

**GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DIRECTORATE OF DDP&S  
DEPARTMENT OF FOOD & SUPPLIES  
KHADYASHREE BHABAN  
11A, MIRZA GHALIB STREET, KOLKATA -700087**

Memo No:- 2878- FMR/13L-36/14(Pt-V)

Dated:-01.09.2022

**NOTICE OF VACANCY OF DISTRIBUTOR AT GOSABA BLOCK  
DISTRICT - SOUTH 24 PARGANAS**

**Part-I**

1. In pursuance of approval of the vacancy of Distributor vide Order No. 2980-FS/Sectt./Sup/4M-77/18 dated 19/07/2022 readwith No.3393-FS/Sectt./Sup/4M-77/18 dated 22/08/2022 of the Department of Food & Supplies, Government of West Bengal, applications are invited from individual permanently residing in the District of South 24 Parganas, registered partnership firm, registered Co-operative Society, Sangha or Mahasangha of Self Help Groups working within the district of South 24 Parganas for filling up the vacancy of Distributor under the West Bengal Public Distribution System (Maintenance & Control) Order, 2013 as amended from time to time, at the following location :-

**The details of the location of the vacancy:**

**BLOCK-GOSABA  
SUB-DIVISION:- CANNING  
DISTRICT:- SOUTH 24 PARGANAS**

2. Online application in prescribed proforma (**Form- G**) along with requisite documents as mentioned in Part-4 and receipt of deposition of application fee of Rs. 5,000/- (Rupees five thousand) only through GRIPS should be uploaded through official website <https://food.wb.gov.in> within 45 (forty five) days from the date of publication of this vacancy notice in the Official Website of the Department of Food & Supplies.
3. Please note that the crucial date for determining the last date of application shall be the date of publication of vacancy notice in the Official Website. The application should be submitted on or before 5 pm of the last date of the application.
4. Incomplete application or application received from ineligible applicants will be summarily rejected without further notice to the concerned applicant/s.
5. Specimen copy of the application form will be available in the office of the undersigned and it can also be downloaded from official website of the department i.e. <https://food.wb.gov.in> .

**Part-2**

6. The applicant must fulfil the following **eligibility criteria:** –
  - (a) The applicant applying for distributorship must be adult Indian Citizen(s) and should be permanent resident(s) of South 24 Parganas District.
  - (b) If the applicant be Sangha or Mahasangha of Self Help Groups or registered Cooperative Society, it shall be working in the district of South 24 Parganas.
  - (c) The applicant should not be convicted by any Court under the Essential Commodities Act or in any other criminal proceedings connected with the essential commodities.
  - (d) Applicants for Distributorship must have a working capital of Rs. 25.0 lakh on the day of application in the form of saving account, current account and/or fixed/ term / flexi deposit in the Bank and/or Post Office and such working capital shall continuously be maintained till the grant of license.

(e) The applicant should possess a godown with the specification mentioned below:-

(i) The size of the godown should be to accommodate at least 1000 MT of food grains along with a space of 25% for provision of alleys in between the stacks of different commodities with a view to keeping the stock of each commodity separately and neatly arranged for easy identification. There must be covered space of 200 sq. ft. adjacent to the godown to be used for office purpose as well as for computer operations.

(ii) The godown must have a single compartment with following specification:

(A) Godown size (for 1000 MT):

- (I) Minimum Godown size (carpet area) = 6310 sq.ft.
- (II) Standard Dimension – 27.74 m x 21.34 m (91 ft. x 70 ft.)

However, the dimensions may vary upto to a maximum of +/- 35 feet; provided the minimum carpet area of the godown should be 6310 sq. ft.

(B) Plinth level:

- (I) 0.60 m (2 feet) from road level & ground level in rural areas and municipalities;
- (II) 0.30 m (1 foot) from road level & ground level in Municipal Corporation areas

(C) Godown Height: Minimum 4.28 meter (14 feet) along the side walls.

(D) A Verandah—

- (I) with a minimum width of 6 feet all along the side of the godown having operating gates/openings or
- (II) with a minimum continuous length of 50 feet and minimum width of 6 feet covering all the opening gates/doors or
- (III) with a minimum width of 6 feet covering all the operating gates/openings and with a lateral projection on both sides of the opening with a minimum measurement of 15 feet beyond the edges of operating gates/opening.

(E) Minimum No. of Rolling shutters (openings): 6 Nos.

(F) Size of rolling shutters (clear opening): 1.83 m x 2.44 m.

(G) Bottom ventilators size: 0.60 m x 0.60 m on both long walls (4 on each wall).

(H) Top ventilators size: 1.50 m x 0.60 m on both long walls (5 on each wall).

(I) The godown must be well-ventilated *pucca* structure with concrete floor.

**(iii) The location of the godown should be preferably within Gosaba Block. If no candidate is found eligible in Gosaba Block for want of suitable godown then candidature of otherwise eligible applicants, having suitable godown in the adjacent Block or Municipality within the district of South 24 Parganas will be considered subject to the condition that he will be entitled to the allowance of transport rebate for door step delivery upto 20 Kilometer only. If more than one candidate of adjacent Block or Municipality are found suitable, the candidate having the godown nearest to the boundary of Gosaba Block will be selected.**

7. The applicant must be prepared to furnish, on engagement, a security deposit of Rs.5,00,000/- (Rupees five lakh) in the Head of Account 8443-00-103-001-07 and Licence Fee of Rs.60,000/- (Rupees sixty thousand) in GRIPS Challan in the Head of Account 0408-00-101-001-16 for fulfilment of his/her/their obligation as a Distributor.

### Part-3

8. Following person/entity shall not be eligible to apply for a license of Distributor, namely –

- (a) a person holding a licence of distributor or wholesaler in his name or a person whose relative already has a distributor or wholesaler license;
  - (b) an owner of flour mill or rice mill empanelled by the State Government and his family;
  - (c) a member of local bodies, local authority, Panchayati Raj Institutions, board or corporation, or member of Legislative Assembly or a Member of Parliament during his tenure as such capacity;
  - (d) a minor or person of unsound mind or an insolvent;
  - (e) a person convicted by the Court under the Act or in any other criminal proceedings connected with essential commodities;
  
  - (f) a person holding a post in the establishment of any State Government or Central Government or any authority or body or institution of Local self-government established or constituted by or under the Constitution or by any other law made by the Parliament or a State Legislature or by notification issued or order made by the Central Government or a State Government;
  - (g) a limited liability partnership;
  - (h) a corporation or company.
9. The State Government may, for the reasons to be recorded in writing, cancel the vacancy any time before the approval is granted. Mere declaration of vacancy, submission of the application or any action taken for enquiry, etc. thereof shall not confer any right to the applicant to claim selection in any condition or under any circumstances.

### Part-4

10. The applicant must **upload the scanned copies** of the following supporting documents in the portal along with the application:


- (a) Recent passport size colour photograph(s) of the individual/all partners/all authorised signatories.
- (b) Affidavits sworn before 1<sup>st</sup> Class Magistrate as per Annexure-I and Annexure-II to Form G.
- (c) Receipt of application fee paid through GRIPS Portal.
- (d) Identity proof [scanned copy of EPIC Card(s) or Aadhaar Card(s) or Passport(s)] in case of individual, partners and of all authorised signatories of registered Co-operative Society, Sangha or Mahasangha of Self Help Group.
- (e) Proof of residential/office address (EPIC Card or Aadhaar Card or Passport or recent electricity bill) in case of individual/Partners/ all authorised signatories of registered Co-operative Society, Sangha or Mahasangha of Self Help Group.
- (f) Proof of date of birth (Birth Certificate/Admit Card of Madhyamik or equivalent/Aadhaar Card/Passport) in case of individual or partners.
- (g) Proof of educational qualification (scanned copy of Certificate/Marksheet) in case of individual/Partners/Authorized signatory of registered Co-operative Society/Sangha or Mahasangha of SHG.
- (h) Self attested photocopy of PAN Card of individual/Partnership Firm/registered Co-operative Society/ Sangha or Mahasangha of SHG.
- (i) In case of partnership firm, registered partnership deed to be submitted.
- (j) Power of Attorney in favour of signatory partner – for registered partnership firm and authorised signatory in case of registered Co-operative Society, SHG.
- (k) Registration Certificate of Partnership Firm/Co-operative Society.
- (l) Resolution of Board of Directors/Governing Body in case of registered Co-operative Society/Sangha or Mahasangha of SHG working in the district of North 24 Parganas for venture into PDS Distributorship.
- (m) Medical Certificate of fitness of authorised signatory from a Govt. Hospital.
- (n) Copy of sanctioned plan of the offered godown.

- (o) A layout map of the offered godown and office indicating space for loading and unloading of truck and approach road.
- (p) Proof regarding godown-
- (A) In case of ownership godown : i) Land conversion Certificate ii) RoR, iii) Deed of conveyance/purchase/gift (Registered) in name of applicant, iv) Up to date property tax receipt, v) In case of shared ownership, NOC of other co-owners for Distributorship.
- (B) In case of Hired/Rental Godown: i) Land Conversion Certificate ii) Registered Lease Deed or Tenancy Agreement for at least a period of 10 years, iii) Up to date rent receipt, iv) Proof of ownership of land of lessor.
- (q) Proof of financial solvency [Account statement/Deposit Certificate/self attested photocopy of updated Passbook issued by a recognized Bank/Post Office as reflected on the day of application.
- (r) In case the aforesaid account/deposit is held jointly, NOC of such joint holder for investment in PDS Distributorship.
- (s) Income Tax Return for last 3 FYs, if applicable.
- (t) Audit Report for last 3 FYs, if applicable.
- (u) Affidavit as per proforma appended with Annexure-I to Form G on Non-Judicial stamp paper of Rs.10/- sworn before 1<sup>st</sup> Class Magistrate.

#### Part-5

#### 11. Other Terms and Conditions :-

- (a) Applications of the candidates who do not fulfil the eligibility criteria specified in Part -2 above or fall in any of the category as mentioned in Part – 3 or do not submit their applications in accordance with the direction along with requisite documents, in respect of all the columns of the specified application form and a recent passport size colour photograph of the applicant, will be summarily rejected.
- (b) Any form of canvassing will automatically disqualify a candidate for engagement.
- (c) Any suppression of fact /information or incorporation / providing of wrong information in the application form or uploading of false or fabricated documents will be considered as a good and justifiable reason for disqualification for a candidate or rejection of application and taking appropriate legal action.
- (d) State Government in Department of Food & Supplies reserves the right to reject any application or cancel the vacancy at any stage of the processing of the application(s) without assigning any reason thereof and will not entertain any correspondence on this score.
- (e) The entire procedure of selection of a suitable candidate for Distributorship will be guided by the relevant provisions of WBPDS (M&C) Order, 2013 as amended up to date and the orders issued thereunder.
- (f) The functioning of the distributorship shall be governed by the provisions as laid down in the West Bengal Public Distribution System (Maintenance & Control) Order, 2013 as amended from time to time and Government Orders /Notifications issued from time to time.
- (g) Selected candidate shall have to carry out the direction/instructions of the State Government or its authorised officers given from time to time for delivery of public distribution commodities to the Fair Price Shop at his door steps or in any other manner and in connection with all the activities related to lifting, transportation, storage, delivery, online procedure, etc.

  
DR. AJAY BHATTACHARYA, IAS  
Director,  
Directorate of DDP&S  
Government of West Bengal.