



मध्याह्न भोजन योजना  
Mid Day Meal Scheme

**DISTRICT EDUCATION OFFICER CUM  
DISTRICT NODAL OFFICER, PM POSHAN  
KENDRAPARA**

**TENDER DOCUMENT**

**(TECHNICAL AND FINANCIAL)**

**FOR TRANSPORT AGENT UNDER  
PRADHAN MANTRI POSHAN OF  
KENDRAPARA DISTRICT FOR THE YEAR  
(2025-26)**



**TERMS & CONDITIONS OF THE TENDER PAPER FOR ENGAGEMENT OF TRANSPORT AGENT TOWARDS SUPPLY OF FORTIFIED RICE UNDER PM POSHAN OF KENDRAPARA DISTRICT FOR THE YEAR 2025-26:**

1. Sealed tenders are invited from the intending registered Transport Contractors / Agents having valid Agent License/ Common Carrier License for engagement of Transporting Agent under PM POSHAN Programme for transportation of rice from Odisha State Civil Supply Corporation depots to school points in Kendrapara district for the year 2025-2026 i.e 01.10.2025 to 31.03.2026 along with terms and conditions, E.M.D. and statutory requirement downloading from the district website: <https://kendrapara.odisha.gov.in>. The tender paper completed in all respect along with required documents in sealed cover superscribed as **"TENDER FOR UNDERTAKING TRANSPORTATION WORK UNDER PM POSHAN FEEDING PROGRAMME 2025-2026"** addressed to the District Education Officer Cum District Nodal Officer, PM POSHAN, Kendrapara, At- Duhuria, Po- Pandiri, Dist:Kendrapara, PIN-754250 shall be sent by Registered Post / Speed Post only so as to reach on or before 15.10.25 by 5.30 PM positively. The tender received beyond the date and time shall not be taken into consideration.
2. The tender will be opened 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. 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 possesses a 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 in a quarter is approximately 15000 quintals.
6. The tenderer should have minimum **four trucks** owned / leased in his own name or in the name of the bidding registered firm or family members and having state permit of each truck. **The tenderer should not be a Rice Miller, Level-I /Level-II Transport Contractor under OSCSC Ltd, Transport Contractor under SNP or any other Government Transport contractor for Rice.**



7. 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, Kendrapara /District Education Officer Cum Nodal Officer, PM POSHAN, Kendrapara with a substitute vehicle in the name of the tenderer along with its documentary evidence. The tenderer must submit self-attested Xerox copies of vehicles registration certificate, Fitness certificates & insurance cover note along with tender paper & produce the original copies at the time of verification of documents during opening Technical Bid.

**8. Technical bid :**

The tenderers should submit the following documents along with the Technical Bid as per check list. In absence of any document/paper with 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. Bank draft of Rs.15,000/- (Rupees Fifteen Thousand) only towards the cost of tender Paper.
- iv. Attested copy of valid Registration certificate 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 clearance certificate.
- vii. The tenderer should file an affidavit before the Notary that he/she has no criminal background or has not been black listed.
- viii. All Xerox photocopies attached to Tender paper should be clearly visible and self attested by the tenderer.
- ix. Certificate from any Govt. organization about past experience and performance if any of the Tenderer in transportation of rice or any food materials. Experience, Minimum for a one year or more will be given preference. 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.

*Handwritten signature*

- xi. Earnest Money of Rs. 10,00,000/- (Rupees Ten Lakhs) only** in shape of NSC / Term Deposit duly pledged in favour of District Education Officer Cum DNO, PM POSHAN ,Kendrapara shall be furnished along with the tender paper. 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.

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, Kendrapara / District Education Officer, Kendrapara shall not be 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 leased by the Tenderer with documents (Xerox copy duly attested).**  
All original documents i.e **valid vehicle registration certificate, Fitness certificate, Insurance certificate** for all four vehicles mentioned in tender paper for scrutiny.
- xiii. Labour License** as per The Contract Labour (Regulation-Abolition) Act, 1970.
- xiv. In case of Firm, attested copy of Audited Balance Sheet with IT return** for last three financial years i.e 2022-23, 2023-24 & 2024-25
- xv. Affidavit as to non engagement as Transport Contractor of Level-I & Level-II under OSCSC Ltd. Or SNP under Social Welfare Department or any Govt. Department for transportation of Rice and also as to not functioning as Rice miller of the state.**

**Nature of work (Lifting / Distribution of PM POSHAN Rice)**

9. The successful tenderer shall be required to lift Rice from Civil Supply Depot of Kendrapara District and carry to the school points **directly without any intermediate point**. After getting diversion order copy from Block Education Officers Cum Block Nodal Officers, PM POSHAN, it should be delivered to the school points with in a period of 02 working days. No private second intermediate point between Civil Supply Depots & school point will be



allowed. In case of extreme urgency not beyond the control of the transporting agent, the rice loaded trucks on their way to school points may be allowed to halt on the premises of nearest Govt. institutions (or) nearest police station subject to the specific approval of Collector (or) District Education Officer, Kendrapara for that purpose, only.

10. It will be the responsibility of the transport agent to lift the rice from Civil Supply Depots of Kendrapara Districts and deliver the same to the school points on proper weightment in presence of the members of the SMC /SHG/Teachers/ Janch Committee, if any and in no case short supply of delivery shall be made by 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 or DEO Cum DNO during transit or at stage points or at delivery points.
11. 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.
12. The representative of the District Education Officer Cum District Nodal Officer, PM POSHAN, Kendrapara designated as Lifting Officer will remain present at the time of lifting of rice from Civil Supply Depots of Kendrapara Districts.
13. The transporting agents / tenderer must intimate the lifting of rice by his vehicle (on the spot of Odisha State Civil Supply depots/ 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 Civil Supply Depots 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.
14. The rice lifted and distributed and balance quantity of rice for each time will be intimated to the Block Education Officer-Cum-Block Nodal Officer and District Education Officer cum District Nodal Officer, PM POSHAN in time. The difference 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 against the tenderer in local police station.
15. 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 immediately of the lifting in the requisite format along with the copies of ROs and

distribution list signed by the HM/HMs or his authorized staff with extending a copy to the District Education Officer, Kendrapara. Non-intimation / non- submission of report to the BEO within scheduled time will be construed as deviations of the terms and conditions of the tender, and action as per rule will be taken against the tenderer.

16. The successful tenderer shall deliver the stock through challans to be maintained in triplicate and first copy shall be handed over to the schools, second copy to be retained at Block Education Office & 3<sup>rd</sup> copy to be retained by the transport agent for submission of bills.

After completion of distribution of PM POSHAN rice the successful transporter shall submit school wise distribution list indicating Challan No. and date of supply and quantity supplied to the BEO. The Block Education Officer shall compile the distribution list with the delivery challans received through CRCC.

17. 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 weightment at delivery point. The digital weighing machine shall be checked, certified and duly sealed by legal metrology officials.
18. The receiving officer shall write the quantity of PM POSHAN rice in number and words, put the number of bags in the delivery challan and acknowledge in writing giving his /her full name, designation and date of receipt in the challan.
19. The successful tenderer have to submit recent Solvency Certificate of **Rs.20,00,000/-** (Twenty Lakhs) issued by the competent Authority or should furnish Bank Guarantee worth of **Rs.20,00,000/-** (Twenty Lakhs) from any Nationalised bank with validity period up to **31.03.2026** within seven days of selection, failing which the tender will be liable for rejection & EMD will be forfeited.

**CLAIM OF TRANSPORTING CHARGES & PAYMENT:**

20. Payment shall be made as per the approved rate incorporated in the Agreement.
21. The tenderer will submit his claims of transportation charges with the original diversion list and acknowledgement sheet as to receipt of rice by the HM to the Block Education Officers concerned. The Block Education Officer concerned will verify and forward the same to the District Education Officer Cum Nodal Officer, PM POSHAN, Kendrapara.
22. The tenderer shall submit the claim of transporting charges of distribution of rice for each quarter 15 (Fifteen) days of the Lifting and Distribution of rice. He must submit the information in proper format along with the details of rice lifting from Godown point with

the copies of the release orders, Acknowledgement Receipts of the HMs concerned, Accounts of the 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 rice. Non submission of bill within the prescribed time period shall be construed as violation of terms of agreement & penalty @ Rs.100.00 per day will be imposed for late submission of bill.

23. Any amount due to Government, outstanding against the Contractor / Tenderer at the time of termination of contract, if exceeds the EMD/ Security deposit, shall be recovered under the provision of OPDR Act, 1962.
24. The transporting agent will be liable to pay demurrage in case of failure to lift / transport the stock of rice from Odisha State Civil Supply Depots of Districts within the stipulated time. The transportation assistance is at par with PDS rate subject to maximum amount of Rs.150/-per quintal fixed by Govt. vide the SNO, PM POSHAN Letter No.905, dt.17.08.2019
25. The District Education Officer Cum District Nodal Officer, PM POSHAN, Kendrapara/ authorized officer shall have right to deduct and adjust any amount found recoverable towards loss or damage or both.
26. Income Tax deduction at source at the time of payment of bill will be made as per rule.
27. There shall be Provision for recovery of shortage value of Rice at the **economic cost**, In case of shortage of stock/shortage delivery of stock by the transport contractor. The shortage value will be recovered at the rate of ECONOMIC COST OF RICE fixed by the Govt. of India.

#### **GENERAL**

28. The agreement may be terminated for violation of terms and conditions as laid down in the agreement. The Collector & District Magistrate, Kendrapara shall be the Appellate Authority for adjudication of any dispute.
29. In case of any ambiguity raised by the tenderer which is not in the tender paper, the Collector-Cum-Chairperson, PM POSHAN, is the final authority and his decision will be binding on the tenderer.
30. Good conduct in dealing with officials shall be an implied condition for continuance as Transporting Agent.
31. The successful tenderer shall have to enter into agreement with the Collector, Kendrapara as per the terms and conditions mentioned in the specified agreement format within 7(seven) days of acceptance of his tender, on intimation
32. The Collector-Cum-Chairperson, PM POSHAN, Kendrapara 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.

*P. S. S. S.*

33. The right of acceptance of the tender rests with the Collector, Kendrapara who is not bound to accept the lowest tender.
34. 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  
Name of the Transporting Agent:  
Contact No. of the Transporting Agent:  
Place of the Destination:  
Owner: District Education Officer, Kendrapara  
Mobile/ Phone No.+91-7978057251 of DEO,Kendrapara
35. The Agent shall give prior intimation about transporting date, time and other details in writing to the DEO and BEOs concerned.
36. *The tenderers have to keep technical bid and financial bid separately. The technical bid & financial bid will be kept in two separate sealed covers and both sealed packets will be sealed in a big cover which should be superscribed as "TENDER FOR UNDERTAKING TRANSPORTATION WORK UNDER PM POSHAN FEEDING PROGRAMME 2025-26 of Kendrapara District"*
37. Envelope containing documents / technical bid will be opened first and will be scrutinized on the scheduled date and time.
38. The price bid of the tenderer who would qualify in the technical bid shall be opened and taken to consideration. The time of opening of the financial bid will be after opening and finalization of technical bid or at the time to be decided by the Committee and communicated to the tenderer.
39. 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.
40. 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 with proper quantity and quality of PM POSHAN rice lifted from the Odisha State Civil Supply depots of Kendrapara District
41. The Collector-cum-Chairman reserves the right to reject any or all the tenders without assigning any reason thereof.

**Sd/- By Order of Collector Cum Chairman, PM Poshan, Kendrapara**

(P.M. Barik)  
District Education Officer -Cum-  
District Nodal Officer ,PM Poshan, Kendrapara

I agree to abide by the above terms and conditions.

Date: \_\_\_\_\_ Signature of the tenderer with seal



**DOCUMENTS / TECHNICAL BID DETAILS FOR TRANSPORTATION OF RICE UNDER PM POSHAN**  
**FEEDING PROGRAMME IN KENDRAPARA DISTRICT 2025-26**  
**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 Income Tax PAN Card No. (enclose self attested copy)		Page No.
7	Details of MR No /DD No., date and Bank name towards cost of tender (To be submitted in separate evolve)		Page No.
8	Details of Valid Agents License / Common Carriage License issued from competent authority (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 DEO Cum DNO, Kendrapara (copy to be attached)		Page No.
15	Other supporting documents as mentioned under (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 rice from Odisha State Civil Supply corporation depots to different school point of Kendrapara district under PM POSHAN 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.**

*12/07/2024*

## PRICE BID

### TENDER SCHEDULE FOR TRANSPORTATION OF FORTIFIED RICE UNDER PM POSHAN FOR THE YEAR 2025-26 OF KENDRAPARA 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
Transportation of Rice from Odisha State Civil Supply corporation depots of Kendrapara District to different School points of Kendrapara District irrespective of distance, road conditions or increase or decrease in coverage of schools as per prevailing policies of govt. Including loading, unloading & weighing.	Rs.  Rupees in words:

Date:

Signature of the Tenderer with Seal

*For 11/11/26*