

Government of West Bengal  
Food & Supplies Department  
Directorate of District Distribution, Procurement and Supply  
11A, Mirza Ghalib Street, Kolkata - 700087

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Memo No. 510(18)/FP/IL-09/2015

Date: 18-09-15

From : The Director, Dte. Of DDP&S.  
To : All District Controller(s), F&S Department.

**Sub: Guidelines regarding preservation and Quality Control management of stored stocks in godowns to be undertaken by the Handling Contractors**

The preservation and quality control management of stored stock of procured rice is an essential activity for long storage of foodgrains and to maintain the quality of the same. The Government after careful consideration has since decided that the works related to preservation and quality control management of stored procured stock in all godowns including SWC godowns shall henceforth be undertaken by the appointed Handling Contractor under the guidance and supervision of the Quality Control trained Inspectors posted at such godowns.

2. The job of preservation and quality control management includes:-

- a) Cleaning and drying of vacant godowns with proper pesticides, chemicals to keep it clean from pests, rodents etc. before keeping rice in the godowns,
- b) Maintaining uniform and standard stack (30' X 20') with maximum 20 layers of bags in each stack having maximum 150 MT rice in 3000 bags built in with proper alleyways(2.5') and gangways(5'),
- c) Daily aeration and brushing of all stacks as well as the alleyways and gangways along with chemical and pesticide treatment(including rodents control and fumigation etc.) of the preserved stock of rice as per schedule given in the activity chart (annexure I),
- d) Refilling of loose grains and classification as well as categorization of the stock in every fortnight to verify the infestation of stock under the supervision of the QC trained Inspector, F&S / officials assigned for doing so,
- e) Maintenance of stack card with noting on classification and chemical treatment etc. and the registers as per schedule given in the activity chart (annexure I),
- f) Maintenance of FIFO (first in first out) strictly.

3. The base price of different procedures for quality control measures to be taken in a standard godown has been fixed to a maximum of Rs. 6.27 per metric ton of rice per month starting from KMS 2015-16, the detail of which is given in annexure II.

4. The Handling Contractor shall ensure availability of all quality control equipments which includes moisture meters, fumigation covers etc., details of which is given in annexure III and shall undertake the QC works under the supervision of the QC trained Inspector(s) / officials including Sub-divisional Controller(SCF&S) assigned by the District Controller, F&S(DCF&S) for doing so in each KMS.

5. Failure to perform the QC works despite having specific direction from the QC trained Inspectors/ Officials will entail the handling contractors for imposition of following penal measures if the stock is categorized as "D" category and found to be non-issuable in PDS by District / State Categorization Committee as per G.O. no. 8697(3)-FS dated 28<sup>th</sup> November'1996.

- (a) If any Handling Contractor neglects to perform his allotted jobs in connection with preservation and Q.C. Treatment of stored stocks of rice as per job specifications despite having specific directions from the Q.C. Trained Inspectors posted at the respective godown, he/she will be directed to perform such jobs within next 7(seven) days from the date of receipt of such directions.
- (b) If he/she neglects to perform the assigned jobs despite receipt of such notice within seven (7) days, his/her Appointing Authority shall have the right to forfeit a portion and /or whole amount of the Security deposit.
- (c) If he/she neglects to perform the assigned jobs in more than two(2) occasions, the Appointing Authority shall have the right to cancel his/her Engagement Order and forfeiture of the Security deposit and may also Black list him/her for next three(3) years.

6. The Handling Contractor shall submit the bills pertaining the expenditure on account of such QC measures undertaken by him having proper records and item wise expenditure as per enclosed cost analysis chart (annexure II) with proper certification of the QC Inspector/ Godown in charge/ SCF&S along with the handling bills to the concerned DCF&S. The DCF&S, after necessary verification, shall forward such bills (QC and handling bills, separately) to the Director of Finance(DF), F&S department for placement of fund for disbursement in favor of the handling contractors. In case of the godowns managed by the SWC, the DF will deduct and realize the cost involvement in respect of QC measures from the godown storage bills. The standard format regarding claim/ preparation of bills will be circulated to all DCF&Ss by the Director of Finance.

7. The DCF&S(s) are requested to communicate the guideline and annexure to the existing Handling Contractor(s) for immediate compliance. Before engagement of new Handling Contractor(s), this provision should be included in the tender documents.

8. These issues with the approval of the Commissioner, Food & the Principal Secretary to the Government of West Bengal, Food & Supplies Department.

Enclosure: Annexure I – III.

*Aravinda Ghosh*  
Director, Dte. Of DDP&S 18.9.15

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Copy forwarded for information and taking necessary action to:-

1. The MD, WBSWC,
2. The Director of Finance,
3. The Joint Secretary to the Government of West Bengal, F&S Department,
4. The District Magistrate(all),
5. The Director, Dte. Of I&QC, F&S department.

*Aravinda Ghosh*  
Director, Dte. Of DDP&S 18.9.15