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

AnnajBhawan, Sector 39-C, Chandigarh

1. मुख्य विभागीय सीपीसी-को-केमिकल, दिल्ली डेवलपमेंट कोर्ट,
   प्रशासन वन रिंग।
2. मुख्य विभागीय कॉलेजियम/आईआईटी,,
   प्रशासन वन रिंग।
3. मुख्य विभागीय लॉर्ड हाउस (लोडेटन),
   प्रशासन मल्लिका नगर, प्रशासन वन रिंग।
4. मुख्य विभागीय लॉर्ड हाउस, पुलिस, मल्लिका नगर,
   प्रशासन वन रिंग।

भीम सरोवर, (वर्थमान), 1684 - 2020/ 218
मिति, चौथ: 30.03.2020

शिक्षा:

मार्च 2020-21 शेयर वाणी निपटानों के लिए आपके लिए विवेचना की जा रही है।

4 वार्षिक विधियों में की जा रही है शहर "The Punjab Foodgrains Labour & cartage Policy 2020-21" की वधारा अनुसार किया गया है।

2. अभिनव सारण पुलिस नगर 2020-21 लगती जीवन लगती शैक्षणिक निपटानों के लिए आपके का निर्देशन लगती "The Punjab Foodgrains Labour & cartage Policy 2020-21" की वधारा अनुसार किया गया है।

3. विहार के लिए विकास शीर्ष सीट की अपूर्वता को पुलिस मल्लिका नगर, प्रशासन वन रिंग में तैयार की जा रही है।

4. विनिर्देश को उपक्रमित विभागीय वेबसाइट www.foodsuppb.gov.in को डॉ. डिलीप दिनांकित करें।

5. विनिर्देश को उपक्रमित विभागीय वेबसाइट www.foodsuppb.gov.in को डॉ. डिलीप दिनांकित करें।

शिक्षा विभाग द्वारा विदेशी कैरियर डिप्लोमा की उपलब्धता के लिए विनिर्देश की जा रही है।

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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 centers situated in the State of Punjab. The procured food grains are then stored at different plinths /Godowns owned/ hired by State Procurement Agencies. The Cartage of food grains from mandis to various storage points, including rice mills, situated up to 8 KM from such mandi(s) is got done from various contractors and the Labour operations in the godowns (including P.E.G) are got carried out from Labour & Construction Societies, Worker Management Committees and other labour contractors, on the basis of contracts awarded through competitive tenders. The Policy for Labour and Cartage of foodgrains for the year 2020-21 shall be as under:

1. **Extent and Short title:**

   (a) This policy shall be called as “The Punjab Foodgrains Labour & Cartage Policy 2020-21”.

   (b) It shall be applicable to all State procurement agencies in the State of Punjab & Food Corporation of India (FCI), involved in procuring of foodgrains for the Central pool or the State pool.

   (c) It shall be applicable to all labour operations carried out at storage centres, railheads and PEG godowns.

   (d) It shall be applicable to all Cartage operations involved in carriage of food grains and stock articles from mandis/railheads to various storage points, including rice mills, situated up to 8 KM from such mandi(s)/railheads.

2. **Definitions:** In this policy, unless the context otherwise requires, the following terms and expressions shall have the following meanings assigned to them, that it to say.

   (a) “**Agreement**” means an agreement executed between the successful tenderer and the procurement agency, in the form as issued/prescribed under this policy by the Department.

   (b) “**Bankrupt/ Insolvent**” shall have the same meaning as has been defined in Section 79(3) of The Insolvency And Bankruptcy Code, 2016.
(c) “Cartage” means the carriage of food grains, gunny bales/bags and other stock articles (like Tarpaulins, crates etc.) from mandis, railheads to storage points or from any place to any place within 8 km distance of such mandis(s) and /or storage places(s).

(d) “Competent Authority” means the Director Food, Civil Supplies and Consumer Affairs Punjab, in the Department and would include any other officer so appointed or declared as 'competent authority' by him/her.

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

(f) “Contractor” means the successful tenderer who has executed an agreement as defined in sub Clause (a) of this Clause, with the procurement agency(ies).

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

(h) “District Tender Committee” means the Committee as formed under Clause 8 of this policy.

(i) “Labour-charges” means charges payable for labour operations, as prescribed in PR-66, carried out or to be carried out by the contractor in relation to food grains and/or stock articles at the rates finalized.

(j) “Labour Operations" include all the operations given in the PR-66 (Mandi Proforma) issued under this policy.

(k) “Labour and Construction Society or L&C Society” means the Primary Cooperative Labour and Construction Society, registered as such under the Punjab Cooperative Societies Act, 1961.

(l) “Labour rates” means the rates prescribed in PR-66 (Mandi Proforma) issued under this policy.

(m) “Member” means the member of the cooperative society as defined in The Punjab Cooperative Societies Act, 1961 or a Worker Management Committee, as the case may be.

(n) “Person of Unsound Mind” means an adult who, from infirmity of mind, is incapable of managing himself or his affairs.

(o) “Procurement Agency” means any Government or Semi-Government body, Corporation or Co-operative body, which has been authorized to procure food grains on behalf of Government of India for Central Pool or
for the State pool/scheme of the Central Government or the State Government, as the case may be. These shall be collectively or plurally referred to as procurement agencies.

(p) "Successful Tenderer" means a qualified tenderer, who has been awarded tender to perform labour and/or Cartage operations, as the case may be, by the District Tender Committee.

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

(r) "Tenderer" means any person, persons or group of persons or body corporate including a L&C Society or a WMC who participates in the e-tender process under this policy for seeking award of labour and/or Cartage work.

(s) “Qualified tenderer” means any tenderer who fulfills all the general and technical qualifications contained in this policy document and violation or non-compliance thereof shall render the tenderer as disqualified.

(t) “Worker Management committee (WMC)” means a group of three or more workers at a storage centre authorized by a resolution of the workers at such storage centre to manage, carry out and execute the rights, obligations and liabilities under the agreement awarded under this policy for the conduct of labour operations, including participation in tendering process, supply of information and documents, submission of consent and execution of agreements etc. The WMC shall be responsible for receiving payments from procurement agencies, making payments to workers as per work done, depositing EPF, ESI of workers with respective departments and deducting and depositing all statutory taxes/dues with concerned government authorities. A WMC must have a valid registration, PAN, Bank Account, EPF and ESI number in the name of such WMC.

3. General Information:

(a) The labour operations and cartage work shall be got carried out by all procuring agencies including FCI as per terms and conditions of the policy, on rates arrived at through a competitive and transparent bidding process as per this policy.

(b) Labour tenders (Including PEG) shall be called first from L&C societies and WMCs as per clause 6 of this policy for labour operations only. Provided, however, that where such contract for labour operation work(s)
is not awarded to any L&C society or WMC, then, the procedure shall be
adopted as mentioned in clause 6(G) of this policy.

(c) The tenders for all PEG godowns at a centre will be called separately for
each PEG godown.

(d) The tenders for labour work will be called cluster wise. All the godowns
except PEG godowns, of all state agencies at a storage centre will be
considered as one cluster.

(e) Cartage tenders shall be invited cluster wise. 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 their geographical location, proximity, the arrival of
wheat and/or 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 cartage 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.

(f) Loading of food grains in mandis will be carried out by the Commission
Agents at the rates notified by the Punjab Mandi Board.

(g) 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 including FCI shall ensure
compliance of these guidelines.

(h) The advertisements for inviting tenders shall be published in leading
newspapers for giving wide publicity.

(i) Tender Policy along with terms and conditions shall also be made
available on department's web-site www.foodsuppb.gov.in.

(j) 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 on e-portal
along with bid documents

4. **General Qualifications:** Every tenderer shall have to fulfill the following
general conditions, to be eligible for submitting his/its bid: -
A. If the tender is submitted as an Individual/proprietor, such tenderer should be a citizen of India and not less than 18 years of age. If the tender is submitted by any society, company, association of persons or a partnership firm or WMC, it should be registered under the appropriate legislation or the rules framed there under and must upload valid registration certificate. In case of a L&C Society, it must be registered under The Punjab Cooperative Societies Act, 1961 and must upload valid registration certificate.

B. If the tender is being submitted by a person/group of persons on behalf of an organization, society or firm or a company or a WMC, he/it must be duly authorized by the organization/society/firm/company/WMC to participate and negotiate in the tender process through a proper resolution of the Governing body and Authority letter must be issued for the same. Such resolution or authority letter stating that he/they have been duly authorized by such organization/firm or company/WMC to participate and negotiate in the tender process, shall also be uploaded along with technical bid.

C. Tenderer or any of his/its partners/Directors/Members should not have incurred any of the following disqualifications and the entity submitting the tender will submit a self-declaration to such effect that neither the tenderer nor any of its partners/Directors/Members:

i. Have been declared bankrupt/Insolvent.

ii. Have been blacklisted by any Govt. /Semi Govt. /Cooperative agency/Institution. Tenderer will upload a self-declaration to this effect. A tenderer who has been blacklisted by any Procurement Agency, shall not be eligible to participate in the tender process, during the currency of such blacklisting. If any tenderer is found to be blacklisted at a later stage, his technical as well as financial bid shall be rejected and the earnest money as well as security (if any) deposited by him shall be forfeited.

iii. Have been convicted with imprisonment for a period of more than three years in any criminal case by any court of law.

iv. Owes any amount due by way of recovery by any procurement agency, 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.
Note: A newly registered WMC participating for the first time in e-tenders, shall be exempted from uploading/submitting 'No due certificate'.

D. Tenderer/entity(ies) must possess a valid PAN card and shall have to upload the same in his technical bid.

E. The 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 the smooth working.

F. Tender once submitted is not transferable, to any other person(s).

G. In case of Cartage or Labour& Cartage, NO tenderer shall violate or act in contravention, to the provisions of:


H. In order to ensure lifting of foodgrains within time stipulated by Punjab Mandi Board and to avoid glut in mandi(s) in public interest, tenderers will be allowed to use vehicles, registered outside Punjab State but possessing State permit, for the limited purpose of Cartage of Foodgrains procured by Govt. Agencies only.

5. Technical Qualifications:-

A. Tenderer shall deposit the earnest money as required under this policy for each cluster/PEG godown. If tenderer submits bid for more than one cluster/PEG godown, earnest money for each cluster shall be submitted separately.

(I) For Labour Works, either Labour Only or Labour & Cartage together:

B. Tenderer/entity(ies) applying for Labour work, whether Labour only or jointly with Cartage, must have a valid EPF & ESI number in the name of the tenderer/entity submitting the tender. The tenderer shall upload the copies of valid E.P.F and E.S.I. number.
C. In case of tenderer applying for labour, either alone or along with cartage, the tenderer must possess minimum number of workers (work force) as follows to perform the work of labour depending upon the capacity of each cluster/PEG godown. The tenderer will also upload the list of such workers:

<table>
<thead>
<tr>
<th>Capacity of Storage cluster/PEG (Arrival of wheat/paddy (whichever is higher) in cluster in previous year/Capacity of PEG)</th>
<th>Minimum Number of Work Force (Members)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 25,000 M.T.</td>
<td>50</td>
</tr>
<tr>
<td>&gt; 25,000 tones but ≤ 50,000 M.T.</td>
<td>75</td>
</tr>
<tr>
<td>&gt; 50,000 tones but ≤ 1,00,000 M.T.</td>
<td>100</td>
</tr>
<tr>
<td>&gt;1,00,000 M.T.≤ 2,00,000 M.T.</td>
<td>150</td>
</tr>
<tr>
<td>&gt;2,00,000 M.T.≤ 3,00,000 M.T.</td>
<td>200</td>
</tr>
<tr>
<td>&gt;3,00,000 M.T.≤ 4,00,000 M.T.</td>
<td>250</td>
</tr>
<tr>
<td>&gt;4,00,000 M.T.≤ 5,00,000 M.T.</td>
<td>300</td>
</tr>
<tr>
<td>&gt;5,00,000 M.T.</td>
<td>350</td>
</tr>
</tbody>
</table>

Note: 1. If any tenderer is applying for work at more than one cluster and/or PEG, he must have a minimum number of workers/ labour members required on the basis of capacity of all the clusters and/or PEG godown taken together.  

*Self attested copies of Aadhaar Cards of workers/labourers shall be submitted to the District Tender Committee at the time of evaluation of technical bid.*

Note: 2. To avoid misuse of lists of the labourers, the tenderer must give an undertaking duly sworn before the Executive Magistrate that in case of finding that a tender has been awarded at any other centre elsewhere in the state before the date of award of the instant tender, using the same list of workers/labourers or with common names of workers/labourers in the list uploaded by him, his tender shall be liable to be declared disqualified.

Note 3: If Aadhaar Numbers of labourers submitted by the tenderer are found to be fake or duplicate at any stage, tender of the tenderer shall be rejected /cancelled and such tenderer shall be liable to face strict consequential action including blacklisting for a maximum period of 3 years and registration of criminal case.

(II) **For Cartage Works, either Cartage Only or Labour & Cartage Together:**

D. In case, tenderer/entity(ies) applying for Cartage alone or Labour & Cartage together, “Successful tenderer shall have to submit copies of GSTIN
number and FSSAI certificate after award of tender, or along with claim of first bill against work done and in no case, later than 30.06.2020. In case, the tenderer does not submit the copies of GSTIN number and /or FSSAI certificate by 30.06.2020, his tender shall be liable to be cancelled for the remaining period**.

E. In case of tenderer applying for cartage, either alone or along with labour, he must possess minimum number of trucks as follows to perform the work of cartage and shall submit the list of such trucks. If the tenderer submits a bid for cartage work in more than one cluster, or, if the tenderer submits a bid for cartage as well as transportation (under The Punjab Food Grains Transportation policy 2020-21) then the arrangement of the trucks has to be made for each cluster, separately. In any case, lists of trucks for cartage and transport should not overlap. 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/paddy (whichever is higher) in Mandis in previous year falling under one cluster of cartage (Only mandi(s) from which cartage has to be done to be included to calculate capacity)</th>
<th>Minimum No. of Trucks (of 9 M.T. 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-1*  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 cartage 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 cartage, he shall have to upload an undertaking/ an agreement executed by him with such registered 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, shall 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.

F. In case tenderer intends to tractor/trolleys then he will upload list of the tractors as required in 5(E) 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(s) for usage of tractor/trolleys.

G. In case of tenderer applying for cartage, either alone or along with labour, Tenderer must have minimum turn over from the cartage work of foodgrains of Govt agencies in any one financial year out of previous 3 financial years i.e., from 2017-18 to 2019-20 depending upon the capacity of cluster applied for:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Total Arrival of Wheat/ Paddy (whichever is higher) in Mandis in previous year falling under one cluster. (Only mandi(s) from which cartage has to be done to be included to calculate capacity)</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>
</tr>
<tr>
<td></td>
<td>10,001 M.T. to 20,000 M.T.</td>
<td>40,000,000</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>4</td>
<td>20,001 M.T. to 30,000 M.T.</td>
<td>60,000,000</td>
</tr>
<tr>
<td>5</td>
<td>30,001 M.T. to 40,000 M.T.</td>
<td>80,000,000</td>
</tr>
<tr>
<td>6</td>
<td>40,001 M.T. to 50,000 M.T.</td>
<td>1,000,000,000</td>
</tr>
<tr>
<td>7</td>
<td>50,001 M.T. to 75,000 M.T.</td>
<td>2,000,000</td>
</tr>
<tr>
<td>8</td>
<td>75,001 M.T. to 1,000,000 M.T.</td>
<td>3,000,000</td>
</tr>
<tr>
<td>9</td>
<td>Above 1,00,000 M.T.</td>
<td>4,00,000</td>
</tr>
</tbody>
</table>

**Note 1:** - Copy of the audited balance sheet of the concerned financial year shall be uploaded with the Technical Bid as proof of turnover.

**H.** Tenderers applying for Combined Labour and Cartage work shall have to fulfil all technical qualifications mentioned from A to G above.

**I.** Tender form/Technical bid uploaded without attaching/uploading the document(s) required under Clause 4 and 5 of this policy shall be rejected.

**6. Allotment of labour operations work to L&C Societies and WMCs** - Before inviting e-tenders for labour work for all the clusters in each district, Department shall give an open call to all the L&C societies and WMCs in the State and Labour operations for **Clusters of only labour work, including PEG godowns**, shall first be offered to the L&C Societies and WMCs on the following terms and conditions:

   **A.** The L&C societies and WMCs must meet the general and technical qualification criteria as set out in Clause 4 and 5 of this policy.

   **B.** All the L&C societies and WMCs willing to perform a job shall have to submit an application in the prescribed format on the e-portal of the department within the period prescribed in NIT. No L&C societies and WMC shall be considered for work allotment thereafter in terms of clause 6.

   **C.** At the time of submitting on-line tender under this Clause, every L & C Society and WMC applying for labour operations shall have to deposit an earnest money at the rate of Rs 1.00 (Rupee One) per M.T. of the capacity of the cluster applied for.

   **D.** The labour work shall be quoted and awarded at the basic PR-66 rate for the year 2020-21 or the awarded rates of 2019-20 for that particular cluster, whichever is less. No premium shall apply in this case.
Further, if more than one L&C society and/or WMCs apply to perform a
work for the same cluster, then the selection of the society or WMC shall
be made by draw of lots.

E. The L&C societies or WMCs selected for the allotment of labour
operations work for a particular cluster, shall execute an agreement with
the District Managers of concerned purchasing agencies at that center(s).

F. Only the L&C societies and WMCs selected for performing labour work
under this clause, shall be allowed to deposit the requisite amount of
security money @ Rs.2-00 (Rupees Two) per M.T. with the concerned
agency. Further, the security deposit of such L&C societies and WMCs
will be adjusted from their running bills.

G. Where no L&C society or WMC submits an application on the e-portal of
the Department in prescribed period, then E-tender(s) shall be invited from
other tenderers for such clusters. Even during this process, the L&C
societies and WMCs will be free to participate and compete with the other
tenderer. However, in such cases, they shall be treated at par with other
participating tenderers, for allotment of work.

7. Procedure for Inviting/submission and finalization of tender(s): Tenders for
all the Clusters (except where the work has already been allotted to a L&C
Society/WMC in terms of Clause 6) for all the Procuring agencies in the State of
Punjab including FCI shall be invited by the District Tender Committee based on
the following procedure:

A. All tenders shall be addressed to the Convener of the District Tender
Committee, i.e. District Food and Supplies Controller of the concerned
district.

B. The entire tender process shall be completed through e-tender on the
website of e-tender portal of Punjab Govt., 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 signatures
and encryption signature certificate. In case of any difficulty in tendering
or clarification, the tenderers may contact helpline no. 0172-2791326,
2791226 or e-mail at support-eproc@nic.in or eproc.punjab.gov.in.

C. The cost of online tender form shall be charged at the rate of Rs.1000/-
(Rupees One Thousand) per tender form per cluster/PEG godown 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. All receipts on a/c of forfeiture of EMD, security and surplus amount after meeting out the expenses on advertisements shall be deposited in the State Treasury & not retained by SPAs. 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.

D. The proof of deposit/receipt with UTR number shall be uploaded along with the technical bid.

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

F. Tender form uploaded without attaching/uploading the document(s) required under this policy shall be rejected.

G. Tenderer has to submit the financial bid for a cluster/PEG godown, on the basis of the rates of PR-66 (Annexue-I) as follows:

   (i) No premium beyond 75% of the basic rates shall be allowed for labour work.

   (ii) For cartage, no premium beyond 120% of the basic rates shall be allowed.

   (iii) Tenderer applying for combined Labour & Cartage work, shall have to quote separate rates for labour and cartage.

H. The process of opening of bids will be conducted in the following manner:

   i. 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 in it 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.

   ii. The technical bid will be opened first and evaluated. Technical bid will be evaluated for required general and technical qualifications.
All the members of District Tender Committee must sign (along with designation and date) on all downloaded technical bids and documents and documents submitted by the tenderer for evaluation.

iii. The technical bid will be rejected for those tenderers who do not fulfill required general and technical qualifications. Conditional tenders shall out rightly be rejected.

iv. 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.

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

vi. The tenderer whose rate is lowest will be declared as L-1, and District Tender Committee will finalize the rates with L-1. If the committee feels that the rates of L-1 are still on higher side, and/or L-1 is not interested to do the work at the offered rates, the committee may cancel the tender and go for retendering process.

vii. If during finalization, tenderer does not agree to work on the basic rates given in PR-66, and tender is not finalized, efforts shall be made to allow minimum premium on the basic rates. The letter of award will be issued by the convener of the District Tender Committee immediately after the finalization of the tender.

viii. 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 re-construct/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.

I. 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 PR-66.

J. Successful tenderer shall have to execute an agreement with the concerned District Managers of agencies in the cluster (s) separately and the terms and conditions of this Policy shall be deemed to have been incorporated by reference therein and will be binding on the parties to the agreement

K. No payment shall be made to the tenderer prior to the approval of rates by the District Tender 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.

L. 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, if it remains insufficient from the security deposit.

8. Formation of the District Tender Committee: -

A. The District Tender Committee shall have following permanent members:

<table>
<thead>
<tr>
<th>No.</th>
<th>Members</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deputy Commissioner or Officer nominated by him not below the rank of Deputy Director, Food &amp; Civil Supplies.</td>
<td>Chairman</td>
</tr>
<tr>
<td>2</td>
<td>District Managers of all the Food Procuring Agencies, including FCI</td>
<td>Members</td>
</tr>
<tr>
<td>3</td>
<td>District Controller, Food and Civil Supplies</td>
<td>Convener</td>
</tr>
</tbody>
</table>

B. 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.

9. Earnest Money Deposit for tenderers: (other than L&C and WMC allotted work under clause 6 of the policy):

A. At the time of submitting on-line tender, every tenderer applying for labour, cartage or labour & cartage combined shall have to deposit an earnest money at the rate of
Rs.2-00/- (Rupees two) per M.T. 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 Allotment Committee shall compare the amount of EMD deposited by all tenderers with the bank statement and ensure that earnest money received is as per norms fixed above.

C. If the earnest money is not as per norms or not deposited, the tender shall be rejected without any consideration.

D. Earnest Money Deposit shall not be adjusted in Security deposit. The EMD of unsuccessful bidders shall be returned by District Manager PUNGRAIN within 30 days of opening tender, through an Account payee cheque or RTGS. The EMD of Successful bidders shall only be returned within 30 days, after the date of deposit of required Security Amount and Execution of agreement with all the agencies falling in the cluster/clusters, whichever is later.

E. No interest shall be payable on EMD.

10. **Security Deposit for tenderers:** (other than L&C and WMC allotted work under clause 6 of the policy):

A. The Successful Tenderer shall deposit a security amount @ Rs.5-00/- (Rupees five) per M.T. capacity of the Cluster, for which contract has been awarded, by Bank draft/RTGS in favour of M.D. of the concerned agency, within three days of date of finalization of tender, with the District Manager of concerned procurement agency, who will further transfer it through RTGS in the account of the Managing Director of the concerned agency.

B. If a successful tenderer fails to deposit the security amount within the prescribed period, his tender shall be out rightly rejected, and District Tender Committee, shall reserve the right to recall tender or negotiate with next lowest tenderer for allotment of work, at the rates approved for L-1, as the case may be.

C. If the Deputy Commissioner concerned feels that circumstances are beyond the control of the successful tenderer, he may relax the above provision and allow him a further period up to three days.

D. No interest shall be paid on security deposit.

11. **Liability of a Successful Tenderer:**

A. If a L&C society or WMC does not join work, refuses to work or fails to perform duties as per agreement and this policy, action will be taken as per clause 12 of this policy and a fresh tender will be invited for such cluster(s) in terms of 6(g) of the policy, as applicable.
B. If a successful tenderer other than a L&C society or WMC, 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.

C. If a successful tenderer other than a L&C society or WMC, 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 or rice millers 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.

D. 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. Then the entire work may be got done from L-2 or L-3 or so on and so forth. From the Commission Agents or rice millers at L-1 approved rates. If L-2 or L-3 or so on or the Commission Agents or rice millers also refuse to perform the job, the District Tender committee shall call fresh tenders.

12. Service of notice, cancellation of work and blacklisting: If the tenderer does not join work, refuse to work or fails to perform duties as per agreement as explained in clause 11 (A to D) following procedure shall be adopted for cancellation of work, levy of penalty and blacklisting:-

A. The District Manager of the concerned agency will inform the District Tender Committee through the concerned District Controller, Food and Civil Supplies (being its Convener) about the refusal of contractor to join the work or about the failure to perform duties as per agreement.

B. Given the paucity of timelines attached to the procurement process, the District Controller, Food and Civil Supplies, acting on behalf of the District Tender Committee 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.

C. The notice shall state the action contemplated i.e. cancellation of contract and/or blacklisting as well as the grounds/ prima facie material on which the proposed action is sought to be taken

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

E. 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-parte.

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

G. The District Tender Committee reserves the right of blacklisting which may be for 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 above 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.

13. 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 by the contractor, until the contractor submits NDC from all the agencies to him.

14. Arbitration:

A. 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.

B. The seat of arbitration shall be at Chandigarh and the Courts at Chandigarh shall have exclusive territorial jurisdiction in the matter, irrespective of the
location of the works under the agreement or any other jurisdiction factor. Parties waive all rights as regards jurisdiction of any other place.

15. 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.

16. 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.

17. Overriding effect:

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

18. 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.

19. 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.

20. Repeal:

The Punjab labour and cartage policy 2019-20 and letters and circulars issued earlier, are hereby repealed.
21. 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. Any amendment to this policy or supersession of this policy by a new policy shall be applicable to all tenders and/or contracts whether pending or otherwise.

22. 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:

A. 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.

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

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GOVERNMENT OF PUNJAB
DEPARTMENT OF FOOD, CIVIL SUPPLIES AND CONSUMER AFFAIRS
CHANDIGARH

(PR 66)
PROVINCIAL RESERVE FORM -66
(MANDI PROFORMA)
YEAR 2020-21

PART -A (PREMIUM OPERATIONS)

LABOUR & CARTAGE CHARGES.

(a) Cartage charges:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Slab</th>
<th>Distance from loading point to destination point.</th>
<th>Rate per MT (in Rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Slab-1</td>
<td>&gt; 0 ≤ 1 K.M</td>
<td>35-00</td>
</tr>
<tr>
<td>2</td>
<td>Slab-2</td>
<td>&gt; 1 ≤ 2 K.M</td>
<td>42-00</td>
</tr>
<tr>
<td>3</td>
<td>Slab-3</td>
<td>&gt; 2 ≤ 3 K.M</td>
<td>49-00</td>
</tr>
<tr>
<td>4</td>
<td>Slab-4</td>
<td>&gt; 3 ≤ 4 K.M</td>
<td>56-00</td>
</tr>
<tr>
<td>5</td>
<td>Slab-5</td>
<td>&gt; 4 ≤ 5 K.M</td>
<td>63-00</td>
</tr>
<tr>
<td>6</td>
<td>Slab-6</td>
<td>&gt; 5 ≤ 6 K.M</td>
<td>70-00</td>
</tr>
<tr>
<td>7</td>
<td>Slab-7</td>
<td>&gt; 6 ≤ 7 K.M</td>
<td>77-00</td>
</tr>
<tr>
<td>8</td>
<td>Slab-8</td>
<td>&gt; 7 ≤ 8 K.M</td>
<td>84-00</td>
</tr>
</tbody>
</table>

Note: If the grains are transported by another long route on the basis of any of the reasons (i.e. road under repair, bund/strike, administrative reasons or non-availability of vehicle due to rain, etc.,) rates shall be payable only on the basis of declared shortest cartable distance measured by the committee under clause 15 of The Punjab Labour and Cartage Policy, 2020-21.

(b) Labour Charges: for twin operations of:

1. Unloading of bags from trucks/carts including stacking in godowns / railway platform/open chakkas.
2. Loading of bags into trucks from godowns / railway platform / open chakkas including de-Stacking.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Descriptions</th>
<th>Rates of 30.00 Kg wheat and 37.50 Kg Paddy bags (per 100 bags)</th>
<th>Rates of 50 Kg wheat bags (per 100 bags)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unloading &amp; Stacking</td>
<td>Upto 5 Stacks</td>
<td>162-00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Above 5 Stacks</td>
<td>193-00</td>
</tr>
<tr>
<td>2</td>
<td>Loading including De-stacking</td>
<td></td>
<td>162-00</td>
</tr>
</tbody>
</table>
PART -B (NON-PREMIUM OPERATIONS)

The contractor or casual labour, as the case may be, has to perform the work on the basic rates, without any premium, for the following operations:

a) **MANDI/PURCHASE CENTER OPERATIONS**

OPERATIONS TO BE PERFORMED BY ARHTI&S/ COMMISSION AGENTS.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unloading</td>
<td>As per rates notified by Punjab Mandi Board from time to time.</td>
</tr>
<tr>
<td>2</td>
<td>Power operated cleaning (per Sieve)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Weighing &amp; filling</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Stitching by Machine</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Loading</td>
<td></td>
</tr>
</tbody>
</table>

b) **PRESERVATION & MAINTENANCE OF ITEMS**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Replacement of Bags including all operations</td>
<td>Rs.189-00 (per 100 bags)</td>
</tr>
<tr>
<td>2</td>
<td>Monthly cleaning of godowns.</td>
<td>Rs. 8-00 per 100 bags actually stored</td>
</tr>
<tr>
<td>3</td>
<td>Opening &amp; Closing of doors, windows at the time of fumigation including cost of material i.e clay, mud, gobr &amp; bhusa etc.</td>
<td>Rs.15-00 (Door) Rs.10-00 (Window/ Roshandaan)</td>
</tr>
</tbody>
</table>

C) **BARDANA CHARGES (RATES OF JUTE/PP BAGS FOR PER BALE)**

(Amount in Rupees)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particular</th>
<th>Rate per bale</th>
<th>Rate of PP bale</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(for Jute bags)</td>
<td>(for 50 kg. bags)</td>
</tr>
<tr>
<td>1</td>
<td>Loading of bardana into trucks/carts when taking from other centres/States.</td>
<td>24-00</td>
<td>08-00</td>
</tr>
<tr>
<td>2</td>
<td>Un-loading of bardana from trucks/ carts/ wagons when taking from other centers/states.</td>
<td>24-00</td>
<td>08-00</td>
</tr>
<tr>
<td>3</td>
<td>Stacking of bardana in godowns.</td>
<td>24-00</td>
<td>08-00</td>
</tr>
<tr>
<td>4</td>
<td>Getting bardana out of godowns.</td>
<td>24-00</td>
<td>08-00</td>
</tr>
</tbody>
</table>

Note: The Rates of transportation for gunny bales, covers and tarpaulins will be given by weight as given in A(a).
b) **STORAGE POINT OPERATION (Sale & Dispatches)**

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Particulars</th>
<th>50 Kg bag rate per 100 bags</th>
<th>30 Kg bag rate per 100 bags</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Getting the bags out of godown/standardization if cartage &amp; weighing is not involved</td>
<td>51-00</td>
<td>41-00</td>
</tr>
<tr>
<td>2.</td>
<td>Dara, Paltai &amp; opening of bags.</td>
<td>31-00</td>
<td>25-00</td>
</tr>
<tr>
<td>3.</td>
<td>Refilling of bags including sewing and weighing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Re-filling</td>
<td>51-00</td>
<td>41-00</td>
<td></td>
</tr>
<tr>
<td>b) Weighing</td>
<td>51-00</td>
<td>41-00</td>
<td></td>
</tr>
<tr>
<td>c) Stitching</td>
<td>56-00</td>
<td>45-00</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Cleaning by power cleaner</td>
<td>96-00</td>
<td>77-00</td>
</tr>
<tr>
<td>5.</td>
<td>Katla (bags actually weighted).</td>
<td>51-00</td>
<td>41-00</td>
</tr>
<tr>
<td>6.</td>
<td>Changrai</td>
<td>14-00</td>
<td>12-00</td>
</tr>
<tr>
<td>7.</td>
<td>Stitching after standardization</td>
<td>56-00</td>
<td>45-00</td>
</tr>
<tr>
<td>8.</td>
<td>Miscellaneous services like repair of bags in godowns</td>
<td>27-00</td>
<td>22-00</td>
</tr>
</tbody>
</table>

**c) MISCELLANEOUS**

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Particulars</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Spreading of gas proof cover polythene cover/ Tarpaulins on stack of foodgrains</td>
<td>40-00 (per Tarpaulin/ poly cover)</td>
</tr>
<tr>
<td>2.</td>
<td>Removing of gas proof cover/polythene cover/ tarpaulins from stack of foodgrains</td>
<td>40-00 (per Tarpaulin/ poly cover)</td>
</tr>
<tr>
<td>3.</td>
<td>Loading /Unloading of polythene cover/ tarpaulins.</td>
<td>210-00 (per 100 pieces)</td>
</tr>
<tr>
<td>4.</td>
<td>Fumigation of foodgrains stacked in open and covered godowns</td>
<td>30-00 per stack</td>
</tr>
<tr>
<td>5.</td>
<td>Cleaning stacks after chemical treatment</td>
<td>15-00 per stack</td>
</tr>
<tr>
<td>6.</td>
<td>Spreading the wooden crates for stacking.</td>
<td>82-00 (per 100 crates)</td>
</tr>
<tr>
<td>7.</td>
<td>Arranging collecting/stacking of wooden crates at the time of dispatch of foodgrains</td>
<td>82-00 (per 100 crates)</td>
</tr>
<tr>
<td>8.</td>
<td>Loading and unloading of crates</td>
<td>159-00 (per 100 crates)</td>
</tr>
</tbody>
</table>

**Note:** The activities being carried in PEG go downs will not be covered under PR. 66 rates.
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.

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.lhocha@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