Department of Food, Civil Supplies and Consumer Affairs Punjab, Chandigarh.

Ananjbhawan, Sector 39-C, Chandigarh

1. मुख्य फिल्टर (मराठी-वा-)
2. स्फुरण सिलेंडर, स्फुरण कॉटिंग.
3. मुख्य फिल्टर (हिन्दी-वा)
4. स्फुरण सिलेंडर, स्फुरण कॉटिंग

माह 2020-21 देश कुछ सिल्वर इलेक्ट्रोड के टाप्स एक्स्टेंजर का सावधानी बढ़ा सिल्वर प्रक्रिया दिन

वक्रा दिन के दिन... दिन

2. ध्वनि संकलन स्थान
3. ध्वनि समुदाय स्थान
4. ध्वनि सामग्री स्थान
5. ध्वनि सामग्री स्थान

निधि संस्था: (हिन्दी)

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GOVERNMENT OF PUNJAB
DEPARTMENT OF FOOD, CIVIL SUPPLIES AND CONSUMER AFFAIRS
ANAJ BHAVAN, SECTOR 39-C, CHANDIGARH.

POLICY FOR TRANSPORTATION OF FOOD GRAINS (YEAR 2020-21)

The Government of Punjab, through its Food Procuring Agencies and the Food Corporation of India, procures food grains (mainly paddy and wheat) on behalf of the Government of India, from various purchase centres or Mandis, situated in the State of Punjab. The movement of foodgrains and stock articles from Mandis and/or rail-heads to storage points/rice mills required for procurement and storage, is got carried out at minimum rates through competitive tenders from various transport contractors. The Policy for transportation of foodgrains for the year 2020-21 shall be as under:

1. Extent of Application and Short title: - The policy shall be called "The Punjab Food Grains Transportation Policy, 2020-21 and it shall be applicable in the State of Punjab.

2. Definitions: - Unless there is something repugnant in the subject or context, the terms used in this policy in the sense explained hereunder:

   (a) "Bankrupt/ Insolvent" the term bankrupt/Insolvent used in this policy shall have the same meaning as has been defined in section 79(3) of THE INSOLVENCY AND BANKRUPTCY CODE, 2016

   (b) "Competent Authority" means The Director Food, Civil Supplies and Consumer Affairs Punjab, in the Department of Food, Civil Supplies and Consumer Affairs or any other officer appointed or declared as 'competent authority' by him/her for this/specific purpose, mentioned therein.

   (c) “Department” means the department of Food, Civil Supplies and Consumer affairs, Government of Punjab.

   (d) “Contractor” means the successful tenderer who has executed agreement with procurement agency (ies).

   (e) “Commission agent” means the Katcha ariya as defined in The Punjab Agricultural Produce Markets (General) Rules, 1962.

   (f) "Person of Unsound Mind" means a person of unsound mind is an adult who from infirmity of mind is incapable of managing himself or his/her affairs.

   (g) "Procurement Agency" means any Government or Semi-Government body, Corporation, Government company or Cooperative body, which has been authorized by the Government of Punjab to procure food grains on behalf of Government of India for Central Pool or for Public Distribution System/scheme of the Central Government or State Government.
(h) "Schedule of Rates/SoR" means the basic transportation charges fixed by the Department for each distance slab.

(i) "State Level Committee" means a Committee of officials with State Food Secretary as Chairperson and ED FCI, GM FCI, two Deputy Commissioners, and an officer from State Transport Department as members; which shall finalise the Schedule of Rates (SoR) and the standard bid document for the fixation of transportation charges and decide the acceptability of transportation rates finalized by the districts.

(j) "Tender form" means form designed to submit e-tenders under this policy on e-portal.

(k) "Tenderer" means any person, persons or firm or group of persons or body corporate or society, which submits bids under this policy for getting work of transportation of food grains.

(l) "Transportation" means transportation of food grains, gunny bales/bags and other stock articles etc., (like Tarpaulins, crates etc) from mandis and/or railheads to storage points, including rice mills or from any place to any place beyond 8 kms distance.

(m) "Qualified tenderer" means any tenderer who fulfills all the general as well as technical qualifications mentioned in para 4 and 5 below.

3. General Information:

i. The transportation of food grains and stock articles shall be carried out by all procuring agencies including FCI through competitive and transparent tendering process, as per these policy guidelines and instructions issued there under from time to time.

ii. The powers to open the tenders, evaluation of technical bids and finalization of the financial bid shall lie with the District Tender Committee constituted under Para 7 of the Policy, for all procuring agencies.

iii. All the MDs of procuring agencies, General Manager of FCI, Members of District Tender Committees, tenderers, successful tenderers, contractors and all officials of the procuring agencies shall ensure compliance of these guidelines.

iv. The tenders under this policy shall be called for financial year 2020-21 and shall be valid for the period from 01.04.2020 to 31.03.2021.

v. The advertisements for inviting tenders for transportation shall be published in leading newspapers for giving wide publicity.

vi. Tender Policy and terms and conditions shall also be uploaded on department's website www.foodsupph.gov.in.
vii. A detailed notice containing name of cluster, capacity of cluster and required EMD will be displayed on notice boards of concerned District Controller, Food and Civil Supplies and will also be displayed one-tendering site along with bid documents.

4. General Qualifications:

Every tenderer shall have to fulfill the following general conditions to be eligible for submitting its bid:

1. Tenderer should be a citizen of India and not less than 18 years of age, if the tender is submitted as an Individual/proprietor. If the tender is submitted by any society, company, association of persons or a partnership firm, it should be registered under the appropriate legislation or the Rules framed there under.

2. Tenderer or any of his partners should not be bankrupt/Insolvent.

3. Tenderer should be of a sound mind.

4. Tenderer must fulfill all technical qualifications given in Para 5

5. Tenderer must possess a valid PAN number and GST number.

6. The tenderer must possess minimum two years experience of transportation work of foodgrains of Government procurement agencies.

7. Tenderer must possess a valid FSSAI certificate.

8. Tenderer or any of Tenderer’s partner(s) or member(s) should not have been blacklisted by any Govt./Semi Govt./Cooperative agency or Institution. Tenderer will upload a self-declaration to this effect.

9. Tenderer or any of Tenderer’s partner(s) or member, should not have been convicted with imprisonment for a period of more than three years in any criminal case by any court of law. Tenderer will upload a self-declaration to this effect.

10. No recovery, of any procurement agency, should be pending against the tenderer on the date of submitting tender. Tenderer shall submit a no due certificate for this purpose, from all the procuring agencies.

11. Tender is not transferable, to any other person.


14. In order to ensure lifting of foodgrains within time stipulated by Punjab Mandi Board and to avoid glut in mandies in Public interest, tenderers will be allowed to use vehicles, registered outside Punjab State but possessing State permit, for the limited purpose of Transportation of Foodgrains procured by Govt. Agencies only.

5. Technical Qualifications

A. Tenderer must possess an arrangement of minimum number of trucks required for each cluster. If the tenderer submits a bid for more than one cluster then the arrangement of the trucks has to be made for each cluster, separately. Depending upon the capacity of each cluster tenderer must have an arrangement of trucks as under:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Total Arrival of wheat in Mandis in previous year falling under one cluster</th>
<th>Minimum No. of Trucks (of 9 MT carrying capacity) required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Up to 5000 M.T</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>5001 M.T to 10,000 M.T</td>
<td>40</td>
</tr>
<tr>
<td>3</td>
<td>10,001 M.T to 20,000 M.T</td>
<td>60</td>
</tr>
<tr>
<td>4</td>
<td>20,001 M.T to 30,000 M.T</td>
<td>90</td>
</tr>
<tr>
<td>5</td>
<td>30,001 M.T to 40,000 M.T</td>
<td>120</td>
</tr>
<tr>
<td>6</td>
<td>40,001 M.T to 50,000 M.T</td>
<td>150</td>
</tr>
<tr>
<td>7</td>
<td>50,001 M.T to 75,000 M.T</td>
<td>180</td>
</tr>
<tr>
<td>8</td>
<td>75,001 M.T to 1,00,000 M.T</td>
<td>210</td>
</tr>
<tr>
<td>9</td>
<td>Above 1,00,000 M.T</td>
<td>240</td>
</tr>
</tbody>
</table>

Note-I: Number of trucks required shall be decided according to tonnage capacity of vehicles i.e., if the trucks having more tonnage capacity, then the number of vehicles can be decreased accordingly.

Note-II: The Tenderer shall upload list of trucks which he intends to use for transportation work mentioning valid registration numbers, along with certified carrying capacity duly verified from https://vahan.nic.in or http://parivahan.gov.in.

Note-III: If a tenderer intends to use trucks from any firm, company or society, for the work of transportation, he shall have to upload an undertaking/ agreement executed by him with such firm, company or society, as the case may be.
mentioning therein the number of trucks and their registration numbers, duly verified from https://vahan.nic.in or http://parivahan.gov.in.

Note-IV: Copies of Registration Certificates of all the trucks mentioned in the above list along with copy of verification report generated from https://vahan.nic.in or http://parivahan.gov.in will be submitted to the District Tender Committee, on the spot (i.e. at the time of evaluation of technical bid).

Note-V: If the registration numbers of trucks uploaded / submitted by tenderer are found to be fake at any stage, tender of the tenderer shall be rejected / cancelled and such tenderer shall be liable to face strict consequential action including blacklisting / debarment for a maximum period of 3 years and registration of criminal case.

B. In case tenderer intends to use tractor/trolleys, he will upload list of the tractors as required in 5(A) along with names and addresses of owners of tractors. At the time of opening of technical bid, he will submit consent from the tractor/trolley owner for usage of tractor/trolleys.

C. Tenderer must possess work experience of transportation of foodgrains of Govt procurement agencies for a minimum period of two years in the last five years i.e., from the financial year 2015-16 to 2019-20, equivalent to the capacity of each cluster applied for. Tenderer will upload experience certificate issued by the concerned agency in this regard.

D. Tenderer must have minimum turn over from the transportation work of foodgrains of Govt agencies in any two financial years out of previous 5 financial years i.e., from 2015-16 to 2019-20 depending upon the capacity of cluster applied for:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Total Arrival of wheat in Mandis in previous year falling under one cluster</th>
<th>Minimum Turn Over required (In Rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Up to 5000 M.T.</td>
<td>10,00,000</td>
</tr>
<tr>
<td>2</td>
<td>5001 M.T to 10,000 M.T.</td>
<td>20,00,000</td>
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<tr>
<td>3</td>
<td>10,001 M.T to 20,000 M.T.</td>
<td>40,00,000</td>
</tr>
<tr>
<td>4</td>
<td>20,001 M.T to 30,000 M.T.</td>
<td>60,00,000</td>
</tr>
<tr>
<td>5</td>
<td>30,001 M.T to 40,000 M.T.</td>
<td>80,00,000</td>
</tr>
<tr>
<td>6</td>
<td>40,001 M.T to 50,000 M.T.</td>
<td>1,00,00,000</td>
</tr>
<tr>
<td>7</td>
<td>50,001 M.T to 75,000 M.T.</td>
<td>2,00,00,000</td>
</tr>
<tr>
<td>8</td>
<td>75,001 M.T to 1,00,000 M.T.</td>
<td>3,00,00,000</td>
</tr>
<tr>
<td>9</td>
<td>Above 1,00,000 M.T</td>
<td>4,00,00,000</td>
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</table>
Note 1: - Copies of the audited balance sheet of the concerned financial years shall be uploaded with the Technical Bid as proof of turnover.

E. Tenderer shall upload the copy of his/her valid PAN card, G.S.T. number and FSSAI certificate.

F. Tenderer will also deposit the earnest money required under this policy for each cluster separately, if he submits bid for more than one clusters.

G. If tender is submitted by a person or group of persons on behalf of an organization, society or firm, a resolution and authority showing that he/they have been duly authorized by such organization, to participate and negotiate in the tender process, shall also be uploaded with the tender. Failure to do so will lead to rejection of technical bid.

H. Tenderer shall also upload his valid and working mobile number and email-id so that he may be contacted by SMS or email or telephonically, as and when required for smooth and timely lifting of food grains.

I. The tender shall not be considered, if he fails to submit/upload any document(s) required under this policy.

6. Procedure for submission and finalization of tender:

(1) All Tenders on the behalf of all the Procuring agencies in Punjab State including FCI shall be addressed to the Convener of the District Tender Committee, i.e. District Food and Supplies Controller of the concerned district.

(2) No Tender shall be accepted in physical form. All the Tenders shall be uploaded online with the required documents up to date and time specified in the advertisement or up to the extended date and time, if so extended.

(3) Tenders shall be invited cluster wise, irrespective of number of agencies involved in the cluster. District Food and Supplies Controller in consultation with the District Managers of all the procuring agencies, shall make a list of different clusters (Group of mandis) depending upon the geographical location, proximity, the arrival of wheat and paddy in previous year and their distance from storage points/rice mills. The concerned DFSC will ensure that the clusters should be made in such a way so as to incur minimum expenditure on transportation of foodgrains. Clusters once made should not be ordinarily changed. However, in compelling circumstances if restructuring/alteration in clusters is necessary, it may be done, with the prior approval of concerned Deputy Director (Field), subject to the condition that no change shall be allowed in such clusters whose tenders have been finalized. District Controller, Food and Civil supplies and District Managers of agencies will be responsible for any extra expenditure incurred on transportation of foodgrains due to criss-cross movement of foodgrains because of wrong formation/change of clusters. The list of clusters along with capacity of each cluster shall be pasted at the notice board of concerned DFSC
office and also uploaded on the e-tendering website. Capacity of each cluster will be taken as per actual arrival of wheat in mandies of the cluster during previous year.

(4) The entire tender process shall be completed through e-tender on the website of e-tender portal of Punjab Government, i.e. https://eproc.punjab.gov.in. For this purpose, every tenderer shall have to register himself on the above website and also possess digital signature and encryption signature certificate. In case of any difficulty in tendering or clarification, the tenderers may contact helpline no. 0172-2970263, 0172-2970284 or e-mail at support-eproc@nic.in or eproc.punjab.gov.in. (Instructions attached Annexure-2)

(5) The tenderer who has been blacklisted by any Food Procurement Agency, shall not be eligible to participate in the tender process, during the con-currency of such blacklisting. If at a later stage, any tenderer is found to be blacklisted, his technical as well as financial bid shall be rejected and the earnest money and security (if any) deposited by him shall be forfeited.

(6) The cost of online tender form shall be charged at the rate of Rs 5000/- per tender form per cluster, which shall be paid online, through payment gateway of the e-tender portal. The cost of tender form shall be non-refundable and shall be deposited in the account of respective DM Pungrain in the first instance which shall be transferred to the account of Director Food & Civil Supplies Punjab, Chandigarh after the completion of the tender opening process. All expenditure incurred on advertisements for inviting tenders shall be met out of the cost of tender forms so collected. Any surplus amount after meeting out the expenses on advertisements shall be deposited in the State Treasury. After completion of tender process, District Food and Supplies Controller shall submit all the detailed account of tender fee so received to the Additional Director (F&A) -cum-Controller Food Accounts.

(7) The proof of deposit/receipt with UTR number shall be uploaded along with the technical bid. The tenderer of the tenderer who does not upload proof of payment of cost of tender form will be rejected during evaluation of technical bid.

(8) All the bids shall be submitted in two bid system i.e. technical bid and financial bid for all the districts.

(9) Tenderer has to submit the financial bid for a cluster, on the basis of the rates given in Standard Operating Rates (SOR). (Annexure-1)

However, no premium beyond 120% of the basic rates as per S.O.R. shall be allowed in any case.

(10) All tenders received in time shall be opened in presence of all the members of the committee and in the presence of tenderers who would prefer to participate on the date, time and place specified in advertisement or notified by the Chairman of District Tender Committee. No separate correspondence shall be made in this regard.
(11) The technical bid will be opened first and evaluated for required general and technical qualifications.

(12) All the members of District tender committee must sign (along with designation and date) on all downloaded technical bids and documents as well as documents submitted by the tenderer for evaluation.

(13) The technical bid will be rejected for those tenderers who do not fulfill required general and technical qualifications.

(14) Conditional tenders shall out rightly be rejected and the procedures & guidelines laid in the "The Punjab Transparency in Public Procurement Act, 2019" shall be adhered to.

(15) District Tender Committee will draw proceedings for technical evaluation of bids and record reasons for rejection of all the rejected technical bids. The tenderers whose technical bids have been rejected will be informed about the reasons of rejection by the committee within 24 hours of such rejection.

(16) The financial bid shall be opened only for those tenderers, whose technical bid has been accepted.

(17) The tenderer whose rate is lowest will be declared as L-1, and District tender committee will finalize the rates with L-1 only. If during finalization, tenderer does not agree to work on the basic rates given in SOR, and tender is not finalized, efforts shall be made to allow minimum premium on the basic rates.

(18) If the committee feels that the rates of L-1 are still on higher side, and L-1 is not interested to do the work at the offered rates, the committee may cancel the tender and go for retendering process.

(19) If in the first call for tenders, single bid is received for a particular cluster(s), the District Tender Committee shall not open the single bid in the first instance. The tender process for such cluster(s) shall be cancelled. Before issuing the second or subsequent invitations or bids, the District Tender Committee may reconsider to reconstruct/modify clusters (increase or decrease its size) to bring higher degree of competition among the tenderers. If during second or any subsequent invitation again a single tender is received then District Tender Committee shall open the single bid and negotiate with the tenderer to bring the rates to the minimum possible.

(20) In case the District Tender Committee fails to get any bid even after repeated calls (minimum three attempts), then the work may be assigned to Commission agents/Rice Millers/Any other agency on nomination basis at basic rates of S.O.R.

(21) District Tender Committee will draw proceedings of financial evaluation of bids and record full justification of the rates of transportation and send its recommendations to the HQs. The rates finalized by the districts with reference to the SoR in their
proceedings, shall be examined by the SLC, which shall decide the acceptability of the rates by taking into account the provisions of GFR.

(22) The letter of award to the successful tenderer will be issued by the convener of the District Tender Committee immediately after the finalization/acceptance of the rates by the SLC.

(23) No payment shall be made to the tenderer prior to the approval of rates by the State Level Committee. All payments shall be made by the concerned District Manager, of the Food Procuring Agency, after making all the statutory deductions as per provisions of Income Tax Law or any other law of land.

(24) The District Manager of the concerned agency shall reserve the right to recover any loss to state or agency, or any amount paid excess from the next or final bill(s) of the contractor and if it remains insufficient, from the security deposit.

(25) Successful tenderer shall have to execute an agreement with the concerned District Managers of agencies in the cluster(s) separately.

7. **Formation of the District Tender Committee:**

The District Tender Committee shall have following permanent members:

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Deputy Commissioner or an officer nominated by him, not below the rank of Deputy Director, Food and Civil Supplies.</td>
</tr>
<tr>
<td>2</td>
<td>District Managers of all the Food Procuring Agencies, including FCI</td>
</tr>
<tr>
<td>3</td>
<td>District Food and Civil Supplies Controller</td>
</tr>
</tbody>
</table>

All the tenders shall be opened in the presence of the Chairman and all the members of the District Tender Committee. The Chairman and all the members of District Tender Committee will sign (along with date and designation) the tender form before and after finalization of the tender. The tender shall also be signed by the tenderer with full name of the tenderer written below signature. Final rate decided by the committee shall also be written in words.

All cuttings/over-writings are to be attested by the chairman.

8. **Earnest Money Deposit:**

a) At the time of submitting on-line tender, every tenderer shall have to deposit an earnest money at the rate of Rs 2/- per MT capacity of the cluster, through payment gateway of e-tender portal, which shall be payable to the account of D.M. PUNGRAIN.

b) At the time of technical evaluation, District Tender Committee shall re-concile the amount deposited by all tenderers in the bank statement and ensure that earnest money received is as per norms fixed above.
(c) If a successful tenderer fails to deposit the security amount within the prescribed period/relaxed period, his tender shall be rejected, and he shall be liable to be blacklisted for a minimum period of three years from the date of such rejection/blacklisting after following due procedure in clause 10(B) of this policy. In such cases the District Tender Committee shall reserve the right to negotiate with next lowest tenderer for allotment at the rates finalized with L-1.

4. Liability of a Successful Tenderer:

A. The Successful tenderer is bound to lift the foodgrains purchased by all the procurement agencies within 72 hours of the purchase, as is required under Punjab Mandi Board, instructions.

i. If a successful tenderer, after due acceptance of his tender, does not join work or refuses to work, the District Tender Committee shall have the right to get the work done at the approved rates of L-1, from next lowest tenderer i.e. L-2 and in case of refusal by L-2 from the L-3, and so on. While allotting the work to next tenderer, the district manager of the concerned agency will ensure full security deposit at the rate(s) prescribed in this policy. In case L-2, L-3 and so on are also not ready to work on the L-1 approved rates, then retendering will be done.
ii. If the tenderer fails to perform his obligations within the stipulated period and is served with a show cause notice of 24 hours and the contractor gives in writing within the period of notice that he is unable to do the full work, then up to of 50% total work may be got done from the commission agents at the L-1 approved rates. The contractor will not be entitled to any claim against the work so done by commission agents. The District Tender Committee shall pass appropriate speaking orders to this effect.

iii. If the contractor, does not agree to above sub-clause, then keeping in view the circumstances in the mandi, Inspector(s) of the purchase agency (ies), concerned AFSO or FSO, and concerned official of the Mandi Board, together, will prepare a detailed report, adopting full transparency, witnessed by at least two commission agents, that the contractor in question (Mention Name of the contractor) has failed to perform his duty, as per policy guidelines and agreement. In such a case, the entire work may be got done from the Commission Agents, L-2 or L-3 at L-1 approved rates. If the Commission agents, L-2 or L-3 also refuse to perform the job, the District Tender committee shall call fresh tenders.

B. Service of notice, cancellation of work and blacklisting: -

If the tenderer does not join work, refuses to work or fails to perform duties as per agreement and this policy as explained in clause 10(A)(i to iii) following procedure shall be adopted for cancellation of work, levy of penalty and blacklisting:-

i. District Manager of the concerned agency will inform the concerned District controller, Food and Civil Supplies about the refusal of contractor to join the work or about the failure to perform duties as per agreement.

ii. District controller, Food and Civil Supplies will immediately serve a show cause notice of 24 hours by email or SMS to the concerned contractor. Stipulated time of 24 hours will be counted from the time when email or SMS is sent to the contractor.

iii. The show cause notice sent to contractor shall also provide an opportunity of hearing to the contractor before District Tender Committee.

iv. If the contractor neither replies to the show cause notice nor appears before the District Tender Committee within the stipulated time, then the District Tender Committee reserves the right to decide his/her case ex-party.

v. If District Tender Committee finds reply of the contractor unsatisfactory, District Tender Committee will pass detailed speaking order cancelling the work allotted to contractor after considering submission/representation of the contractor and may initiate the proceedings of blacklisting of contractor.

NOTE: If the DTC intends to blacklist the contractor, it shall issue a specific Show Cause Notice to the Contractor, and mention the reasons of blacklisting in the speaking order blacklisting the Contractor.
vi. The District Tender Committee reserves the right of blacklisting upto period of 3 years, forfeiture of security of contractor and levying of penalty upto 2% of total value of the contract depending upon merit of each case.

Note: The total value of the contract referred to in sub clause 10(B)(vi), on which the penalty is to be levied shall be calculated, taking into account the total amount what would have been payable to the contractor, had he performed the job in full.

11. **Refund of Security:**

On completion of the term of the tender, the tenderer will submit a No Due Certificate, from all the agencies, before requesting for release of his security. No District Manager shall release the security deposited with him, until the contractor submits NDC from all the agencies to him.

12. **Measurement of Truck-able/Motor-able Distance:**

The shortest route of truck-able / Motor-able distance between Storage point and mandi shall be measured on actual basis by the Inspector(s) of the concerned procuring agency (ies), and Assistant Food & Supplies Officer/Food & Supplies Officer of the department. The result of such measurement shall be duly signed by the above members, on the basis of which payment shall be made to the tenderer. The above committee shall be liable for the accurate measurement. If new storage points are taken on rent or constructed at any later stage, the rates approved for the cluster shall apply for transportation to such storage points. The distance shall be determined in the same manner as given above.

13. **Arbitration:**

In case of any dispute, the matter shall be referred for arbitration. The Managing Director of the concerned agency or any person appointed by him shall be the sole arbitrator, whose decision shall be binding on both the parties. The Jurisdiction of Arbitration shall be at Chandigarh.

14. **Appeal:**

The appeal against any orders of District Tender Committee shall lie before the Competent Authority or any other official delegated to do so by the Competent authority within 30 days of the date of passing of such orders by the DTC. The appeal or second appeal against the orders of the Competent authority shall lie with Principal Secretary, Food, Civil Supplies and Consumer Affairs Punjab within 15 days of the date of passing of such orders by the Competent Authority.

15. **Overriding effect:**

This policy shall have an overriding effect over all the instructions/letters/policies issued earlier in this regard from time to time.
16. **Miscellaneous:**

If a situation so arises, which has not been covered under this policy, the matter may be referred to the Competent Authority, for appropriate redressal. The Decision of the Competent Authority shall be final and binding on parties.

17. **Powers to interpret, issue instructions and make rules:**

All the powers to interpret any clause /clauses in this policy, to issue instructions and make rules, shall lie with the Department of Food, Civil Supplies and Consumer Affairs, Punjab.

18. **Repeal:**

The Punjab Transportation policy 2019-20 and letters and circulars issued earlier, are hereby repealed.

19. **Savings:**

The Competent Authority reserves the right to cancel any tender without assigning any reason, if it is in greater public interest to do so.

20. **Grievance Redressal:**

In order to ensure smooth transportation of food grains and redressal of grievances the following grievance redressal mechanism shall be followed in each district:

i. The Deputy Commissioner concerned will appoint Assistant Commissioner (Grievance) as Grievance Officer to tackle on priority all such complaints from various tenderers which have the potential to create serious law and order situation during procurement season.

ii. The Department of Home Affairs, Government of Punjab, will ensure to appoint a senior officer not below the rank of Superintendent Police, in each district, to take action on complaints involving law and order situation and to provide adequate police arrangements where ever required.

--- $$$$$---
## Schedule of Rate (S.O.R) on basic rates/ MT (slab wise)

(Please refer to the sub clause (9) of clause 6 of "The Punjab Food Grains Transportation Policy, 2020-21")

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Slab</th>
<th>Distance from loading point to destination point</th>
<th>Basic rates in Rupees per MT for first Km. of the Slab</th>
<th>Rate above basic rates in Rs. / MT for distance above</th>
<th>Rate per MT (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Slab-1</td>
<td>&gt; 8 ≤ 20 KM (Greater than Eight Kilometres and less than or equal to Twenty Kilometres)</td>
<td>90</td>
<td>&gt; 8 ≤ 9K.M</td>
<td>90</td>
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<tr>
<td></td>
<td></td>
<td></td>
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<td>&gt; 9 ≤ 10K.M</td>
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<td></td>
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<td></td>
<td>&gt; 11 ≤ 12K.M</td>
<td>108</td>
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<td></td>
<td>&gt; 12 ≤ 13K.M</td>
<td>114</td>
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<td>&gt; 13 ≤ 14K.M</td>
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<td>&gt; 19 ≤ 20K.M</td>
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<tr>
<td>2</td>
<td>Slab-2</td>
<td>&gt;20 ≤ 40 KM (Greater than Twenty Kilometres and less than or equal to Forty Kilometres)</td>
<td>161</td>
<td>&gt; 20 ≤ 21K.M</td>
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<td></td>
<td>&gt; 21 ≤ 22K.M</td>
<td>166</td>
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<td>&gt; 22 ≤ 23K.M</td>
<td>171</td>
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<td>&gt; 23 ≤ 24K.M</td>
<td>176</td>
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<td>&gt; 31 ≤ 32K.M</td>
<td>216</td>
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<td>Slab-3</td>
<td>&gt; 40 ≤ 80 KM (Greater than Forty Kilometres and less than or equal to Eighty Kilometres)</td>
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<td>&gt; 49 ≤ 50K.M</td>
<td>286</td>
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<td></td>
<td>&gt; 52 ≤ 53K.M</td>
<td>295</td>
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<tr>
<td>Slab-4</td>
<td>Above 80 KM</td>
<td>378</td>
<td>Rs. 2 per km per MT for distance above 81 km</td>
<td></td>
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<td>&gt; 85 ≤ 86K.M</td>
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<td>&gt; 87 ≤ 88K.M</td>
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<td>&gt; 88 ≤ 89K.M</td>
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<td></td>
<td>&gt; 89 ≤ 90K.M</td>
<td>396</td>
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</tr>
</tbody>
</table>

Note 1: These rates shall apply to the shortest truckable/motorable distance declared and measured as per clause 12 of "The Punjab Food Grains Transportation Policy, 2020-21"

Note 2: If the transportation work is done by any other/alternate route, due to any reason whatsoever (e.g., road under repair, strike or non-plying of vehicles due to rain etc.), and the same happens to be longer than the shortest truckable/motorable route measured as per Clause 12 of the Policy, rates shall be payable only on the basis of the shortest truckable/motorable route measured and declared as per clause 12 of "The Punjab Food Grains Transportation Policy, 2020-21"

Note 3: No premium beyond 120% of the rates, mentioned in the last column of the above table shall be allowed in any case.

Note 4: The SOR/Basic rates for distance slab of 0-8 Km distance between the loading point and the destination point are a part of Labour & Cartage Policy 2020-21.
Annexure-2

Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this e-Procurement Portal

1. Bids will only be submitted online e-Procurement portal for the Government of Punjab i.e. https://eproc.punjab.gov.in Bidders who wish to participate in online tenders will have to register themselves on https://eproc.punjab.gov.in for which valid Digital Signature (Class II or III) are required using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying Authority of India.

2. Bidder should do Online Enrolment in this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhra CA/GNFC/IDRBT/Mtnl Trustline/ Safe Script/TCS.

3. Bidder then logs into the portal giving user id / password chosen during enrollment.

4. The e-token that is registered should be used by the bidder and should not be misused by others.

5. DSC once mapped to an account cannot be remapped to any other account. It can only be Inactivated.

6. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.

7. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.

8. The BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.

9. If there are any clarifications, this may be obtained online through the e-Procurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.

10. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.

11. Bidder should arrange for the EMD as specified in the tender.

12. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids

13. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.

14. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.

16
15. It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.

16. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.

17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.

18. At the time of freezing the bid, the e-Procurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.

19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.

20. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.

21. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.

22. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.

23. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.

24. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.

25. The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

A. For any technical related queries: Please call at 24 x 7 Help Desk Number
   0120-4001 002
   0120-4200 462
   0120-4001 005
   120-6277 787

International Bidders are requested to prefix 91 as country code.
B. For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority

C. Technical - support-eproc@nic.in

D. For any issue(s) during the e-Payment please contact at Sh. Ravi Maurya

Important Note - Always mention e-Procurement Reference No. and Mode of Payment (Internet Banking / NEFT / RTGS) in your e-Mail for quick rectification of the issue(s).

Tel: 0172-4184406 (on working days from 10:00 am to 05:00 pm)
Mobile: 0172-4184406
E-Mail: agmgad.ihocha@sbi.co.in, ravi.maurya1@sbi.co.in

D. For any portal related technical queries please contact at HelpDesk, as per follows:

Important Note - Always mention Tender ID in the subject line of e-Mail for thorough screening of your queries.

Tel: 0172-2970263, 0172-2970284 (Punjab Government working days from 09:00 am to 05:00 pm)
Mobile: 6284884511 (Only for Saturdays and Sundays from 09.00 am to 05.00 pm)
E-Mail: eproc.punjab.gov.in