



**ORMAS**

**Panchayati Raj & Drinking Water Department  
District Rural Development Agency Jagatsinghpur**

letter No: Dt:

Quotation Call Notice No 518 /Dt: 11-08-2023

Sealed quotations are invited from SHG (Self Help Groups) which shall conform to the Terms and conditions (Annexure-II) for partnering with Shakti Gaon Project of ORMAS Jagatsinghpur in LPG distribution network of IOCL(Indian Oil Corporation Ltd) and submit the details as per annexure-III along with the Bid. The quotation paper in details along with term and condition of tender will be available at ORMAS district office of Jagatsinghpur .Bidder SHGs have to enclose a non-refundable **State Bank of India** demand draft of Rs.100/-(one hundred) only in favor of **District Supply & Marketing Society, Jagatsinghpur** payable at SBI,Sampur, with BID documents towards tender paper cost. The sealed tender should reach to the O/o Dy.CEO,ORMAS Jagatsinghpur through SPEED POST only on or before **31.08.2023. Up to 11 AM** and the **quotation/tender** will be opened on **31.08.2023 at 3.00PM** in the presence of tenderer or their authorized representative by the chairman of tender committee at the office of ZP, Jagatsinghpur.

**However, the undersigned reserves the right to accept or reject any or all quotation without assigning any reason thereof.**

*11.8.23*  
CDO-cum-EO,ZP  
Jagatsinghpur



**ORMAS**

**Panchayati Raj & Drinking Water Department  
District Rural Development Agency Jagatsinghpur**

letter No: Dt:

**Annexure – II**

**TERMS & CONDITIONS FOR partnering with Shakti Gaon Project of ORMAS Jagatsinghpur in  
LPG distribution network of IOCL (Indian Oil Corporation Ltd).**

1. This tender process is **only applicable to women SHGs** and not meant for other bidders. Bids w.r.t non-SHG will be rejected by the authority.
2. The bidder SHG must **abide by all the norms of Mission Shakti dept.** Govt of Odisha to apply for the said process.
3. The bidder SHG must be active in terms of their activity and should **produce their annual business turnover details with existing loan with repayment EMI details signed by all the members and certified by concerned GPLF/BLF.**
4. The bidder SHG must have at least more than **1 lakh cash balance available** in their bank account to do the business of LPG distribution and furnish the bank account details of the same.
5. The bidder SHG must produce their updated cash book statement and enclose self-attested copy of the same.
6. The bidder SHG should follow all the term & conditions of **IOCL (Indian Oil Corporation Ltd) regarding** LPG distribution network and also communicated from time to time.
7. The selected SHGs must ensure **home delivery of LPG cylinders** to their customers which is mandatory.
8. The selected SHG to purchase LPG cylinder from ORMAS Jagatsinghpur Shakti Gaon Project on deposit of the purchase amount upfront in favour of the office bank account.
9. The selected SHG to purchase refill cylinders on daily basis from ORMAS Shakti Gaon Project godown and return the empty cylinders on the same day after delivery to the consumers.
10. The selected SHG must follow the **digital booking, DAC & other process of IOCL, delivery of cylinders to consumers within stipulated time of 2 days** of booking and not more than that period as imposed by IOCL in LPG distribution process.
11. The selected SHG must **acquire/onboard minimum 300 no of consumers within 6 months** from the date of selection with proper documentation as per IOCL norms.
12. The selected SHG must **open sale counter with 100 kg LPG storage** as per IOCL norms to store LPG cylinders.
13. The selected SHG must **address/resolve their consumer grievance if any within 2hrs** related to LPG cylinders.
14. The selected SHG must **maintain cash book, stock register, consumer register, complaint register, daily transaction/sales register and other required records** as per IOCL norms to run the LPG distribution business.
15. The selected SHG must **deposit the purchase amount in favour of ORMAS Jagatsinghpur Shakti Gaon Bank account through digital payment mode preferably or cash deposit in official bank account on same day of procuring LPG cylinders** and receive money receipt also.
16. The selected SHG should **deliver the cylinder to their consumers as per the sale price defined by IOCL** and not more than that and avoid overcharging.
17. The selected SHG must **have a smart phone with IOCL APP installed and confirm delivery of cylinders to consumers through this app.**
18. The selected SHG must **procure leak detector test, fire extinguisher, digital weight machine** in their sale counter at their cost.
19. The selected SHG must **ensure PDC (pre delivery check) of cylinders before delivery to consumers.**
20. The selected SHG must inform ORMAS Shakti Gaon office **1 day in advance about their load requirement of LPG cylinders.**



**ORMAS**

**Panchayati Raj & Drinking Water Department  
District Rural Development Agency Jagatsinghpur**

letter No: Dt:

21. The selected SHG must receive invoice from ORMAS Shakti Gaon office with respect to their consumers booking daily basis.
22. The selected SHG to provide ORMAS Shakti Gaon office the details of consumers who made payment through online for LPG delivery on regular basis.
23. The selected SHG must receive their monthly account statement of LPG business from ORMAS Shakti Gaon office.
24. A sum of Rs.30,000/- shall be deposited by the bidder SHGs in shape of Account Payee Bank Demand draft drawn in favour of the District Supply & Marketing Society, Jagatsinghpur payable at SBI Sampur Branch Jagatsinghpur and needs to be submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to the unsuccessful bidder SHGs.
25. If the services of SHGs are found to be unsatisfactory, the office shall give one month notice and terminate the agreement & forfeit the security amount.
26. In case the bidder SHG intends to withdraw the services and terminate the agreement, it shall be mandatory upon him to give one month notice before such withdrawal of service and for termination of agreement.
27. If the bidder SHG violates any of the terms of contract, the entire amount of security deposit shall be forfeited.
28. The Quotation completed in all respect should reach the undersigned through SPEED POST only on or before 31.08.2023 by 11 A.M and shall be opened on Dt: 31.08.2023 at 3 P.M. in presence of the bidder SHG or their authorized representatives.
29. The application form of tender containing General Bid Information & Terms and conditions partnering with Shakti Gaon Project of ORMAS Jagatsinghpur in LPG distribution network of IOCL(Indian Oil Corporation Ltd) will be available at the office of Dy.CEO,ORMAS, Jagatsinghpur, O/o Zilla Parishad,Sanara Jagatsinghpur-754104 upto 31.08.2023 up to 11 A.M on payment of Rs.100/- (rupees one hundred only) .
30. The eligible bidder SHG shall commence the services from the date of Selection by the undersigned and shall continue to provide the services of LPG distribution.
31. The bidder SHG must produce a Self declaration of following all the norms of IOCL with respect to LPG distribution signed by president & secretary.
32. One SHG from each blocks will be selected for the said process except Naugaon block for which 2 SHGs will be selected.
33. The bidder SHG must apply for their own Block and not for any other Block. The authority reserves to right to allow any selected SHGs in different Block in case no bidder is selected for the respective Block.
34. The sealed envelope containing the quotation/tender papers Superscripted be sent only to the following address through Speed post only to the office.  
**ORMAS-Jagatsinghpur, O/o- Zilla Parishad Building, Sanara chhak ,Jagatsinghpur, Dist.- Jagatsinghpur, PIN- 754104**
35. It needs to be written in capital letters "Partnering with Shakti Gaon Project of ORMAS Jagatsinghpur in LPG distribution network of IOCL(Indian Oil Corporation Ltd)." on the top of the sealed envelope containing all papers along with application.

**However, the undersigned reserves the right to accept or reject any or all quotation without assigning any reason thereon.**

CDO-cum-EO  
ZP Jagatsinghpur

11.8.23



**ORMAS**

**Panchayati Raj & Drinking Water Department  
District Rural Development Agency Jagatsinghpur**

Letter No: Dt:

Memo No. 519 / Dt: 11.08.2023

Copy to notice board of ZP, Jagatsinghpur for wide circulation of the tender.

*11-8-23*  
CDO-cum-EO  
ZP Jagatsinghpur

Memo No. 520 / Dt: 11.08.2023

Copy to notice board of Collectorate, Jagatsinghpur for wide circulation of the tender.

*11-8-23*  
CDO-cum-EO  
ZP Jagatsinghpur

Memo No. 521 / ORMAS Dt: 11.08.2023

Copy to Executive Officer Municipality, Jagatsinghpur for wide circulation of the tender.

*11-8-23*  
CDO-cum-EO  
ZP Jagatsinghpur

Memo No. 522 / ORMAS Dt: 11.08.2023

Copy to All BDOs, Jagatsinghpur district for wide circulation of the tender.

*11-8-23*  
CDO-cum-EO  
ZP Jagatsinghpur

Memo No. 523 / ORMAS Dt: 11.08.2023

Copy to DIO, NIC, Jagatsinghpur district for uploading of the tender in NIC Portal.

*11-8-23*  
CDO-cum-EO  
ZP Jagatsinghpur



**ORMAS**

**Panchayati Raj & Drinking Water Department  
District Rural Development Agency Jagatsinghpur**

letter No.      Dt:

**Annexure – III**

**PROFORMA FOR Partnering with Shakti Gaon Project of ORMAS Jagatsinghpur in LPG  
distribution network of IOCL (Indian Oil Corporation Ltd).**

1. Name of SHG
2. Date of Formation
3. NRLM code of SHG
4. Village/GP/Block/ULB/District
5. Resolution of applying for LPG distribution signed by President & Secretary:
6. Bank Account Details  
(Last 6 Month account statement copy)
7. Certified copy by GPLF/BLF of annual business turnover of SHG: (Y/N)
8. Certified copy by GPLF/BLF of Loan & repayment of EMI details of SHG: (Y/N)
9. Certified copy of updated Cash Book of SHG:(Y/N)
10. Self Declaration of SHG w.r.t IOCL Norms of LPG distribution: (Y/N)

(Enclose self-attested copy of all above mentioned details)

“Certified that the information submitted above is true and correct to the best of my knowledge and belief”.

**Seal & Signature of the  
Quotationer/Tenderer SHG**