

**TENDER CALL NOTICE, FOR  
ENGAGEMENT OF TRANSPORTING  
AGENT UNDER SNP FEEDING  
PROGRAMME IN BALASORE DISTRICT  
FOR 2025-26**



**DISTRICT OFFICE, BALASORE**  
**(Social Welfare Section)**

Email:-dswobalasore@od.gov.in

No. 2675 /SW

Date. 04-07-2025

**TENDER CALL NOTICE, FOR ENGAGEMENT OF TRANSPORTING AGENT UNDER**  
**SNP FEEDING PROGRAMME IN BALASORE DISTRICT FOR 2025-26**

Sealed tender are invited from the intending individual/Company/Registered Firms/ Authorized licensing Transporting Contractor/ Corporation having registration certificate in support of their transportation work under "The Carriage by Road Act' 2007" and "Carriage by Road Rules, 2011" issued by the State Transport Authority (STA) or Regional Transport Authority (RTA) for appointment of Transporting Agent for undertaking transportation of food stuffs under "Supplementary Nutrition Programme" in Balasore District for the year 2025-2026.

Tender paper complete in all respect along with all required documents/ papers/ Terms and Conditions duly agreed to abide need to reach on or before 19.07.2025 upto 5 PM to the District Social Welfare Officer, Balasore, At: Collectorate, Balasore( new Collectorate building, 2<sup>nd</sup> floor), PO- Balasore District: Balasore, Pin- 756001 (Odisha) in a sealed cover with superscription in Block capital letter as 'TENDER FOR UNDERTAKING TRANSPORTATION WORK UNDER SUPPLEMENTARY NUTRITION PROGRAMME IN BALASORE DISTRICT' by Registered/ Speed Post only. The Tender shall be opened by the Tender Committee in presence of Tenderers or their authorised representatives at 4 PM on 21.07.2025. The Tender received after the scheduled date and time shall not be taken into consideration and shall be rejected summarily. The details regarding tender papers, terms & condition, earnest money deposit etc. can be obtained by downloading on the website <https://balasore.odisha.gov.in>. The tender paper can be downloaded from district Website. The cost of tender paper is Rs.10000/- (Rupees ten thousand) only which is to be deposited in shape of Demand draft in favour of District Social Welfare Officer, Balasore and enclosed in the technical bid of the tender. The cost of tender paper is non refundable.

The Collector, Balasore, reserves the right to reject/cancel/withdraw the tender without assigning any reason there on and shall bear no liability what so ever consequent upon such decision.

  
COLLECTOR, BALASORE

Memo No. 2676 /SW Dt. 04-07-2025

Copy to the **DeGM, Collectorate, Balasore**, for information and necessary action. She is requested to get the Tender Call Notice along with Tender documents hoisted in the **District Website, Balasore** for wide publicity.

  
COLLECTOR, BALASORE

Memo No. 2677 /SW Dt. 04-07-2025

Copy forwarded to the Director, Information & Public Relation Deptt., Odisha, Bhubaneswar with a request to get the above tender notice published immediately at least two Odia Daily News Papers.

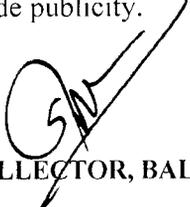
Copy forwarded to the Director, ICDS & Social Welfare, Deptt. of W& CD, Bhubaneswar for kind information.

  
COLLECTOR, BALASORE

Memo No. 2678 /SW Dt. 04-07-2025

Copy to the CDO-cum-EO, Zilla Parishad, Balasore/ All Sub-Collector, Balasore/ CDMO, Balasore/all District Level Officers/ all Tahasildar/ all BDOs/ all E.Os of Municipalities/ all CDPOs of Balasore District for information and necessary action. They are requested to display the tender notice in their respective Office Notice Board for wide publicity.

Copy to the Office Notice Board.

  
COLLECTOR, BALASORE

**TERMS AND CONDITIONS OF THE TENDER FOR TRANSPORTATION OF FOOD STUFFS UNDER SUPPLEMENTARY NUTRITION PROGRAMME FOR THE YEAR 2025-26**

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1. The Tenderer shall carefully go through all the terms and conditions of the tender documents and to submit the tender papers correctly & completed in all respect. The tender paper should be filled up properly and legibly without any correction/overwriting and must be a typed copy/computer typed 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 tender. The rate quoted should be final and the tenderer shall not be allowed to change the same under any circumstances and it should be valid for the year 2025-2026.
2. "No individual, company, firm, corporation shall participate in the tender process unless it obtains or possess valid registration certificate under common carriers under the carriage from STA/RTA by Road Act 2007 & carriage by Road Rules 2011.
3. The successful tenderer shall be required to lift food stuff from F.C.I Depot/ FSD, FCI GODOWN, Balasore/ OSCSC Ltd. Depots of Balasore as per R.O. issued by the FCI, Balasore / OSCSC Ltd, Balasore and transport the same to different WSHGs preparing THR at different points/ AWCs of the district as per the direction of the Collector/DSWO, Balasore / within the specified period. After lifting of the food stuffs from F.C.I Depot/ FSD, FCI GODOWN, Balasore/ OSCSC Ltd. Depots of Balasore the foodstuff will be delivered at the AWCs/WSHG points on the same day without any storage during transit. The CDPO concerned will issue AWC-wise and WSHG-wise diversion order within three days of receipt of the copy of order issued from the District Office to the transporting agent for lifting of project-wise rice & wheat from the FCI, Depot/ FSD, FCI GODOWN, Balasore/ OSCSC Ltd. Depots of Balasore.
4. It is the responsibility of the transporting agent to lift the foodstuffs from FCI Depot on proper weighment and deliver the same to the WSHGs /AWWs on proper weighment in the presence of the members of Janch Committee and under no circumstances short supply or delivery shall be made by the agent. The weighing machine to be taken by the transporting agent must be sealed and stamped by the Inspector of Legal Metrology, Balasore. The agent shall be responsible for lifting & delivery of full quantity of stock in good condition. No shortages and damage will be allowed during transit by the transporting agent. The quality and quantity of the foodstuff being transported may be inspected by the Govt. officials authorized by the Collector during transit and also at the delivery point. There shall not be any change both in quality and quantity of the food grains during transportation by the transporting agent and for any shortcomings in this front the transporting agent shall be held responsible and this shall be treated as misappropriation by the transporting agent. If any misappropriation is discovered during inspection or otherwise a penalty shall be levied which would be equivalent to **10 (ten) times** of the cost of misappropriated food grains apart from initiating criminal cases.
5. **Requirement of Vehicles:**
  - i) The Tenderer shall have minimum 4(four) numbers of Transport vehicle registered in his/her name/lease basis. Additional requirement of vehicles can be availed on hire basis. A statement of own/lease vehicles along with attested photocopies of the registration certificate and fitness certificate issued by the Transport department has to be attached to Technical Bid.
  - ii) The vehicle should be suitable for transportation of food grains.

- iii) The vehicle should have National / State/ District permit for transportation.
- iv) 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 and District Magistrate. Balasore with substitute of a suitable vehicle in the name of the Tenderer along with its documentary evidence.
- iv) The Tender has to assess the requirement to utilize small vehicles for transportation of stock in areas where heavy vehicle cannot operate and during the restriction time of movement of heavy vehicle inside the urban area.
- v) The SNP Contractor, selected for such, shall engage dedicated vehicles for SNP transportation and such vehicles would not be used for transportation of commodities of MDM/PDS level-II Contractor during that time. The selected Contractors shall submit details of vehicle to be engaged in SNP transportation in form of affidavit duly sworn before an Executive Magistrate.

**The ICDS wise approximate quantity of Rice/Wheat to be transported in a month in above scheme is mentioned as follows.**

| Sl. No.      | Name of the ICDS Project | SNP              |                   |
|--------------|--------------------------|------------------|-------------------|
|              |                          | Rice(in quintal) | Wheat(in quintal) |
| 1            | Balasore Sadar-I         | 135              | 134               |
| 2            | Balasore Sadar-II        | 125              | 136               |
| 3            | Balasore Municipality    | 100              | 111               |
| 4            | Simulia                  | 125              | 113               |
| 5            | Bahanaga                 | 125              | 128               |
| 6            | Baliapal                 | 210              | 202               |
| 7            | Soro                     | 150              | 158               |
| 8            | Khaira                   | 145              | 170               |
| 9            | Bhograi-I                | 245              | 162               |
| 10           | Bhograi-R                | 130              | 81                |
| 11           | Remuna                   | 200              | 229               |
| 12           | Jaleswar                 | 225              | 205               |
| 13           | Basta                    | 180              | 193               |
| 14           | Nilgiri                  | 175              | 173               |
| 15           | Oupada                   | 80               | 85                |
| <b>Total</b> |                          | <b>2350</b>      | <b>2280</b>       |

6. The tenderer should submit the following documents along with the tender paper. In absence of any document/paper in the tender form, the tenderer will be liable for rejection by the competent authority. The tenderer shall have to produce the original documents, if necessary, before the Tender Committee for verification.
  - i. Tender papers duly signed by the tenderer as token of acceptance of the terms & condition of the tender.
  - ii. Bank Draft of **Rs.10,000/- ( Rupees Ten Thousand)** in favour of DSWO, Balasore payable at Balasore towards cost of tender paper.
  - iii. Attested copy of the valid registration certificate under common carriers under the carriage from STA/RTA under carriage by Road Act 2007 & carriage by Road Rules, 2011.
  - iv. Attested copy of latest Income Tax Return and copy of Pan Card.
  - v. Attested copy of GST Registration Certificate.
  - vi. Recent Solvency Certificate for **Rs. 20,00,000/-(Rupees Twenty lakh)** only from the competent authority should be furnished along with the tender paper, failing which the tender shall be liable for rejection.

- vii. Certificate from any Govt. Organization about past experience and performance of the Tenderer in transportation of rice or any food materials may be submitted. The accepting authority shall have the discretion not to accept tender(s) of contractors who have not performed satisfactorily in the preceding years under above programme.
- viii. Earnest Money of **Rs. 20,00,000/- (Rupees Twenty lakh)** only in shape of Demand Draft/NSC/Term Deposit duly pledged in favour of Collector, Balasore shall be furnished along with the tender papers. Tender without Earnest Money will be liable for rejection. No request for transfer or any previous deposit or adjustment of earnest money for any claim payable will be entertained. Any deviation to the above stipulation will entail complete rejection 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 refuse to be the Transporting Agent after acceptance of his tender the Earnest Money Deposited by him will be liable for forfeiture.

The E.M.D of the unsuccessful tenderer shall be refunded after finalization of the tender; whereas the E.M.D 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/DSWO 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 tenderers within the time limit after acceptance of his tender may lead to forfeiture of E.M.D. The selected transporting agent will be black listed for any other Govt. Tender if he fails to perform the duties as per agreement in timely, regular supply of food grains on proper weighment.

- ix. The successful tenderer will be required to furnish a minimum bank guarantee of **Rs.10,00,000/- (Rupees Ten lakh)** only for the period of contract from the date of signing the agreement or for such period as would be required by the Collector, Balasore.
- x. The tenderer should mention the number of trucks under him/her for transportation and produce the proof of said vehicles i.e. xerox copy of R.C. books in case of owned by him/her or in case of hire basis should be produced the copy of lease agreement. (At least the documents for 4(four) nos. of trucks should be produced in the tender form).
- xi. The fitness certificate of the trucks should be furnished along with the tender paper.
- xii. The tenderer or any of his family members should not be storage Agent/ Miller Agent/ Retailer of P.D.S Rice. An affidavit to this effect is to be furnished along with the tender papers.
- xiii. The tenderer should file an affidavit either from the Executive Magistrate or from the Notary in support of that, he/she has no criminal case/criminal background.
- xiv. Earnest money deposited by the successful tenderer will stand converted to security deposit which will be refunded after successful completion of contract period and audit of such accounts of the Transporting Agent. The whole or part of the security deposit will be forfeited for irregular performance or break of any terms & condition of agreement during the contract period.

7. The rate per quintal shall **not be** more than Rs.150/- (Rupees one hundred fifty). The rates includes GST, **loading** and unloading charges, and deployment of smaller vehicle/Boat/Rickshaw/ **manual** labourer to inaccessible points. The quotation more than rate Rs.150/- shall **not be** accepted. In case of more than one bidder quoting the lowest bid, the authority **has** discretion either to appointment of ICDS Projects among the bidders or to go for **lottery** for award of contract.
8. The **successful tenderer shall** have to execute legal agreement with the Collector, Balasore as per the **terms and** conditions mentioned. The said shall be executed by the tenderer at his/her **own cost** within 7 day of the intimation of acceptance of tender. The authority reserves **the right** to reject any or all tenders received without assigning any reason thereof.

9. The Collector, Balasore 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.
10. In case of violation of conditions of the Tender, the Agent will be booked under relevant sections of IPC, Essential Commodities Act. Prevention of Food Adulteration Act, Prevention of Black Marketing Act.
11. The Transporting Agent shall attend office of the DSWO, Balasore, as and when required to receive the release order / diversion order and submit account accordingly.
12. The contract is also liable to be cancelled at any time by the Collector, Balasore, in case of change of Govt. policy or schemes or specification without giving any reason.
13. The lowest quoted rate of eligible Tenderer will be awarded after necessary approval of Govt.
14. **Process of Payment under the project**

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

- i) The successful tenderer shall deliver the stock through challans to be maintained in triplicate. First copy is to be handed to AWW (for rice) / WSHG (for Wheat), 2<sup>nd</sup> copy is to be retained at concerned CDPO level and the 3<sup>rd</sup> copy is to be retained by the Transporter for his record. The Signature of the Janch Committee/Mother Committee on the body of Challan is required during delivery of stock.
- ii) After delivery of stock at AWC point (for Rice) & SHG point (for wheat) the successful transporter shall submit 2<sup>nd</sup> copy of delivery challan duly acknowledged by the recipient (AWW/SHG) to the concerned CDPO.
- iii) After completion of distribution of rice & wheat successful transporter shall submit AWC-wise and SHG-wise distribution list indicating challan No. and date of supply and quantity supplied to the respective CDPO. The concerned CDPO will compile the distribution list with the delivery challan received and submit the same to the DSWO for further action.
- iv) Payment shall be made on receipt of bills complete in all respect along with distribution list duly certified by the concerned CDPO with a certificate that the stock is distributed properly. The payment shall be made subject to availability of funds and no interest shall be paid for any delayed in payment. No advance payment shall be made. The Collector / District Social Welfare Officer concerned shall have the right to deduct and adjust any amount found recoverable towards loss / damage or shortage of food stuffs
- v) While transporting Rice (For AWC) /Wheat (for SHG) the agent shall display a placard paste on the windshield in the following format.
  - Name of the feeding Programme
  - Name of the Transporting Agent
  - Contact No. of the Transporting Agent
  - Place of the Destination
  - Complain No. of District Social Welfare Officer, Balasore
- vi) The Agent shall give prior intimation of transporting date, time and other details in writing to the CDPOs/AWC/THR Unit.
- vii) The Transporting agent shall carry weighing machine and weight stock at the delivery point in presence of Janch Committee/SHG/AWW.

## 15. Payment Procedure

- i) The transportation work shall to be carried on with due diligence and in accordance with the instructions to be issued from time to time by the W & CD Department / Collector / District Social Welfare Officer, Balasore.
  - ii) The bills shall be submitted at least once in a quarter to the District Social Welfare Officer on completion of delivery of stock (as per orders of the competent authority) on production of printed serially numbered delivery Challan (to be printed by Transporting Agent in consultation with DSWO) duly acknowledged by the recipients of stock to whom it concern with other documents to concerned CDPOs for accounting and stock entry at their level. The CDPO will furnish a consolidated report/statement on total quantity of rice & wheat stocks received in a particular month which should be enclosed by claim bill furnished by the transporter and submit the same in the Office of the DSWO, Balasore. The DSWO shall have the right to deduct and adjust any amount found recoverable towards loss o damages of the Rice & Wheat.
  - iii) 1 % of the bill amount shall be deducted at the time of payment of the bill as TDS.
16. The right of acceptance of tender rests with Collector, Balasore who does not bind himself/herself to accept the lowest tender and also reserves the rights to cancel or reject any or all the tender without assigning any reason thereof. In case of any dispute the orders/decision of the Collector, Balasore, will be final & binding.
  17. The black-listed Register Farms/Co-operative/ Authorised Licensing Transporting Contractor/ Agents /Individual will not take part in the Tender Call notice.
  18. The tender should not be a Rice Miller/OSCSC Ltd. H & T contractor level-I & level-II. An affidavit to this effect sworn before the Executive Magistrate or the Notary along with non-involvement and non-pendency of any criminal offences and also about no Govt. dues pending against him/her must be enclosed with the tender paper.

  
COLLECTOR, BALASORE

I agree to abide by the above terms and conditions.

**Signature of the tenderer with seal.**

**Date:**

**TENDER SCHEDULE FOR TRANSPORTATION OF FOODSTUFFS UNDER  
SUPPLEMENTARY NUTRITION PROGRAMME FOR THE YEAR 2025-26.**

After careful examination of the tender specification referred there in I do hereby tender to transportation work of Rice & Wheat from OSCSC, Balasore & F.C.I point to AWCs /WSHG points preparing THR under Supplementary Nutrition Programme in Balasore District during the year 2025-26 as per the instructions laid down in the tender paper complete in all respect.

|    |  |   |
|----|--|---|
| 1  | Name of the Tenderer (IN CAPITAL LETTERS)  |   |
| 2  | Detail Address for Communication with Fax/Email/Mobile Number/Phone with STD Code./Name of Banks. Account Number, IFSC Code of Bank are mandatory and it shall be reflected in the agreement form. |   |
| 3  | Transporters cannot change mobile number/ Telephone number during the period of contract, it must be reflected in the agreement format.  |   |
| 4  | Valid registration certificate under common carriers under the carriage from STA/RTA by Road Act 2007 & carriage by Road Rules 2011 (enclose attested copy)  |   |
| 5  | Bank Draft of Rs. 10000.00(rupees Ten thousand) only in favour of DSWO, Balasore payable at Balasore towards cost of tender paper.   | Draft No. _____ dated _____<br>Name of the Bank/Post Office |
| 6  | Income Tax clearance / GST registration certificate/ Tin No. (Attested copy to be enclosed)/ original tender paper/ITR last 3(three) years   |   |
| 7  | PAN No. / TAN No. (Attested copy to be enclosed)   |   |
| 8  | EMD of Rs. 20,00,000/- in shape of B.D./NSC/TDR pledged in favour of Collector, Balasore (enclosed attested copy)  |   |
| 9  | Solvency Certificate of Rs. 20,00,000/- from Revenue Authority (Attested Xerox Copy)   |   |
| 10 | Ownership / lease of at least 4 nos. trucks ( Attested copy of R.C Book, valid insurance, permit and fitness certificate to be attached)   | 1. Regn No. _____<br>2. Regn No. _____                      |
| 11 | Fitness certificate of Trucks.   |   |
| 12 | An affidavit with regard to the Tenderer or any of his/ her family members are not storage Agent/ Miller Agent/ Retailer of P.D.S Rice.  |   |
| 13 | Affidavit either from the Executive Magistrate or from the Notary in support of that; he/she has no criminal background/no Govt. Dues  |   |

I, Shri/ Smt/ Miss \_\_\_\_\_ Proprietor \_\_\_\_\_ do hereby undertake that the above information are true and correct. I further undertake to abide by the terms and conditions laid down in the tender paper.

**Signature & Seal of the Tenderer**

Date :

**DISTRICT OFFICE, BALASORE**  
**(Social Welfare Section)**

**TENDER FOR APPOINTMENT OF TRANSPORTING AGENT UNDER SNP FEEDING  
PROGRAMME IN BALASORE DISTRICT FOR THE YEAR 2025-26**

**FINANCIAL BID**

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

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

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

**Signature of the Bidder / Agency**

**Seal of the firm**