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**ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.,
PLOT NO. C/2, NAYAPALLI, BHUBANESWAR- 12.**

Letter No.P-II/31/2019/ 18484 /Dated 12.12.19

From

Sri Bishwajit Kesari Das, OAS (SAG)
Managing Director.

To

All Collectors.

Sub: - Appointment of Level-I & Level-II Transport Contractors and Handling Contractors for the financial year 2019-21.

Madam/Sir,

In inviting a reference to the subject cited above, I am to say that appointment of Level-I & Level-II Transport Contractors and Handling Contractors for the financial year 2019-21 has been decided to be happened through e-tendering system in order to ensure greater degree of transparency in the system.

2. District officials were imparted necessary training on e-tendering system by the State Procurement Cell in connection with earlier tender of this Corporation.
3. The sample tender documents for appointment of above 03 categories of contractors for the financial year 2019-21 is enclosed herewith.
4. **New Level-I & Level-II Transport Contractors and Handling Contractors will be appointed for a period from 20th Jan'2020 till 31st March'2021.**
5. District Tender Committee shall be constituted with the following members in finalizing the selection of the Transport / Handling Contractor.

a) Collector & District Magistrate	Chairman
b) District Labour Officer / Assistant Labour Officer	Member
c) District Social Welfare Officer	Member
d) Regional Transport Officer	Member
e) CSO-cum-District Manager, OSCSC Ltd.	Member Convener

Collector may nominate any other Officer as member of the Committee, as s/he thinks fit.

6. The Guidelines / instructions for finalization of tender process is enclosed at **Annexure-I**. These Guidelines / instructions shall be referred for smooth conduct of tender.
7. Sample Tender Call Notice is also enclosed at **Annexure-II** for publication in local edition of at least 02 Odia dailies widely circulated in the district. The notice shall also be displayed in the Notice Board of the Collectorate, Office of the Sub-Collector, all BDOs of the district & CSO-cum-DM, OSCSC Ltd.
8. The Sample Tender Paper consists of Notice Inviting Tender (NIT) – **Annexure-III**, Detailed Tender Call Notice (DTCN) – **Annexure-IV** and Bill of Quantity (BoQ) – **Annexure-V** which are enclosed herewith. This will also be available in the Corporation website (www.oscsc.in) under the link "Sample Tender Document for Appointment Transport / Handling Contractor". Necessary information required to be filled in the Tender Paper like district name, district website, dates, places, Schedule of Rates, Bill of Quantity etc. may be duly filled up / prepared before publishing / uploading the same.
9. The duly filled in tender documents shall be uploaded in the web portal i.e. www.tendersodisha.gov.in by the district office. The completed tender documents with required enclosures uploaded by intending tenderer will be received online through the above website. Besides, the tender documents may be hosted in the website www.oscsc.in, www.foododisha.in along with district website for wider publicity.
10. **The Schedule of Rates shall be determined before floating of tender and shall be indicated in the Tender Document.**
11. Selected tenderers shall execute an agreement before transportation / handling of stock. The Sample Agreement Paper is being sent separately.
12. Handling Contractor shall be appointed for each RRC-cum-DSC irrespective of its management by OSCSC/OSWC/CWC.
13. Any issue in the matter may be brought to the notice of the Corporation Head Office.

14. Sri Asutosh Das, Finance Expert, PMU - TPDS is the Nodal Officer (Mobile No-9438423263) for the above e-tender. District office may contact State Procurement Cell (No.0674-2530998 / 18003456765) & G.M. (PDS) in the Mobile No. 9438200029 / 9438609747 / 9437115322.

I am to request you to complete the tender process as per prescribed the calendar of activities enclosed (**Annexure-VI**) without any rescheduling, so that new contractor can be in place by 20th January'2020 positively.

Enclosure:

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|---|---|----------------------|
| (i) Guideline/Instructions for finalization of tender | - | Annexure-I |
| (ii) Sample Tender Call Notice | - | Annexure-II |
| (iii) Sample Tender Paper (NIT, DTCN & BoQ) | - | Annexure-III, IV & V |
| (iv) Calendar of Activities | - | Annexure-VI |

Yours faithfully,

Dmt-
10.12.19
Managing Director

Memo No. 18485 /Dt. 12.12.19

Copy forwarded for information & necessary action to:

1. The Commissioner-cum-Secretary to Government, FS & CW Department, Bhubaneswar.
2. All CSO-cum-District Managers, OSCSC. Ltd.

Dmt-
10.12.19
Managing Director