

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

Memo No. 4064 -FS/Sectt./Food/4P-19/2021 (Pt.IV)

Date: 21.10.2024

NOTICE INVITING APPLICATION

FOR SELECTION AND 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.

The selection and empanelment of flour mills and related process, scope of work, obligations and responsibilities, security deposit, penal and other actions for violation, renewal, etc. are governed by the West Bengal Targeted Public Distribution System (Empanelment of Flour Mill, Milling of Fortified Atta / Wholemeal Atta and its distribution) Guidelines, 2024 dated 1st October, 2024. Copy of the same is available on the website of the Food & Supplies Department at <https://food.wb.gov.in/>

1. Application:

- (i) The Applicant shall submit his Application ONLINE with self-attested copies of all the requisite / supporting documents at <https://food.wb.gov.in/>
- (ii) The applications which are submitted without supporting documents or with incomplete documents will be rejected without any reference. The application should be submitted on or before 28.11.2024 till 5 PM.

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:

Opening date of submission of application	24th October, 2024
LAST DATE FOR SUBMISSION OF ONLINE APPLICATION	28th NOVEMBER, 2024 TILL 5 PM
Date of opening of application	2nd December, 2024

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. Fee:

Application Fee	Nil
Non-refundable Empanelment Fee to be submitted before signing the agreement	₹ 5,00,000/-
Non-refundable Renewal Fee before signing the agreement	₹ 1,00,000/-

6. Eligibility criteria:

The intending applicant has to fulfill the following eligibility criteria:

A. Technical Eligibility criteria:

- i. The applicant may be an individual, registered partnership firm, LLP, registered Co-operative society, Corporation, Company.
- ii. The applicant shall own and operate a flour mill which is in running condition and should have plant, equipment, machinery and facilities as per "**Flour Mill: Description of plant, equipment, machinery and facilities**" [Annexure-B].
- iii. The applicant shall have a valid GST Registration.
- iv. The applicant shall fulfill following **eligibility criteria**:
 - a) The applicant shall not hold a Distributor or Wholesaler or FPS Dealer License under the provisions of Control Order in the capacity of owner / proprietor / partner / registered partnership firm / director / registered Co-operative society / designated partner.
 - b) Any applicant holding such license in the capacity of owner / proprietor / partner / registered partnership firm / director / registered Co-operative society / designated partner shall not be eligible to apply for selection of his flour mill in the abovementioned capacity under the scheme of conversion of wheat into atta.
 - c) Any mill, which has defaulted in supply of fortified atta / wholemeal atta to the State Government or its Agency or any criminal proceedings under EC Act or any criminal proceedings initiated by the Food & Supplies department or its officer are pending against its owner / proprietor / partner / registered partnership firm / director / Co-operative society / designated partner 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.

If any person applies, suppressing the facts of holding a Distributor License or Wholesaler License or FPS Dealer License under the provisions of Control Order in the capacity of owner / proprietor /

partner / director or designated partner of flour mill, his application shall be cancelled or if already empaneled, his empanelment shall be de-empanelled from the panel at any point of time by the State Government.

B. Financial Eligibility criteria

The applicant shall fulfill following Eligibility Criteria:

- i. The Applicant shall have a positive net worth in last 3 Financial Years.

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 authorized representative of the applicant with seal of the firm or entity, if any. Non submission of all the requisite documents may lead to disqualification of the application without any notice.

7. Procedure for Inquiry and Selection of Flour Mill. –

(1) The State Government may get the inspection of flour mills and verification of documents done through a Team of Officials for selection.

(2) The inspection may be conducted of only flour mills whose application and documents were found complete and fulfilling the eligibility criteria.

(3) Empanelment of flour mill / Chakki mill will be done after physical verification and evaluation of the mill.

8. Signing of Agreement and Security Deposit. – (1) The selected flour mill shall be required to enter into an agreement clearly mentioning the duration of Agreement with respective District Controller, according to proforma prescribed by the State Government within 15 (fifteen) days from the date of offer. The agreement shall be duly notarized with Notarial certificate.

(2) The empanelled flour mill has to deposit a Security Deposit in the form of a Bank Guarantee from the Scheduled commercial banks excluding Foreign Scheduled Bank valid till the last date of the agreement with a claim period of, at least, 3 (three) months beyond the validity period of the agreement.

(3) The flour mill or owner/ proprietor / partner / director or designated partner of mill shall submit valid Bank Guarantee to the tune of one time of economic cost of the estimated monthly quantum of wheat to be allocated:

Provided that the economic cost is variable and may change from time to time and the owner of the mill shall be liable to submit revised / additional Bank Guarantee in accordance with the quantity and economic cost of wheat for allocation for a particular month.

(4) The State Government may also ask for submission of additional Bank Guarantee to be submitted by a flour mill depending upon additional quantity of allocation of foodgrains or the credibility or performance of the flour mill.

9. Validity, renewal etc. of empanelment. – (1) Every agreement of empanelment made in accordance with the Guidelines dated 1st October, 2024 as subsequently amended from time to time shall be valid for the period of one (1) year. The agreement, unless an application for renewal is made within the period of validity, shall stand terminated after the expiry of the validity period.

(2) The respective District Controller of Food & Supplies with prior permission of the Director may renew the empanelment and execute a fresh agreement with such terms and conditions as deemed necessary at the time of renewal after expiry of one year for another one (1) year or part of a year each time subject to a maximum period of two (2) years on satisfactory performance of the previous year and subject to fulfilment of provisions mentioned in Clause 8 of the Guidelines. The State Government may renew the empanelment for only a part of the year also.

(3) The application for such renewal of empanelment shall be made at least sixty (60) days before the expiry of the validity period of the agreement.

(4) Mere satisfactory performance may not be a sole criterion for renewal of empanelment of a flour mill. While considering the renewal of the flour mill, the State Government reserves its right to:

- a. not to renew the empanelment of all the mills who are empanelled for the year prior to the year of renewal; or
- b. renew empanelment of only that number of flour mills as it may consider necessary for conversion of wheat into atta at that point of time; or
- c. renew empanelment of only those flour mills which it may consider good performing or would perform satisfactorily as per the provisions of these Guidelines and Control Order.

(5) State Government may not renew empanelment of a flour mill, which has defaulted in supply of atta to the State Government or its Agency or has not maintained the proper quality of atta or whose performance has not been satisfactory or any criminal proceedings are pending or have been initiated against its owner / proprietor / partner / director or designated partner.

10. Obligation of the flour mill before empanelment:

- (i) The flour mill shall submit correct details and upload genuine and valid documents.
- (ii) The flour mill should be running or shall be made running with all infrastructure including machineries, facilities and services as per scope of work in **Annexure – A** at the time of making application.
- (iii) The owner/ proprietor / partner / director or designated partner of flour mill shall remain present during the inspection and inquiry and render all necessary assistance during inspection and inquiry. Absence during the inspection may be a factor for non-selection of the Mill.
- (iv) The owner/ proprietor / partner / director or designated partner of flour mill shall also demonstrate the mill and all its functionalities at the time of inspection or re-inquiry.
- (v) The flour mill shall comply with the obligation as mentioned in the Clause 9 of the Guidelines dated 1st October, 2024, as amended from time to time and the agreement.

- (vi) The flour mill shall produce all the documents in original at the time of inspection and signing of the agreement. Failure to produce the original documents shall lead to cancellation of the offer of the empanelment.
- (vii) 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 and submit Bank Guarantee as directed.
- (viii) 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.
- (ix) A communication by email shall be deemed to be a proper service of the notice / intimation.

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

The flour mill shall comply with the obligation as mentioned in the Clauses 13 & 14 of the Guidelines dated 1st October, 2024, as amended from time to time and the agreement.

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.

12. Charges for milling and other incidentals

The charges to the empaneled flour mill shall be paid as per the rates and other terms and conditions specified by the Government from time to time.

13. Miscellaneous :

1. Food & Supplies Department, Government of West Bengal reserves the right not to empanel any flour mill / chakki mill without showing any reason.
2. 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 atta for smooth running of PDS.

Other provisions as mentioned in the Guidelines dated 1st October, 2024 as subsequently amended from time to time shall be applicable.

14. In case of any query please contact:

Name: Md Zamin Ezaz
Designation: Deputy Director & OSD, Food Cell, F & S Deptt.
Email: food.cellwb@gmail.com
Phone No. 7604068619


Joint Secretary to the
Government of West Bengal

Annexure-A

Scope of Work

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

(for details see the Guidelines dated 1st October, 2024)

- (1) Lifting and transportation of Wheat from the godowns as per allocation made by the Food & Supplies Department.
- (2) Preparation of Storage Space for storing wheat, bulk atta and packed atta and also properly demarcating storage spaces for proper identification at all times.
- (3) Conversion of wheat supplied into atta as per the specifications laid down under IS: 1155-1968.
- (4) Completing the process of disinfesting the crushed atta using high speed Entoleter machine as per the specified procedure for all batches of crushing & packing.
- (5) 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.
- (6) Packing of small poly-packs in large carrying bag
- (7) Labeling of small poly-packs and large bags as per specification
- (8) Maintenance of quality and hygienic storage of wheat, atta and packed atta
- (9) Cleaning, milling, cooling, packaging as per best industry procedures and process to ensure maximum shelf life
- (10) Proper storage of the wholemeal atta / fortified atta
- (11) Quality testing of all batches.
- (12) Handling / loading and unloading of wheat from the designated godown(s) for lifting situated in any part of West Bengal.
- (13) Handling / loading and delivery of atta to the Distributor's vehicle.

Annexure-B

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

- (1) The flour mill / atta chakki mill shall have following plant, equipment, machinery and facilities and certificates / clearances:
 - a. Screening machine
 - b. Cleaning machines including Pre-Cleaner Separator, Separator, Scourer, Destoner, Dampner and Emery
 - c. Entoleter machine
 - d. Grinding & Crushing machines
 - e. Atta Silo for cooling
 - f. Automatic online modern, high speed LD packaging machine
 - g. Quality test equipments
- (2) All the above machineries should have the installation certificate from the General Manager, District Industries Centre, of the concerned district and shall be in running condition on the date of submission of application for selection, on the date of inquiry and during the period of empanelment.
- (3) **Specifications of Atta produced:** The flour mill should be capable of giving fortified atta / wholemeal atta 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 specifications laid down under IS: 1155-1968.
- (4) The flour mill shall have Packaging Machine capable of packaging 950 g of fortified atta / wholemeal atta in properly labelled poly-packs having thickness of 50 microns or above.
- (5) Online Packaging Capacity of the flour mill shall be commensurate with the milling capacity.
- (6) The flour mill should have installed Modernized Sealing Machine to seal the packets of fortified atta / wholemeal atta within their own premises.
- (7) The power connection should be commensurate with the milling capacity of the flour mill.
- (8) Every flour mill should have a laboratory within flour mill premises for independent analysis and testing of fortified atta / wholemeal atta 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), if required.
- (9) The flour mill shall install CCTVs and Cameras at the places of storage, cleaning, milling, packaging and storage, transportation points.
- (10) The flour mill shall ensure computerised infrastructure with internet and competent manpower.
- (11) The flour mill shall cover the entire floor and wall up to 5 ft. inside the packaging unit of the mill with white colour marbles or tiles.

- (12) Weighing machines: The flour mill should have weighing devices (including weigh-bridge) duly calibrated by the Competent Authority of the Government of West Bengal.
- (13) 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.
- (14) The Flour Mill shall have to comply with the orders/instructions/guidelines as laid down in the West Bengal Targeted Public Distribution System (Maintenance & Control) Order, 2024, the West Bengal Targeted Public Distribution System (Empanelment of Flour Mill, Milling of Fortified Atta / Wholemeal Atta and its distribution) Guidelines, 2024 and subsequent modifications issued from time to time.
- (15) The flour mill must have installed adequate fire-fighting devices duly certified by the Fire Services Department, Government of West Bengal.
- (16) The flour mill must have certificate of fitness in respect of plants and machineries by competent authorities each year.
- (17) There shall be adequate space for loading and unloading.
- (18) There shall be adequate space for parking of trucks and lorries.
- (19) The Flour Mill / Chakki Mill must have ownership documents for the land as mentioned in Annexure-C.
- (20) The flour mill must have Certificate of Establishment (Trade License) from the competent authority.
- (21) The flour mill must have Food Safety License (FSSAI) from the competent authority.
- (22) The flour mill must have clearance from WB Pollution Control Board.
- (23) The flour mill should have a source for clean water to be used for cleaning of the wheat and water safety clearance from Public Health Engineering Department for the water source.
- (24) The flour mill must submit Income Tax Returns and audited Balance Sheet, for last 3 years, showing positive net worth with the application.

List of Documents

to be submitted along with application in Form-K

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

- (1) Affidavits as per Annexure-I & II to Form K of the West Bengal Targeted Public Distribution System (Empanelment of Flour Mill, Milling of Fortified Atta / Wholemeal Atta and its distribution) Guidelines, 2024
- (2) Certificate of Enrolment of the applicant as registered partnership firm (from Registrar of Firms, West Bengal), LLP, Co-operative society, Corporation, company.
- (3) Registered partnership deed (by DSR/ADSR), in case of registered partnership firm only.
- (4) The flour mill must submit Income Tax Returns and audited Balance Sheet, for last 3 years, showing positive net worth.
- (5) A positive net worth certificate for last 3 Financial Years from a chartered accountant
- (6) Ownership document for the land–

(A) In case of ownership:

- (i) Land Conversion Certificate / any other document showing character of land as “commercial/homestead/ non-agricultural land/godown” for the entire premise of land and building shown as flour mill
- (ii) certified drawings – a) site map layout of the premises b) floor plans of building and plant area,

N.B.-If the land is of other character, the applicant needs to submit application for conversion on or before the date of application and also to submit Conversion Certificate within three months from the date of offer of empanelment.

- (iii) Record-of-Rights,
- (iv) Deed of conveyance/purchase/gift (Registered) in name of applicant/(s),
- (v) Property tax receipt (Current) / land revenue (Current) and,
- (vi) In case of shared ownership of land, NOC of other co-owners.
- (vii) NOC of the family member / owner in the form of affidavit sworn before a Magistrate (in case of property owned by a family member of the applicant).

(B) In case of Hired/Rental Building/Godown:

- (i) Land Conversion Certificate / any other document showing character of land as “commercial / homestead / non-agricultural land / godown”,

N.B.- If the land is of other character, the applicant needs to submit application for conversion on or before the date of application for distributor license and also to submit Conversion Certificate within three months from the date of offer of distributor license.

- (ii) Registered Lease Deed or Tenancy Agreement for at least a period of 10 years and having remaining lease / tenancy period of at least four (4) years on the date of application. (However, if Notarized Lease Deed or Tenancy Agreement is submitted at the time of application then Registered Lease Deed or Tenancy Agreement has to be submitted by the selected candidate within a period of thirty (30) days from the date of offer and empanelment will be effective only after submission.
- (iii) Rent receipt (Current),
- (iv) Proof of ownership of land of lessor and following documents have to be submitted-
 - (a) Record-of-Rights,
 - (b) Deed of conveyance / purchase / gift (Registered) in name of lessor/(s),
 - (c) Property tax receipt (Current) / land revenue (Current) and,
 - (d) In case of shared ownership of land, NOC of other co-owners.
- (7) Certificate of Establishment (Trade License) from the competent authority.
- (8) Food Safety License (FSSAI) from the competent authority.
- (9) Clearance from WB Pollution Control Board.
- (10) 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.
- (11) GSTN Registration
- (12) Blue Print / lay-out of the Roller Flour Mill / Chakki Mill, with all milling machineries installed clearly showing the separate storage spaces of Wheat / Atta respectively. The blue print should also show a quality control unit with installed equipments for verification of the produced fortified Atta / wholemeal Atta on the spot.
- Affidavits as per Annexures-I & II to Form-K of the West Bengal Targeted Public Distribution System (Empanelment of Flour Mill, Milling of Fortified Atta / Wholemeal Atta and its distribution) Guidelines, 2024.
- (14) Water Safety Clearance Certificate from Public Health Engineering Department for the water source.
- (15) Documents related to purchase of machineries.
- (16) Installation certificate from the General Manager, District Industries Centre for all machineries.
- Certificates on cleaning capacity (MT/hr), milling capacity (MT/hr) and online LD packaging capacity (MT/hr) from the General Manager, District Industries Centre.

GOVERNMENT OF WEST BENGAL

FORM K

**Application Form for selection and empanelment of flour mill
for conversion of wheat into atta**

(Vide the West Bengal Targeted Public Distribution System (Empanelment of
Flour Mill, Milling of Fortified Atta / Wholemeal Atta and its distribution)
Guidelines, 2024)

Self
Attested
Photograph

1. Advertisement / Notification No. with date :
2. District 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.
(d) Mobile No. :
(e) Email address:
6. Applicant's date of Birth :
7. Educational Qualification :
8. Name of the Flour mill or entity:
9. Location and Address of the Flour Mill
10. Particulars of the Flour Mill with Plot No., *Khatian* :
No., Name of *Mouza*, Holding No., Road/Lane etc.
(copy of the sanctioned plan to be attached)
11. Type, Measurement and capacity of the godown(s) :
of the Flour Mill
(a) Owned/ Leased :

(b) Capacity of wheat godown (in MT) :

(c) Capacity of atta godown (in MT)

12. Whether it is a Proprietorship / Registered Partnership Firm / LLP / Company / Registered Cooperative Society

13. ROC No. (for company or LLP) or Partnership/ Cooperative Society Registration No., if any-

14. Whether the flour mill was empaneled earlier? Yes/ No

15. If yes, give the period : (month & year to month and year):

16. If empaneled, whether it was de-empaneled ever: Yes / no

17. If yes, give details and reason. Attach copy of order of de-empanelment.

18. If empaneled, whether it was suspended ever: Yes / no

19. If yes, give details and reason. Attach copy of order of suspension.

20. Whether it is Roller Flour Mill or Chakki Mill :

Details of roller and chakki (Count and machine sl. No.)

21. For how many months the mill has been running :

(electricity bill for last 6 months to be attached)

22. Whether there are cleaning machines, : Yes / No

and automatic online packaging

machine capable of packaging 950 g Atta in properly labelled LD poly-packs having thickness above 50 micron.

If so, details

23. Capacity of the flour mills duly certified by GM DIC :

A. Cleaning capacity in MT/hr. :

B. Milling capacity in MT/hr. :

C. online LD Packaging capacity in MT/hr. :

D. Effective Production capacity : (The least of three above) in MT/hr.

24. Whether Entoleter machine is available, : Yes/No

If yes, mention capacity in MT/hr.

25. Whether atta silos for cooling is available : Yes/No

If yes, mention capacity in MT

26. Does the applicant have other Flour Mills : Yes/No

If so, details

27. What are the equipments available for maintaining Quality Control :

28. Attach / upload : Documents related to purchase of following machineries:-

A. Screening machine

B. Cleaning machines: i) Pre-Cleaner Separator, ii) Separator, iii) Scourer, iv) Destoner, v) Dampner and vi) Emery

C. Entoleter machine

D. Grinding & Crushing machines

E. Atta Silos for cooling

F. Automatic online modern, high speed LD packaging machine

G. Quality test equipments

29. Whether the applicant was at any time convicted any criminal case? : Yes/No

An affidavit in the prescribed proforma Annexure-I of Form- 'K' to be furnished / uploaded.]

Place:

Date:

[Name and Signature of Applicant]]

ANNEXURE-I

to Form K of the West Bengal Targeted Public Distribution System (Empanelment of Flour Mill, Milling of Fortified Atta / Wholemeal Atta and its distribution) Guidelines, 2024

AFFIDAVIT

Sri S/o Sri/ Late
.....

aged aboutyears, by religion by occupation
.....

residing at District , State
..... do hereby solemnly affirm and declare as follows:-

1. That I am a citizen of India.
2. That I have not been convicted by any Court of India under the Essential Commodities Act, 1955 or in any other criminal proceedings connected with essential commodities at any time prior to the date of application.
3. That no criminal proceedings are pending or have been initiated against me or the flour mill or its owner / proprietor / partner / director or designated partner under EC Act.
4. That no criminal proceedings are pending or have been initiated by the Food & Supplies department or its officer against the flour mill or its owner / proprietor / partner / director or designated partner.

That the statements made in above paragraphs are true to the best of my knowledge and belief and I have not suppressed any thing.

If the above mentioned statements are found to be false, then, I shall liable to be prosecuted U/s 229 of the Bharatiya Nyaya Sanhita, 2023.

Place.....

Date.....

Deponent

Identified by me

(Advocate)

ANNEXURE-II

to Form K of the West Bengal Targeted Public Distribution System (Empanelment of Flour Mill, Milling of Fortified Atta / Wholemeal Atta and its distribution) Guidelines, 2024

SELF DECLARATION IN PLAIN PAPER

Sri....., S/o Sri/Late

.....

aged aboutyears, by religion

.....

by occupation residing at do

hereby solemnly affirm & declare as follows:-

1. That I am a citizen of India.
2. That I intend to participate in the work of conversion of wheat into atta (wheat flour) under the Food & Supplies Department.
3. That I have read the terms and conditions narrated in Form K i.e. the application form as advertised vide notification dated..... and have understood it.
4. That I intend to use & undertake to implement the unique colour identification & GPS installation on moving vehicle(s)/ boat(s) used for transportation of PDS food grains as directed by the Food & Supplies Department from time to time.

Place.....

Date.....

Full Name

(in BLOCK LETTERS)

Signature of the applicant