any notice or reason without prejudice to the other rights like forfeiture of EMD or summarily terminate the contract with forfeiture of Security Deposit, as the case may be, and may take any other steps that the Corporation may


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have under the Contract and Law which includes debarment on participating in any tender of OSCSC for a period of 05 years.

Yours faithfully,

Signature of bidder
Capacity in which signing

Signature of constituted attorney

Name :
Address :
Date :

Name, date of birth
And address of attorney :

Signature of witness with date :

Name and address of witness :


DISTRICT MANAGER
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Capability Certificate

Bank:
Branch:

Phone No.

E Mail

Letter No.

Date

To
District Manager,
Odisha State Civil Supplies Corporation Ltd.

This is to certify that to the best of our knowledge and information, Mr./Mrs.....residing at.....(Full address), a customer of our bank, in our opinion and based on the records produced, can be considered good/worth up to a sum of Rs (Rupees Lakhs only) and has financial ability to meet the expenses up to the amount indicated above.

It is clarified that this information is furnished without any responsibility on our part in any respect whatsoever more particularly either as guarantor or otherwise. This certificate is issued at the specific request of the customer for furnishing the same to you.

**Branch Manager/Authorised Signatory
(Seal & Signature)**

(The above Certificate to be issued in Letter Head of the concerned Bank)


**DISTRICT MANAGER
O.S.C.S.C. Ltd.
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Experience Certificate

This is to certify that as per information available on record, M/s _____ of _____ (full address), is a transport contractor of this organization for transportation / handling & transportation of food grains by road for the period & work value as indicated below.

Sl. No.	Nature of work	Place of work	Product transported / handled & transported	Agreement/ Contract/ Work Order No. & Dt.	Total period of contract (fromto)	Financial Year	Volume of work handled (in MT)	Value of work executed (in Rs.)	Performance of the contractor	Remarks

Office Seal

Seal & Signature of Authorised Officer

***Note: -**

- a. Total transportation/ handling & transportation charges whether paid or payable is to be mentioned.
- b. Strike out whichever is not applicable.

(The above Certificate to be issued in Letter Head of the concerned organization)


**DISTRICT MANAGER
O.S.C.S.C. Ltd.
SUBARNAPUR**

Before the Executive Magistrate/ Notary Public Sri _____

AFFIDAVIT

I, Sri/ Smt. _____ aged about _____ S/o./
D/o./ W/o. _____ Proprietor/ Partner/
Director of M/s. _____ At: _____
Po: _____, P.S: _____, Dist: _____

do hereby solemnly affirm and state as follows:

- 1) That pursuant to the Notice Inviting Tender dt. _____ of OSCSC Ltd. for appointment of Level-I Transport Contractor for transportation of food grains, I/my firm/company am/is an intended bidder to participate in the said tender process.
- 2) That as per terms & conditions of the tender documents, I am to declare that, I/my firm/company have not been blacklisted by any Central/State Govt. Organisation or by any Public Sector undertakings of the State/Central Govt.
- 3) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- 4) That this affidavit is required to be produced with tender paper before the District Manager, OSCSC Ltd., Subarnapur District.
- 5) That the facts stated above are true to the best of my knowledge and belief.

Identified by me

Deponents

Advocate

The above deponent being present before me & duly identified by Sri _____ Advocate states on oath that the facts stated above are true to the best of his/her knowledge.

Deponent

***Strike out whichever is not applicable.**

Executive Magistrate/

Notary Public _____


DISTRICT MANAGER
O.S.C.S.C. Ltd.
SUBARNAPUR.

(DECLARATION OF FAMILY MEMBERS/ PARTNERS/ DIRECTORS)

Before the Executive Magistrate / Notary Public Sri _____

AFFIDAVIT

I Sri _____, Aged about _____, Son/Daughter/Wife of Sri _____, Proprietor/Partner/Director of _____, do hereby solemnly affirm and declare as follows.

I am aware of the fact that the term 'Family' shall mean

- i. Parent
- ii. husband/wife,
- iii. sons/daughters (including adopted children) and their spouse,
- iv. Full blood siblings (brothers & sisters from common parents) and their spouse.

No person shall be appointed as Level-I Transport Contractor under this tender process, if s/he or any of her/his family members has a commercial interest in a business relating to MDM or SNP Transport Contractor for the district and its neighboring district with common boundary for which s/he intends to apply under this tender.

I am also aware that commercial interest shall include a business, partnership of company for the operation as MDM or SNP Transport Contractor for the district and its neighboring district with common boundary for which s/he intends to apply under this tender.

I further declare that the following members of my Family are having common Commercial interest in the following districts in the State of Odisha.

Sl. No	Family Members		Operating district	Operating Business
	Name	Relation		

* - This table is applicable if the bidder is having family members of commercial interest OR

I declare that I/ any of my family member/Partner(s) along with his/her/their family members/Director(s) along with his/her/their family members have no commercial interest

with any MDM or SNP Transport Contractor for the district and its neighboring district with common boundary for which s/he intends to apply under this tender.

I also declare that once awarded the contract, I will carry out the operations on my own and no part of the work will be sub-let officially or not.

If the above declaration is found false / not true during the scrutiny of tender or during the currency of the contract, I shall be liable for punishment for such breach of the contract and my agreement shall also be liable for termination. Apart from above, my EMD/Security Deposit shall also stand forfeited.

Identified by me

Deponents

Advocate

The above deponent being present before me & duly identified by

Sri _____, Advocate states on oath that the facts stated above are true to the best of his/her knowledge.

Deponent

Executive Magistrate/Public Notary

(The above Affidavit shall be made in a Non-Judicial Stamp Paper worth Rs.10/-)

N.B. : In case of Company or Partnership Firm all the Directors or Partners as the case may be, shall submit separate affidavit by each Director or Partner.


DISTRICT MANAGER
O.S.C.S.C. Ltd.
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DECLARATION

(ON APPOINTMENT AS LEVEL-II TRANSPORT CONTRACTOR WITH SEPARATE 02 VEHICLES)

I Sri _____, Aged about __, Son/ Daughter/ Wife of Sri _____, Proprietor/ Director/ Partner of _____, do hereby declare that I have applied/ been appointed as the Level-II Transport Contractor in the following Units & applied/ intend to apply for Level-I Transport Contractor in following districts. I have mentioned the registration number of 02 (two) vehicles against each Unit/District as indicated below.

I am aware of the fact that a person\ firm\ company shall not be appointed in the same district where one is appointed as Level-II Transport Contractor.

Level-II operation			
Sl. No.	Name & Location of the Unit	District	Registration No. of vehicle
			1. 2.
			1. 2.
			1. 2.
Level-I operation			
Sl. No.	District name		Registration No. of vehicle
			1. 2.

N.B. Attach separate sheet, if required.


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I am aware of the fact that separate tender paper to be submitted for each District for Level-I operation, which requires of 02 (two) separate vehicles for each tender, excluding the vehicles already considered for appointment as Level-II Transport Contractor in any district.

I do hereby declare that I have not applied/ intend to apply for any other district as Level-I Transport Contractor & applied/ been appointed for any other Units as Level-II Transport Contractor besides the Districts & Unit/Units declared above.

If the above declaration is found false / not true during the scrutiny of tender or the currency of the contract, I shall be liable for punishment for such breach of the contract as per Clause-2 (xiii) of tender documents.

Place:

Signature of the bidder

Date:

Name of the bidder:


DISTRICT MANAGER
O.S.C.S.C. Ltd.
SUBARNAPUR

Before the Executive Magistrate/ Notary Public Sri _____

AFFIDAVIT

I, Sri/Smt. _____ aged about _____
S/o./D/o./W/o. _____ Proprietor/Partner/ Director of
M/s. _____ At- _____ Po- _____ P.S-
_____, Dist- _____ do hereby solemnly affirm and state as follows:

- 1) That pursuant to the e-tender call notice dt. _____ of OSCSC Ltd. for selection and appointment of level-I transport contractor for transportation of Wheat from Food Storage Depot (FSD), FCI to Rice Receiving Centre (RRC) in the State of Odisha, I/my firm/company am/is a bidder and I am participating in the said tender process.
- 2) That I/We have thoroughly examined and understood instructions to bidders contained in the e-tender No. _____ Dated. _____ and subsequent corrigendum issued, terms & conditions governing contract given in the notice inviting tender, invitation to tender titled as General Information, instructions to bidders i.e. (those contained in general conditions of contract, its appendixes, and schedules) consisting of _____ pages and agree to abide by them.
- 3) That I/we hereby agree to submit and upload digitally Appendix-II and Annexures (1 to 7) only. And the original of the documents will be produced before the tender committee as specified in the NIT.
- 4) That this affidavit is submitted for transportation of food grain for _____ district.
- 5) That the facts stated above are true to the best of my knowledge and belief. if the above declaration is found false/ not true during the scrutiny of tender or the currency of the contract, I shall be liable for punishment for such breach of the contract as per Clause-2 (xiii) of tender documents.

Identified by me

Deponents

Advocate

The above deponent being present before me & duly identified by Sri _____, Advocate states on oath that the facts stated above are true to the best of his/her knowledge.


DISTRICT MANAGER
O.S.C.S.C. Ltd.
SUBARNAPUR

Deponent

Executive Magistrate/Public Notary

(The above Affidavit shall be made in a Non-Judicial Stamp Paper worth Rs.10/-)


**DISTRICT MANAGER
O.S.C.S.C. Ltd.
SUBARNAPUR.**

PART – II

SAMPLE FINANCIAL BID

DISTRICT: _____

INSTRUCTIONS

- a) Rate for transportation of Wheat from Food Storage Depot (FSD), FCI to Rice Receiving Centre (RRC) shall be mentioned as prescribed in the specified location only in the protected Bill of Quantities (online BoQ). Mentioning of rate anywhere in the Bid documents other than the designated location of Financial Bid (online BoQ) by the bidder shall result in disqualification of the bidder. Rate includes all taxes, duties, cess etc. and no other charges would be payable.
- b) Rate shall be quoted for transportation of Foodgrains from FSD, FCI to RRC at either Schedule of Rate (SoR) or Above Schedule of Rate (ASoR) or Below Schedule of Rate (BSoR).
- c) Only the FINANCIAL BID of a qualified bidder on scrutiny of TECHNICAL BID shall be considered and opened.
- d) Bidders are to submit only the original BoQ (in .xls format) uploaded by Officer Inviting Tender after entering the relevant fields without any alteration/ deletion / modification.
- e) Multiple BoQ submission for a district by bidder shall lead to rejection of tender.
- f) Instruction for Filling-up of BoQ Formats:-
The details of instruction for filling-up of BoQ format is given as under.
 1. The bidder is required to follow the SoR mentioned in the tender document.
 2. The SoR has been reflected in the BoQ format in the text row.
 3. The bidders are required to fill-up the BoQ format in the active cells only.
 4. The bidder is required to move its cursor to the row mentioned as 'Quoted Rate in Figures' and then move to the select option to choose any one of the drop-down box i.e. 'excess' or 'less'.
 5. Then the bidder shall move to the next column i.e. 'Percentage rate' to choose the percentage option then enter a valid percentage rate.
 6. Such valid percentage rate shall mean either excess or less as pre-filled by the bidder.

7. In case the bidder desires to quote the rate at par with the SoR, then the bidder needs to quote 0% in the desired column on selecting either 'excess' or 'less' in the drop-down box.
8. In case the bidder fails to quote any percentages in the desired active cell or leaves the cell as blank, then the bid shall be treated as non-responsive bid or cancelled bid.
9. The rate to be quoted in percentile only in the prescribed 'BoQ' format only. Such percentile quoted in the desired column shall be the decision factor to find out the L1 bidder in the tendering process. The rate quoted other than the BoQ format shall not be considered at this end.
10. Any further clarification as will be required by the bidder during the bidding process or during filling up of BOQ format, may contact the Officer inviting the bid / GM (PDS) OSCSC Ltd. during official hour. The BoQ templet is given below for reference only.

Validate Print Help		<u>Percentage BoQ</u>	
Tender Inviting Authority: CSO-Cum-District Manager, _____ (To Be Filled-up by the District)			
Name of Work: Selection and appointment of 'LEVEL-I' transport contractor for transportation of Wheat from Food Storage Depot (FSD), FCI to Rice Receiving Centre (RRC)			
Tender No. _____ Date. _____			
Name of the Bidder/ Bidding Firm / Company :			
PRICE SCHEDULE			
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)			
Sl. No.	Item Description	Choose Excess / Less	Quote Percentage
1	Transportation of Wheat by Level-I Contractor.		
1.01	Rate to be quoted in Percentage (%) only for transportation of Wheat from Food Storage Depot (FSD), FCI to Rice Receiving Centre (RRC)		
Quoted Rate in Figures		Select ▼	

N.B.

The protection of minimum TC shall only be available to the Transport Contractor for the particular district unit he/she has been appointed.


DISTRICT MANAGER
O.S.C.S.C. Ltd.
SUBARNAPUR.

GOVERNMENT OF ODISHA
WORKS DEPARTMENT

OFFICE MEMORANDUM

File No.07556900012016- 17254 /W, dated, 5.12.17

Sub: **Electronic Receipt, Accounting and Reporting of Cost of Tender Paper and Earnest Money Deposit on submission of bids.**

1. The State Government have been working on formulation of rules and procedures for Electronic receipt, accounting and reporting of the receipt of Cost of Tender Paper and Earnest Money Deposit on submission of bids through the e-procurement portal of Government of Odisha i.e. "<https://tendersodisha.gov.in>" for some time past.
2. Electronic receipt of cost of tender paper has been successfully tested through SBI payment gateway. Now it has been decided to introduce electronic receipt of **Cost of Tender Paper and Earnest Money Deposit on submission of bids** through payment gateway of designated banks such as SBI/ICICI Bank/HDFC Bank for all Government Departments, State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc. in phases(ANNEXURE-I). The process outline as well as accounting and reporting structure are indicated below:
 - a) It will be carried out through a single banking transaction by the bidder for multiple payments like **Cost of Tender Paper and Earnest Money Deposit on submission of bids**.
 - b) Various payment modes like Internet banking/ NEFT/RTGS of Designated Banks and their Aggregator Banks as well can be accessed by the intending bidders.
 - c) Reporting and accounting of the e-receipts will be made from a single source.
 - d) Credit of receipts into the Government accounts and to the designated Bank account of the participating entities indicated in Para 2 above would be faster.
3. Only those bidders who successfully remit their **Cost of Tender Paper and Earnest Money Deposit on submission of bids** would be eligible to participate in the tender/bid process. The bidders with pending or failure payment status shall not be able to submit their bid. Tender inviting authority, State Procurement Cell, NIC, the designated Banks shall not be held responsible for such pendency or failure.

Schubert

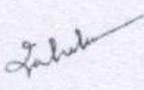

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4. Banking arrangement:

- a) Designated Banks (SBI/ICICI Bank/HDFC Bank) payment gateway are being integrated with e-Procurement portal of Government of Odisha (<https://tendersodisha.gov.in>)
- b) The Designated Banks participating in **Electronic receipt, accounting and reporting of Cost of Tender Paper and Earnest Money Deposit on submission of bids** will nominate a Focal Point Branch called e-FPB, who is authorized to collect and collate all e-Receipts. Each such branch will act as the Receiving branch and Focal Point Branch notwithstanding the fact that the bidder might have debited his account in any of the bank's branches while making payment.

5. Procedures of bid submission using electronic payment of tender paper cost and EMD by bidder :

- a) The bidders have to log onto the Odisha e-Procurement portal (<https://tendersodisha.gov.in>) using his/her digital signature certificate and then search and then select the required active tender from the "Search Active Tender" option. Now, submit button can be clicked against the selected tender so that it comes to the "My Tenders" section.
- b) **Uploading of Prequalification/Technical/Financial bid:** The bidders have to upload the required Prequalification /Technical/Financial bid, as mentioned in the bidding document and in line with Works Department office memorandum No.7885/W dt.23.07.2013.
- c) **Electronic payment of tender paper cost and EMD :** Then the bidders have to select and submit the bank name as available in the payment options :
- i. A bidder shall make electronic payment using his/her internet banking enabled account with designated Banks or their aggregator banks.
 - ii. A bidder having account in other Banks can make payment using NEFT/RTGS facility of designated Banks.
- Online NEFT/RTGS payment using internet banking of the bank in which the bidder holds his account, by adding the account number as mentioned in the challan as an interbank beneficiary.


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d) **Bid submission:** Only after receipt of intimation at the e-Procurement portal regarding successful transaction by bidder the system will activate the 'Freeze Bid Submission' button to conclude the bid submission process.

e) **System generated acknowledgement receipt for successful bid submission:** System will generate an acknowledgement receipt for successful bid submission. The bidder should make a note of 'Bid ID' generated in the acknowledgement receipt for tracking their bid status.

6. **Settlement of Cost of Tender Paper:**

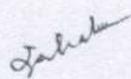
a) **Cost of Tender Paper:** In respect of Government receipts on account of **Cost of Tender Paper**, the e-Procurement portal shall generate a MIS for the State Procurement Cell (SPC). The MIS will contain an abstract of the cost of tender paper collected with reference to **Bid Identification Number**. The State Procurement Cell shall generate Bank-wise challans under the head of Account for **Cost of Tender Paper** and instruct the designated Banks to remit the money to the proper head of account of State Government. In respect of the cost of tender paper received through the e-procurement portal, the remittance to the Cyber Treasury account will be made to the Head of Account 0075-Misc. General Services-800-Other Receipts -0097-Misc Receipts-02237-Cost of Tender Paper.

b) For the time being, the State Procurement Cell (SPC) will use over the counter payment facility of the Odisha Treasury portal. Thereafter, remittance through NEFT & RTGS will be facilitated through the Odisha Treasury portal.

c) Similarly, in case of State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc. **Cost of Tender Paper**, the e-Procurement portal shall generate a MIS for the State Procurement Cell (SPC). The MIS will contain an abstract of the cost of tender paper collected with reference to **Bid Identification Number**. The cost of tender papers will be credited to the registered Bank account of the concerned State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc

d) Bank will refund (in case the Tender Inviting Authority (TIA) issues such instructions) the tender fee and EMD to the bidder, in case the tender is cancelled before opening of Bid as per direction received from TIA through e-procurement system.

e) Back-end Transaction Matrix of Electronic receipt of Cost of Tender Paper and Earnest Money Deposit on submission of bids is enclosed in the **Annexure- I**.


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7. Settlement of Earnest Money Deposit on submission of bids:

- a) The Bank will remit the **Earnest Money Deposit on submission/cancellation of bids** to respective bidders accounts as per direction received from TIA through e-procurement system.

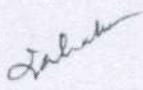
8. Forfeiture of EMD :

Forfeiture of **Earnest Money Deposit on submission of bid** of defaulting bidder is occasioned for various reasons.

- a) In case the **Earnest Money Deposit on submission of bid** is forfeited, the e-Procurement portal will direct the Bank to transfer the EMD value from the Pooling Account of SPC to the registered account of the tender inviting authority
- b) The Tender inviting authorities of the Government Departments will deposit the forfeited **Earnest Money Deposit on submission of bid**, in the State Government Treasury under the appropriate head (8782-Cash Remittances and Adjustments between the officers rendering accounts to the same Accounts Officer-102-P.W.Remittances-1683-Remittances-91028-Remittances into Treasury) after taking the amount as a revenue receipt in their Cash Book under the head 0075-Misc. General Services-00-101-Unclaimed Deposits-0097-Misc. Receipts-02080-Misc. Deposits and submit the detail account to D.A.G. Puri as a deposit of the Division.
- c) By clicking submit button, system will initiate the forfeiture of EMD. System will not allow the evaluator to edit the initiation after clicking the submit button. Forfeiture option can be carried out in phased manner like one bidder at a time.

9. Role of the Banks:

- a) Make necessary provision / customizations at their end to enable the provision for online payments / refunds as per this document.
- b) Provide necessary real-time message to bidders regarding successful or unsuccessful transactions during online payment processes and redirect them to e-Procurement website with necessary transaction reference details enabling them to submit their bids.
- c) The bank shall ensure transfer of funds from the pooling account to the Government Head/current account of PSUs/ULBs within the next bank working day as per the directions generated from e-Procurement portal.
- d) Bank should provide timely reports and reference details to NIC enabling them to carry out their role as stated below.
- e) Refund of amount to bidders as per the XML file provided by e-Procurement system on the next bank working day from the date of generation of the XML file and also provide a confirmation to NIC on the same



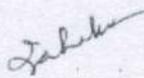
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10. Role of State Procurement Cell:

- a) Communicate requirements of Government departments/ State PSUs/ Autonomous Bodies/ ULBs online payment requirements to National Informatics Centre / the authorised Banks for mapping/ customization.
- b) In every working day, the State Procurement Cell shall generate MIS from the e-Procurement portal to ascertain the tender paper cost received in the e-Tendering process separately bank-wise for the Government Department and the PSUs/ULBs. The SPC shall generate bank-wise separate online challans from the Odisha Treasury portal and make the remittance through over the counter facility or NEFT/RTGS (as and when this functionality is available in Treasury portal) and issue instruction to the bank for remittance of the receipt to the State Government account.
- c) The State Procurement Cell shall be responsible for providing challan details and MIS in respect of the remittance towards tender paper cost to the Tender inviting authorities for their record.
- d) State Procurement Cell shall monitor the progress of e-Tendering by different Government Departments / State PSUs/ Autonomous Bodies / ULBs through MIS. State Procurement Cell shall monitor and send monthly progress reports to the Government.
- e) The e-Procurement system will generate a consolidated refund & settlement XML file as an end of the day activity.
- f) e-procurement system will provide a web service for Payment Gateway (PG) provider to pull the encrypted refund and settlement details in XML file against a day.
- g) Similarly, Payment Gateway (PG) provider will provide a web service to pull the refund and settlement status against a day.
- h) e-procurement system will update the status accordingly for reconciliation report.

11. Role of National Informatics Centre :

- a) Customize e-Procurement software and web-pages of Government of Odisha (<https://tendersodisha.gov.in>) to enable the provision for electronic payment.
- b) The NIC, Odisha will modify / rectify the errors in electronic data relating to the Chart of Account.
- c) NIC will provide an interface to organisations to download the electronic receipt data.
- d) Enable automatic generation of daily XML files from e-Procurement system and ensure delivery of the same to the authorised Banks for enabling automatic refund/settlement of funds.



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- e) NIC shall enable the e-Procurement portal to generate MIS as required for the State Procurement Cell in order to make remittance of the tender paper cost to the State Government account using the Odisha Treasury Portal.

12. Role of Cyber Treasury :

- a) The cost of the tender paper deposited by the SPC using the Odisha Treasury Portal which will be accounted for by the Cyber Treasury and it shall submit the accounts to A.G. (O) as per the established process.
- b) The Cyber Treasury will provide MIS as required to the SPC for the purpose of accounting and reconciliation of the electronic remittances made to the State Government account.

13. Redressal of Public grievances :

- a) The State Procurement Cell, Odisha, National Informatics Centre, Odisha and the e-FPB will have an effective procedure for dealing with, public complaint for e-Receipt related matters. In case, any mistake is detected by any of the stakeholders in reporting of receipt of tender paper cost and EMD, either suo moto or on being brought to its notice, the State Procurement Cell, Odisha, National Informatics Centre, Odisha unit, Cyber Treasury and the bank will promptly take steps for rectification. The e-Focal Point Branch of the participating Banks, National Informatics Centre, Odisha and the State Procurement Cell, Odisha will notify the contact number and address of the Help Desk for resolution of any dispute regarding e-Receipt.

14. Applicability and modification of existing rules / orders:

The modalities prescribed in this Office Memorandum for downloading of tender paper, submission and rejection of bid, acceptance of Bids as well as refund and forfeiture of earnest deposit will be applicable for electronic submission of bids through e-procurement portal. Existing provisions regulating cost of Tender Paper and Earnest Money Deposit in OPWD Code and OGFR would stand modified to the extent prescribed in this Office Memorandum.

15. These arrangements would be made effective after signing of MoU between the designated Banks and the State Procurement Cell, firming up of Banking arrangements and technical integration between designated Bank and e-Procurement Portal

- 1 This shall take effect from the date of issue of this Office Memorandum
- 2 Accordingly, relevant existing codal / contractual provision exist vide Office Memorandum No.6785/W dt 09.05.2017 of Works Department stands modified to the above extent
- 3 This has been concurred in by the Finance Department vide their UOR No.-39-WF-I dt.09.11.2017

5/11/17
E.I.C-cum-Secretary to Government
(P.T.O.)


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Memo No. 17255 /W, dated, 5-12-17

Copy forwarded to P. S. to Hon'ble Chief Minister, Odisha for information and necessary action.

Jahulu
5/12/2017
FA - cum- Addl. Secretary to Government

Memo No. 17256 /W, dated, 5-12-17

Copy forwarded to OSD to Chief Secretary, Odisha / Sr. P.S. to Development Commissioner-cum-Additional Chief Secretary, Odisha / Sr. P.S. to Additional Chief Secretary, Finance for information and necessary action.

Jahulu
5/12/2017
FA - cum- Addl. Secretary to Government

Memo No. 17257 /W, dated, 5-12-17

Copy forwarded to All Departments / Managing Director, OB & CC Ltd., Bhubaneswar / Managing Director, OCC Ltd., Bhubaneswar for information and necessary action.

Jahulu
5/12/2017
FA - cum- Addl. Secretary to Government

Memo No. 17258 /W, dated, 5-12-17

Copy forwarded to EIC (Civil), Odisha, Bhubaneswar / All Chief Engineers, Odisha / All Superintending Engineers / All Executive Engineers (under Works Department) for information and wide circulation among subordinate offices.

Jahulu
5/12/2017
FA - cum- Addl. Secretary to Government

Memo No. 17259 /W, dated, 5-12-17

Copy forwarded to the Principal Accountant General (A&E), Odisha, Bhubaneswar / Principal Accountant General, Odisha, Puri Branch, Puri for information and necessary action.

Jahulu
5/12/2017
FA - cum- Addl. Secretary to Government

Memo No. 17260 /W, dated, 5-12-17

Copy forwarded to the Director, Treasuries & Inspection, Odisha, Bhubaneswar for information and necessary action.

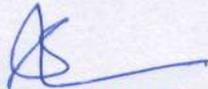
Jahulu
5/12/2017
FA - cum- Addl. Secretary to Government


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ANNEXURE-I

Back-end Transaction Matrix of Electronic receipt and remittance of Cost of Tender Paper and Earnest Money Deposit on submission of bids.

	Cost of Tender Paper	Earnest Money Deposit on submission of bids
Government Departments	<p>i. The <i>payment</i> towards the cost of Tender Paper, in case of Government Departments, shall be collected in separate pooling accounts opened in Focal Point Branch called e-FPB of respective designated banks [as stated in Para 2] at Bhubaneswar on T+1 day.</p> <p>ii. With reference to the Notice Inviting Tender/ Bid Identification Number, the amount so realised is to be remitted to Government Account under the Head of Account 0075-Misc. General Services-800-Other Receipts -0097-Misc. Receipts-02237-Cost of Tender Paper through Odisha Treasury Portal after opening of the bid.</p>	<p>i. In case of tenders of Government Departments amount towards Earnest Money Deposit on submission of bids shall be collected in a pooling account opened for this purpose at Focal Point Branch called e-FPB of respective designated banks at Bhubaneswar, and the banks will remit the amount to respective bidder's account within two working days on receipt of instruction from TIA through refund and settlement of e-procurement system</p> <p>ii. In case of forfeiture of Earnest Money Deposit on submission of bids the e-Procurement portal will direct the Bank to transfer the EMD value from the Pooling Account of SPC to the registered account of the tender inviting authority within two working days of receipt of instruction from TIA.</p>
State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies	<p>i. In case of State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc. the amount towards Cost of Tender Paper on submission of bids shall be collected in separate pooling accounts opened in Focal Point Branch called</p>	<p>i. Amount towards EMD on submission of bids shall be collected in a separate pooling account of Focal Point Branch called e-FPB of respective designated banks at Bhubaneswar and the banks will remit the amount to respective bidder's</p>


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	<p>e-FPB of respective designated banks at Bhubaneswar on T+1 day.</p> <p>II. The Paper cost will be transferred to the respective current accounts of concerned State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc. after opening of bid.</p>	<p>account on receipt of instruction from TIA through refund and settlement of e-procurement system within two working days from receipt of such instruction.</p> <p>II. In case of forfeiture of Earnest Money Deposit on submission of bids the e-Procurement portal will direct the Bank to transfer the EMD value from the Pooling Account of SPC to the registered account of the tender inviting authority within two working days of receipt of instruction from TIA.</p>
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J. Subarnapur


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Information for Page No-41 of tender paper for Transport Contractor Level-I

District: Subarnapur

Name and location of Food Storage Depot, FCI	Name and location of RRC	Quantity lifted for the RRC as at Column-2 [In Qtls.] [Financial Year 2021-23 excluding PMGKAY]		Distance of RRC from FSD FCI [In KM]	Schedule of rate per Qtl.
		Rice	Wheat		
1	2	3	4	5	
CWC, Balangir	Sonepur-02	0	263.80	51	39.30
	Pandkital	0	511.64	50	38.85
	PEG Arigaon	0	0	71	48.33
	CWC, Sonepur	0	367.27	49	38.40
	OSWC, Sonepur	0	357.29	48	37.95
OSWC, Malmunda	Sonepur-02	0	5764.83	42	35.24
	Pandkital	0	2754.10	59	42.91
	PEG Arigaon	0	3056.02	71	48.33
	CWC, Sonepur	0	4112.42	41	34.79
	OSWC, Sonepur	0	3270.66	40	34.34
OSWC, Balangir	Sonepur-02	0	0	48	0
	Pandkital	0	0	56	0
	PEG Arigaon	0	0	77	0
	CWC, Sonepur	0	0	47	0
	OSWC, Sonepur	0	0	45	0
FSD, Dunguripali	Sonepur-02	0	1481.91	52	39.75
	Pandkital	0	2950.26	14	20.14
	PEG Arigaon	0	2227.43	35	31.61
	CWC, Sonepur	0	915.08	50	38.85
	OSWC, Sonepur	0	357.41	55	41.11

Remarks:- Rest content in this page prescribe by OSCSC Ltd. Bhubaneswar remains unchanged


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