

**Government of West Bengal
Food and Supplies Department
11A, MirzaGhalib Street, Kolkata-700087**

Memo No. 4220-FS/Sectt./Food/4P-19/2021 Date: 02.12.2021

NOTICE

inviting

APPLICATION

**FOR SELECTION/ EMPANELMENT OF
ROLLER FLOUR MILL/ CHAKKI MILL
FOR CONVERSION OF WHEAT INTO FORTIFIED ATTA/ WHOLEMEAL ATTA**

The Food & Supplies Department, Government of West Bengal invites **Online Applications** from functioning ROLLER FLOUR MILLS/ CHAKKI MILLS for all the districts (except Kolkata) of West Bengal under MR areas for empanelment for conversion of Wheat into FORTIFIED ATTA/ WHOLEMEAL ATTA for its distribution to the PDS beneficiaries.

1. Application:

- i. The Applicant shall submit his Application **ONLINE** for MR areas with self-attested copies of all the requisite / supporting documents at wb.food.gov.in
- ii. The applications which are submitted without supporting or incomplete documents will be rejected without any reference. The application should be submitted on or before 29.12.2021 till 5 P.M.

2. Districts for empanelment: All the districts except Kolkata.

The Applications are invited for empanelment of ROLLER FLOUR MILLS/ CHAKKI MILLS for all districts (except Kolkata) of West Bengal. The flour mill shall be physically located in the district for which it is applying for empanelment.

3. Schedule of dates for submission of online application in Form-K.

- i. Opening date of submission of application: 09.12.2021
- ii. Last date of submission of application: 29.12.2021 till 5 pm
- iii. Date of opening of application: 31.12.2021

4. Scope of Work:

The empanelled flour mill selected through the process shall be required to undertake the activities and responsibilities as per **Annexure – A**.

5. Eligibility criteria:

The intending applicant has to fulfill the following criteria:

A. Technical Eligibility criteria :

- i. The applicant may be an individual, registered partnership firm, LLP, Co-operative society, Corporation, Company.

- ii. The applicant shall own and operate a flour mill which should have plant, equipment, machinery and facilities as per “**Flour Mill: Description of plant, equipment, machinery and facilities**” [Annexure – B].
- iii. The applicant shall fulfill following **eligibility criteria**:
 - a. The applicant shall not hold a Distributor or Wholesaler or FPS Dealer Licence under the provisions of Control Orders in the capacity of Owner/Proprietor/ Partner/ Director / Member. Any applicant holding such license in the capacity of Owner / Proprietor/ Partner / Director / Member shall not be eligible to apply for selection of his flour mill in the above mentioned capacity under the scheme of conversion of wheat into fortified atta/wholemeal atta.

Any mill, which has defaulted in supply of fortified atta/wholemeal attato the State Government or its Agencyor any criminal proceedings are pending against its Owner/Proprietor/ Partner/ Director / member shall not be eligible to apply for empanelment.If, empanelled, and the facts are known at any point of time subsequently, the empanelment shall be liable for cancellation and further legal action.

B. Financial Eligibility criteria

The applicant shall fulfil following Eligibility Criteria:

- i. The Applicant shall have a positive networth.

C. Documents required to be submitted :

Submission of documents as mentioned in **Annexure – C** are mandatory. The documents should be signed by the applicant or authorised representative of the applicant with seal of the firm or entity, if any. Non submission of the documentsmay lead to disqualification of the application.

6. Submission of Security Deposit cum Performance Guarantee:

- i. The selected applicant shall be required to submit a valid **Bank Guarantee** to the tune of **one time of economic cost of the fortnightly or half of the monthly** allocated quantum of wheat **before agreement with the concerned District Controller, Food & Supplies.In case of lease, the Bank guarantee will be double.**
- ii. Provided that the economic cost is variable and tends to change from time to time and the owner of the mill shall be liable to submit revised Bank Guarantee in accordance with allocation for a particular month.

7. **Obligation of the flour mill before empanelment:**

- i. The flour mills should be running or shall be made running with all infrastructure including machineries, facilities and services as per scope at the time of making application.
- ii. The flour mill shall produce all the documents in original at the time of inspection and signing of the agreement. Failure to non-production of the original documents shall lead to cancellation of the offer of the empanelment.
- iii. The selected flour mill / applicant shall enter into an **agreement** with the respective District Controller of Food & Supplies, according to proforma prescribed by the State Government within **15 (fifteen) days from the date of offer of empanelment.**
- iv. Submission of wrong information or documents, suppression of relevant facts and misrepresentation shall lead to cancellation of the offer of the empanelment / empanelment and appropriate legal action.
- v. A communication by email shall be a proper service of the notice / intimation.

8. **Obligation of the owner of flour mill after empanelment regarding infrastructure and preparedness:**

The owner of a flour mill / applicant shall also have to fulfil the following criteria within 15 days **from the date of offer of empanelment:**

- i. install CCTVs and Cameras at the places of Screening, Cleaning, Milling, Dozing, Packaging, Storage, Entry-Exit point of Mill premises, Loading/unloading point and Transportation points) within one month (30 days) from the date of offer of selection.
- ii. ensure computerised infrastructure along with internet as per the agreement;
- iii. make arrangements to maintain records and registers of the quantity and quality of wheat received and fortified atta/wholemeal atta converted and supplied by them and shall also be required to submit a monthly report in the prescribed format to the concerned District Controller of Food & Supplies;
- iv. use dunnage of at least 300 gauge black polythene sheets at storage point of both Wheat & Fortified Atta;
- v. have a particular Dress Code preferably white colour for the workers and staff employed in the mills. All the workers of Flour Mills should use Hand Gloves during working hours positively particularly in production and packing unit. All the workers of Flour Mills should use Rubber Shoes during working hours positively.
- vi. cover the entire floor and wall upto 5 ft. inside the packaging unit of all flour mills with white colour marbles or tiles.
- vii. ensure compliance of all existing rules/laws issued by the appropriate authority in relation to the workers engaged in the mills.
- viii. **shall not undertake private milling / packaging work in the premises / mill. However, if there is excess capacity, the flour mill may undertake such private activity with prior written permission from the State Government. If such permission is granted by the state government, the flour mill shall be duty**

bound to undertake the work of conversion of wheat of PDS on priority and maintain a separate storing arrangement for private wheat and atta and packaging and maintain a separate stock and accounts register. He shall also be duty bound to allow for inspection and verification of stock and quality of wheat, atta, packets and packaging material and all the account books and registers to the authorised officers and agencies of the State government.

- ix. shall convert the wheat into fortified atta and pack them as per the FSSAI specifications and the guidelines issued by the State Government vide No. 3266-FS dated 05.08.2019 as per the time schedule given by the authorities and ensure delivery as per the delivery schedule as instructed.
- x. do such other things as the State Government or the Director directs from time to time.

9. Validity of empanelment and renewal of Flour Mill

- i. Every agreement of empanelment made in accordance with these guidelines shall be valid for the period of one (1) year, which may be extended on yearly basis for a maximum period of two years on satisfactory performance of the previous year. The selected flour mill shall have to pay annual renewal fee of Rs. 1 lakh only for each such extension / renewal.
- ii. However, the State Government reserves the right for not granting the extension / renewal without assigning any reasons.
- iii. The agreement, unless an application for renewal is made within the period of validity, shall stand revoked after the expiry of the validity period.

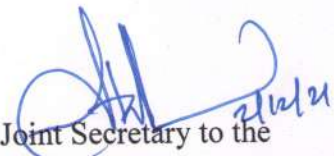
10. There shall be no application fee for applications for empanelment of roller flour mills for conversion of wheat into fortified atta/ wholemeal atta but the selected flour mill shall have to pay a non-refundable empanelment fee of Rs 5 (five) lakh only before execution of agreement.

11. Empanelment of flour mill/Chakki mill will be done after physical verification and Evaluation of the mill.

12. Food & Supplies Department, Government of West Bengal reserves the right not to empanel any flour mill/ chakki mill without showing any reason.

13. Food & Supplies Department, Government of West Bengal also reserves the right to make any allocation or no allocation of wheat to any flour mill/ chakki mill for conversion of wheat into fortified atta for smooth running of PDS.

14. **Other provisions as mentioned in the Notification No. 2834-FS/Sectt/Food/4P-14/2013 (Pt-IV) dated 06.09.2017 as subsequently amended from time to time shall be applicable.**


Joint Secretary to the
Government of West Bengal

Scope of Work

The empanelled flour mill selected through the process shall be required to undertake the following activities and responsibilities:

(for details see **Notification No. 2834-FS/Seectt/Food/4P-14/2013 (Pt-IV) dated 06.09.2017**)

- i. Lifting and transportation of Wheat from the godowns as per allocation made by the Food & Supplies Department.
- ii. Preparation of Storage Space for storing wheat, bulk atta and packed atta and also properly demarcating storage spaces for proper identification at all times.
- iii. Conversion of wheat supplied into fortified atta as per the specifications.
- iv. Completing the process of disinfesting the crushed atta using high speed Entoleter machine as per the specified procedure for all batches of crushing & Packing.
- v. Packaging in sizes as per specifications of the quantity and packaging using 50 microns or above LDPE plastic material with all the labelling as per specifications using modern high speed LDPE packaging machine.
- vi. Proper storage of the atta / fortified atta
- vii. Quality testing of all batches.
- viii. Handling / loading and unloading of wheat from the designated godown for lifting.
- ix. Handling / loading and delivery of Fortified Atta to the Distributor's vehicle.

Flour Mill: Description of plant, equipment, machinery and facilities

- i. The flour mill / attachakimillshall have following plant, equipment, machinery and facilities and certificates / clearances :
 - (a) Screening machine
 - (b) Cleaning machine
 - (c) Entoleter machine
 - (d) Grinding & Crushing machine
 - (e) Dozing/ Federate machine
 - (f) Atta Silo for cooling
 - (g) Automatic online modern, high speed LD packaging machine.
 - (h) Quality test laboratory
- ii. All the above plant, equipment, machinery and facilities should have the installation certificate from the General Manager, District Industries Centre, of the concerned district and will be in running condition on the date of submission of application for selection.
- iii. **Specifications of Atta produced:** The installed dozing machine / Federate must be capable of premixing the micronutrients in course of production-process ofatta / wholemealatta according to specification containing Iron 28 mg - 42.5mg/kg, Folic Acid 75µg - 125µg /kg, Vitamin A 500µg RE - 750 µg RE/kg, Vit B12 0.75µg – 1.25µg/kg” in strict observance of the procedure laid down under Food Safety and Standards (Fortification of Foods) Regulations, 2018. (G.O. No. 3266-FS Dated 05-08-2019 and as amended from time to time)
- iv. The flour mill should be capable of giving Fortified atta/wholemealatta from Wheat at an out turn ratio of not less than 95%, allowing refraction of 1% for cleaning and 4% for debraning to the maximum. Packaged product should conform to the specification laid down under Food Safety and Standards (Food Products and Food Additives) Regulations, 2011 and IS: 1155-1968.
- v. **Packaging :** The flour mill should have online modern high speed LDPEPackaging Machine capable of packaging 500 gm and 1 kg of Fortified atta / wholemealatta in properly labelled poly-packs having thickness of 50 microns or above. Online Packaging Capacity of the flour mill shall be commensurate with the milling capacity.
- vi. The flour mill should have capacity of packaging of all fortified atta in a manner that takes into consideration the nature of the fortificant added and its effect on the shelf life of such food. Every packet of fortified atta shall carry the words “fortified with Iron 28 mg - 42.5mg/kg, Folic Acid 75µg - 125µg /kg, Vitamin A 500µg RE - 750 µg RE/kg, Vit B12 0.75µg – 1.25µg/kg” and the words “not recommended for people with Thalassemia and people on low iron diet”. The design and creative of the printing on the packets shall be specified and provided by the Department.
- vii. The flour mill should have installed Modernize Sealing Machine to seal the packets of fortified atta/wholemealatta within their own premises.
- viii. The power connection should be commensurate with the milling capacity of the flour mill.
- ix. **Testing and laboratory :** Every flour mill should have laboratory within flour mill premises for independent analysis and testing of fortified atta/wholemealatta as per the following parameters as specified in the IS: 1155:1968(a) Moisture, (b)Total Ash,

- (c)Gluten, (d)Crude fibre, (e)Granularity test, (f)Fortification test (qualitative test for presence of Iron).
- x. The flour mill must have at least 1(one) analyst/chemist having requisite qualification for analysis and to provide quality certification of the flour produced by the mill. The fortified atta of a particular batch produced on a particular date shall be analysed in the flour mill laboratory for checking it's conformity with the specified standards, after which the same shall be send for packaging.
 - xi. CCTV facility
 - xii. Computer and Internet facility.
 - xiii. Covering the entire floor and wall upto 5 ft. inside the packaging unit of all flour mills with white colour marbles or tiles.
 - xiv. **Weighing machines:** The flour mill should have weighing devices (including weigh-bridge) duly calibrated by the Competent Authority of the Government of West Bengal.
 - xv. The standard of godown offered by the applicants shall be keeping with the norms stipulated by Central Warehousing Corporation.Registration and Certification from the WDRA is required.
 - xvi. The Flour Mill shall have to comply with the orders/instructions/guidelines as laid down in WBPDS (M&C) Order, 2013, Notification No. 2834-FS dated: 06.09.2017 and subsequent modifications issued by the Government time to time.
 - xvii. The flour mill must have installed adequate fire-fighting devices duly certified by the Fire Services Department, Government of West Bengal.
 - xviii. The flour mill must have certificate of fitness in respect of plants and machineries by competent authorities each year.
 - xix. There shall be adequate space for loading and unloading
 - xx. There shall be adequate space for parking of tucks and lorries.
 - xxi. The Flour Mill/ Chakki Mill must have ownership documents for the land (ROR, Parcha), if rented, agreement for rent of land/ building and rent receipt along with NOC from the Owner, if leased land / building, lease document for the last 10 years with validity of coming 5 years and certificate of conversion of land, (Commercial) if required and clearance from the appropriate authorities. The same condition is applicable for Godown also.
 - xxii. The flour mill must have Trade / Certificate of enlistment certificate and Food License from the competent authorities.
 - xxiii. The flour mill must have clearance from W.B. Pollution Control Board.
 - xxiv. The flour mill must have certificate of water testing from the PHE Department.

List of Documents**to be submitted along with application in Form-K**

Non submission of the documents may lead to disqualification of the application.

- i. Certificate of Enrolment of the applicant as registered partnership firm, LLP, Co-operative society, Corporation, company.
- ii. Balance Sheets, Income Tax Returns, Profit & Loss Accounts, if applicable and available.
- iii. A positive net worth certificate from a chartered accountant
- iv. Ownership document for the land (ROR, Parcha), if land/building is leased, lease agreement and lease/rent payment receipt along with NOC from the owner and lease document with the validity of coming 5 years.
- v. Certificate of the conversion of land (commercial) and 'consent to establish' flour mill from the appropriate authorities.
- vi. Certificate of the conversion of land (commercial) and 'consent to establish' godown from the appropriate authorities.
- vii. Trade / Certificate of Enrolment
- viii. Food Licence form competent authority.
- ix. Clearance from WB pollution Control Board.
- x. Certificate of installation of adequate fire-fighting devices and certificate / clearance / NOC by the Fire Services Department, Government of West Bengal for running the flour mill.
- xi. GSTN
- xii. Blue Print/ lay out of the Roller Flour Mill / Chakki Mill, with all milling machineries installed clearly showing the separate storage places of Wheat/ Atta respectively. The blue print should also show a quality control unit with installed equipments for verification of the produced fortified Atta / Atta on the spot.
- xiii. Affidavit as per Annexure-I & II to Form-K of WBPDS (M&C) Order, 2013
- xiv. Water Sample Testing Certificate from West Bengal Public health Engineering Department.
- xv. Documents related to purchase of machinery.
- xvi. Installation certificate from the General Manager, District Industries Centre.
- xvii. In case the Entoleter machine, Atta Silo for cooling and modern, high speed LD packaging machines are not available, a declaration is to be submitted by the applicant for installation of the same by 30 days of the last date of submission of application.

Government of West Bengal

FORM - K

Form of Application for conversion of wheat into atta [vide paragraph 37 of W.B.P.D.S(M&C), Order, 2013]

Self
Attested
Photograph

1. Advertisement/Notification No. with date :
2. Place of vacancy :
3. Name of the Applicant (in block letters) :
4. Father's Name :
5. (a) Full residential address of the applicant :
(b) Permanent address of the applicant :
(c) Telephone No./Mobile No. :
6. Applicant's date of Birth :
7. Educational Qualification :
8. Location of the Flour Mill :
9. Particulars of the flour mills with Plot No., Khatian No., Name of Mouza, Holding No., Road/Lane etc. (copy of the sanctioned plan to be attached) :
10. Type, Measurement and capacity of the godown(s) of the Flour Mill :
(a) Owned / Hired :
(b) Capacity (in MT) :
11. Whether it is Flour Mill or Chakki Mill :
12. For how many months the mill has been running (electric bill for the last 6 months to be attached) :
13. Whether there are cleaning machine, dozing machine and automatic online packaging machine capable of packaging 500 gms and 1 Kg. of atta in properly labeled LD polypacks having thickness above 50 micron. If so, details : Yes / No
14. Capacity of the flour mills :
A. Cleaning capacity in MT/hr.:
B. Milling capacity in MT/hr.:
C. Packaging capacity in MT/hr.:
D. Effective Production capacity :
(The least of three above) in MT/hr.

15. Whether Entoleter machine is available, : Yes / No
If yes, mention capacity in MT/hr.
16. Whether atta silo for cooling is available : Yes / No
If yes, mention capacity in MT/hr. :
17. Whether modern high speed LD Packaging machine : Yes / No
is available: :
If yes, mention capacity in MT/hr. :
18. Does the applicant have other Flour Mills : Yes / No
If so, details
19. What are the equipments available for maintaining :
Quality Control
20. Whether the applicant was at any time convicted : Yes / No
by any criminal case if so particulars thereon [An
affidavit in the prescribed proforma Annexure -I of
Form - 'K' to be furnished.]

N.B. 1. The mill should be capable of giving atta at an out-turn ratio not less than 95% allowing refraction of 1% of cleaning and 4% for debranning to the maximum. Packaged product should conform to the specification laid down under Food Safety and Standards Act, 2006. (as amended)

2. Selected Flour Mills/Chakki Mills will have to install dozing machine of their own cost for Premixing of the Micro Nutrients to be added in whole meal atta according to the following specifications:

Nutrients	Level of fortification per kg
Vitamin A	500 ug RE – 750 ug RE
Folic Acid	75 ug – 125 ug
Iron	28 mg to 42.5 mg
Vitamin B-12	0.75 ug – 1.25 ug

3. Selected Flour Mills/Chakki Mills will enter into an agreement with the DCF&S/DDR according to the proforma laid down by the Government.
4. The Flour Mills /Chakki Mills will deliver the packets to the distributors as nominated by the DCF&S /DDR for distribution to the consumers.
5. Unlifted fortified atta of the flour mill in a particular month will never be disposed of in the open market but forwarded to the next months and will be adjusted in the following months allotment.
6. Selected Flour Mills/Chakki Mills shall maintain stock of wheat received for crushing and the ingredients used for fortification as well as packaged fortified atta separately to facilitate inspection and quality checking from time to time.
7. The selected Flour Mills/Chakki Mills should clearly indicate the batch no., date of packing and "best use before(date)" on the packet of atta.

8. The Mills should also submit valid bank guarantee as prescribed in the agreement in order to cover the difference between the market price and of the issue price of the allotted quantum of wheat.
9. The standard of godown offered by the applicant(s) shall be in keeping with the norms stipulated by the Central Warehousing Corporation. A registration and certification from the Warehousing Development & Regulatory Authority will need to be furnished within 2 months from the date of offer. There has to be adequate space for loading and unloading to be indicated by way of a layout map. The colouring of storage godown shall also be undertaken as per the specification given by the Department.
10. The computerized infrastructure will be placed at the godown for integrated management of entry and exit of foodgrains having seamless online connectivity as stipulated by the Department, within a month of the offer.
11. Computerized recording through CCTV and Cameras shall be installed within a month of the offer.
12. Infrastructural arrangements and placement of quality control equipments such as moisture meter, tray, balance etc., shall have to be made at the godown as stipulated in the offer letter within one month.
13. Land Conversion Certificate shall be submitted. In case of hired godown, the Record of Rights, a registered rent/lease agreement with the validity of coming 5 years shall be submitted.
14. An office shall be set up attached to the godown by the miller/atta chakki owner and both shall be open for inspection by the Department officials at any reasonable point of time.
15. Vehicles used for transportation of Public Distribution Commodities shall have to be brought under unique colour identification and GPS installation [declaration in the Form of an affidavit in Annexure-II]
16. List of documents to be submitted along with application in Form-K
 - i. Certificate of Enrolment of the applicant as registered partnership firm, LLP, Co-operative society, Corporation, company.
 - ii. Balance Sheets, Income Tax Returns, Profit & Loss Accounts, if applicable and available.
 - iii. A positive net worth certificate from a chartered accountant
 - iv. Ownership document for the land (ROR, Parcha), if land/building is leased, lease agreement and lease/rent payment receipt along with NOC from the owner and lease document with the validity of coming 5 years.
 - v. Certificate of the conversion of land (commercial) and 'consent to establish' flour mill from the appropriate authorities.
 - vi. Certificate of the conversion of land (commercial) and 'consent to establish' godown from the appropriate authorities.
 - vii. Trade / Certificate of Enrolment
 - viii. Food Licence form competent authority.
 - ix. Clearance from WB pollution Control Board.

- x. Certificate of installation of adequate fire-fighting devices and certificate / clearance / NOC by the Fire Services Department, Government of West Bengal for running the flour mill.
- xi. GSTN
- xii. Blue Print/ lay out of the Roller Flour Mill / Chakki Mill, with all milling machineries installed clearly showing the separate storage places of Wheat/ Atta respectively. The blue print should also show a quality control unit with installed equipments for verification of the produced fortified Atta / Atta on the spot.
- xiii. Affidavit as per Annexure-I & II to Form-K of WBPDS (M&C) Order, 2013
- xiv. Water Sample Testing Certificate from West Bengal Public health Engineering Department.
- xv. Documents related to purchase of following machineries:-
 - A. Screening machine
 - B. Cleaning machine
 - C. Entoleter machine
 - D. Grinding & Crushing machine
 - E. Dozing/ Federate machine
 - F. Atta Silo for cooling
 - G. Automatic online modern, high speed LD packaging machine.
 - H. Quality test equipments
- xvi. Installation certificate from the General Manager, District Industries Centre.
- xvii. In case Entoleter machine, Atta Silo for cooling and modern, high speed LD packaging machines are not available, a declaration is to be submitted by the applicant for installation of the same by 30 days of the last date of submission of application.

[Name and Signature of Applicant]