

TERMS & CONDITIONS FOR ENGAGEMENT OF
TRANSPORTING AGENT UNDER SNP FOR THE YEAR 2025-
2026 (UPTO 31.03.2026) DISTRICT-JAJPUR.

1. Sealed tenders in the prescribed forms are invited from the intending firms/individuals/companies/corporations for undertaking transportation of food stuff under Supplementary Nutrition Programme(SNP) of W&CD Department in Jajpur District during the year 2025-26 (From 01.04.2025 to 31.03.2026)
2. The tender papers completed in all respect should be sent to the District Social Welfare Officer, Jajpur-755001 (Odisha) by Registered Post/Speed Post so as to reach on or before 07.05.2025 of 1 PM. The tender received beyond the scheduled date and time will be rejected. No tender paper will be received by hand. Telegraphic tender and conditional tender will not be accepted. The tender shall be opened at 08.05.2025 on 9 AM in the office Chamber of the Additional District Magistrate, Jajpur in the presence of tender committee and tenderers or their authorized representatives.
3. The tenderer should carefully go through the terms and conditions of the tender and submit the tender papers duly filled in. The tender papers should be filled in properly/legibly/neatly without any correction/over writing and must be a computer generated copy. No opportunity shall be given to the tenderer to rectify or amend any defect detected at the time of scrutiny. The rates should be written both in words and figures in the **Annexure-I of the tender paper termed as FINANCIAL BID to be submitted in a sealed cover.** The rate quoted there in the Financial Bid shall be final and the tenderer shall not be allowed to change the same under any circumstances and it would be valid up to 31.03.2026.
4. **Sealed Technical Bid and sealed Financial Bid must be submitted in a bigger sealed cover along with superscription of addressee, addresser and scheme.**
5. The participants transporting agent/agencies must possess valid **Registration of Common Carriers under the carriage by Road Act/2007 and carriage by Road Rules-2011** issued by the **Competent Authority.**
6. The approximate quantity of food stuff under SNP Feeding Programme to be transported in a year is approximately as follows :-
(i)Rice: Q19000.00
(ii)Wheat: Q22000.00
7. The cost of tender paper amounting to Rs. 5,000/- (Rupees Five Thousand) only must be deposited in shape of Demand Draft drawn at SBI, Jajpur town and payable in favour of DSWO, Jajpur. The said financial instrument towards cost of tender paper must be enclosed with the Tender Paper. The cost of tender paper is non-refundable.

8. The successful tenderer will be required to lift rice from nearest depot of OSCSC Ltd. and carry to the AWCs and wheat from FCI Depot and carry to WSHGs points **directly without any intermediate point**. The transporting agent would lift the stock cause for delivery at the destination i.e. at the AWC/WSHG points within a period of 7 days as per diversion order issued from concerned CDPOs/DSWO as the case may be.
9. The tenderer should have been in possession of **at least 5 Goods Transporting Trucks standing in his own name / in the name of the bidding firm or Leasehold by the tenderer with up to date valid Insurance, Fitness, Permit with valid registration and common carriers under the carriage by road act/2007 & carriage by road rules -2011 issued by the competent authority**. It will be the responsibility of the Transporting Agent to lift the rice/wheat from OSCSC Ltd/FCI depot and deliver the same to the AWC/WSHG points under proper weighment in the presence of the members of the Janch Committee and in no case less weight supply shall be made by the agent to the AWCs/WSHGs. The agent will be held responsible for all shortage and damages enroute. The quality and quantity of the food stuff being transported can be inspected by the Govt Officials authorized by the Collector during transit and at the delivery points. **In case of any misappropriation, penalty shall be levied which would be equivalent to 4 times of the cost of misappropriated food grains apart from initiating criminal cases.**
10. The tenderers should submit following documents along with the tender paper. In absence of any document/paper the tender will be liable for rejection by the competent authority. The tenderer shall have to produce the original documents before the tender Committee for verification at the time of opening of documents.
11. The tenderer applied earlier are advised to receive the tender document from DSWO Jajpur & submit fresh tender paper in due date & time.

Technical Bid(Must be sealed)

- a. Terms and conditions of tender duly signed by the tenderer as a part of acceptance.
- b. Attested copy of the valid agent licence owned by the tenderer. The participants transporting agent/agencies must possess valid Registration of Common Carriers under the carriage by Road Act/2007 and carriage by Road Rules-2011 issued by the Competent Authority.

- c. Attested copies of income tax returns for the last 3 years and PAN card.
- d. Recent Bank capable certificate for **40(forty) lakh** should be submitted.
- e. Credential from any Govt. organisation about past experience and performance of the tenderer in transportation of rice/wheat or any food materials if any. Such credentials would attract eligibility at the event of congruence of offer rates.
- f. Earnest Money of Rs.15,00,000/- (Fifteen Lakhs) only in shape of fixed deposit duly pledged in favour of the Collector, Jajpur shall be furnished along with the tender document cash /cheque and Bank Draft shall not be accepted. Any deviation to the above stipulation will amount to rejections of the tender paper. No tender shall be allowed to withdraw his tender/earnest money deposit until the tender process is finalised. In case the successful tenderer refuses to be the Transporting Agent after acceptance of his tender, the earnest money deposited by him will be forfeited.
- g. The tenderer should have been in possession of at least 5 Goods Transporting Trucks standing in his own name / in the name of the bidding firm or Leasehold by the tenderer with up to date valid **Insurance, Fitness and Permit** papers self attested Xerox copies with tender paper Technical bid.

The EMD of the unsuccessful tenderer shall be refunded after finalisation of the tender. Whereas the EMD of the successful tender will be converted to security deposit and will be released after successful completion of contract period and audit of the accounts relating to the period. For breach of any term and conditions of the agreement or failure/unwillingness to undertake transportation work by the selected tenderer within the time limit after acceptance of tender may lead to forfeiture of EMD and black listing.

- h. List of five goods transporting vehicles owned/leasehold by the tenderer with up to date Xerox copies of RC Book shall be furnished along with tender.
 - i. The tenderer or any of his family members should not be a Miller/retailer of FPS/Contractor under PDS. An affidavit to this effect to be furnished along with the tender paper.
 - j. The tenderer should attach an affidavit sworn in before an executive magistrate or notary public to the effect that he has not been convicted in any criminal case/under criminal scrutiny.
12. The successful tenderer shall have to enter into an agreement with Collector, Jajpur as per the terms and conditions mentioned in the

specified agreement format within 7 days of intimation of acceptance communiqué.

13. The successful tenderer shall deliver the stock through challans to be maintained in triplicate, first copy handed over to the AWW, the 2nd copy be retained at project level and 3rd copy to be retained by the Transporter for his record. As regards to supply of the stock of the WSHG, the acknowledgement as a token of receipt of stock may be obtained from president/secretary of the concerned WSHG on the body of the way bill.
14. After delivery of stock at AWC points the Transporting Agent shall submit 2nd copy of delivery challan acknowledged by the proper recipients in the presence of Janch Committee/Mothers Committee to the CDPO and also shall intimate balance stock position on a day to day basis to the CDPO concerned. Also he shall maintain the stock registers for both District and ICDS level for verification by the appropriate authority.
15. After completion of distribution of rice and wheat stock the Transporting Agent shall submit AWC/WSHG wise distribution list indicating Challan No, date of supply and quantity supplied within one month from the day of completion. The CDPO shall countersign the distribution list with reference to the delivery challans/way bills.
16. Payments shall be made within one month from the date of receipt of bills completed in all respect along with distribution list duly certified by the concerned CDPO along with certificate indicating the quality and total quantity of stock distributed. The District Social Welfare Officer, Jajpur shall have the right to deduct and adjust any account found recoverable towards loss and damage. The payment will be made subject to availability of funds under the unit and no interest will be paid for any delayed payment. No advance payment will be made in this regard.
17. Good conduct shall be an implied condition for the Transporting Agent.
18. The tenderer has to submit detail general information in Annexure-ii in the sealed cover termed as TECHNICAL BID.
19. The Collector, Jajpur 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 reason to be recorded in writing.
20. In case of violation of conditions of terms and conditions the Agent will be subjected to actions under the Law of the Land.

21. No request for enhancement of approved rate shall be entertained during the period of agreement.
22. The ceiling price per quintal of transportation of food stuff will be maximum of Rs 150.00(Rupees One hundred fifty) only as per approved Govt. Rate.
23. Tenderers found eligible on Technical Bid can only qualify for the financial Bid (**Scaled Technical Bid and sealed financial Bid must be submitted in a bigger sealed cover along with superscription of addressee, addressor and scheme.** Failing which it will be cancelled Financial Bid of the qualifying tenderer shall only be opened.
24. The Collector, Jajpur reserve the right to accept/reject any or all the tenders without assigning any reason thereof. In case of any dispute the orders/decisions of the Collector and District Magistrate, Jajpur shall be final and binding. Besides, the authority will have the right to negotiate with the Tenderer in case of the need arises.


Collector & district Magistrate

Jajpur
Collector & District Magistrate
Jajpur

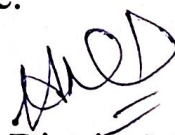
I do here by agree to abide by the above terms and conditions envisaged in the page from 1 to 4.

Full Signature of Tenderer
Date:

Nature of work and payment

As a part of Technical Bid

1. The work is to be carried on with due diligence and in accordance with the instructions to be issued from time to time by the Women and Child Development Dept./Collector, Jajpur/Dist. Social Welfare Officer, Jajpur.
2. The bills will be submitted at least within a month to the concerned DSWO on completion of transportation and on production of printed serially numbered delivery challans duly acknowledged by the recipients of stock to whom it concern with other documents for payment of dues. The DSWO shall have the right to deduct and adjust any amount found recoverable towards loss or damage or both of the food stuffs.
3. The Collector may terminate the contract for violation of any terms of agreement.
4. Payment shall be made as per approved rate incorporated in the agreement subject to availability of allotment from Govt.
5. No request for enhancement of approved rates shall be entertained during the term of engagement.
6. The transporting agent will be liable to pay demurrage in case he fails to lift the stock within the stipulated time.


Collector and District Magistrate

Jajpur
Collector & District Magistrate
Jajpur

Signature of the Tenderer
Date:

Endorsement by the Tenderer

I do here by certify that I have read and fully understood the detail tender notice along with all the clauses mentioned above and agree to abide by the same.

Place-

Date-

Signature of the Tenderer-

Full Name and address-

FINANCIAL BID
ANNEXURE-1
TENDER SCHEDULE FOR TRANSPORTING OF FOOD
MATERIALS UNDER SNP FOR THE YEAR 2023-24

I do here by tender to execute the under mentioned description of work in accordance with the conditions noted below to consideration of payment being made for the quantities of stock stored and transported at the rate specified in the following schedule.

SCHEDULE

1. Rate per quintal(both in words and figure)
(Including loading unloading & transportation of food stuff)
From OSCSC Ltd go down (FCI Go down to different
AWCs/WSHG's points of Jajpur District)

Signature of the Tenderer
Seal of the farm
Detail Address with contact No

Place:

Date:

Annexure-II
(To be submitted with General Bid)
General Information about Tenderer

Sl no	Particulars	Details to be furnished
Details of the Tenderer		
1	Name	
2	Address	
3	Telephone/Fax/Mobile	
4	E-Mail Id	
Information about the Tenderer		
5	Details Registration of Company/firm/enclose the necessary /documentary proof)	
6	Whether appointed as Transporting Agent earlier under SNP.	
7	Number of employees of the Company/Firm	

Full Signature of the Tenderer

Date:

Place:

COLLECTORATE, JAIPUR
Ph. 06728-222001 (O), 222330 (R), Fax – 222087
E.mail: dm-jajpur@nic.in, web site: www.jajpur.nic.in
(Social Welfare Section)

Short Notice Inviting Tender
No 1004 /Date. 01.05.25

Sealed tender in the prescribed form are invited from the intending firms/individuals/companies/cooperation for undertaking transportation of food stuff under SNP programme for the year 2025-26. Tender documents are available in the district website i.e. www.jajpur.odisha.gov.in

For further details the interested applicants may access the same from the website.

Collector & District Magistrate

Collector & District Magistrate
Jajpur

Memo No 1005 Date 01.05.25

Copy to the District E-Governance Manager (D-EGM), Jajpur for information with a request to get the above tender notice published including terms and conditions enclosed here with separately on the official website www.jajpur.odisha.gov.in

Collector & District Magistrate

Collector & District Magistrate
Jajpur

Memo No 1006 Date 01.05.25

Copy forwarded to the Notice Board of Collectorate, Jajpur/ Sub-Collector, Jajpur/all BDOs and CDPOs of Jajpur District for information and necessary action with a request to display the tender notice in the Notice Board of their respective offices and ensure wide publicity.

Collector & District Magistrate

Collector & District Magistrate
Jajpur

Memo No 1007 Date 01.05.25

Copy forwarded to the Commissioner-Cum-secretary to Govt. in W & CD Deptt for favour of kind information and necessary action.

Collector & District Magistrate

Collector & District Magistrate
Jajpur