



GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF FOOD & SUPPLIES  
SCFS-Mathabhanga

FOR INVITING APPLICATION for grant of LICENSE against the VACANCY of Fair Price Shop(Ration Shop)

Vacancy ID:202200218107

Memo No.09/SCF&S/MTB/2024

Date: 11.01.2024

**PART-I**

1. In pursuance of approval of the Government in Food & Supplies Department vide Order No202200218107 of the Department of Food & Supplies Department/District Magistrate

Applications are invited from:

- an individual permanently residing in the Mathabhanga sub-division,
- Registered partnership firm,Registered Co-operative Society,Sangha or Mahasangha of Self-Help Groups working within COOCHBEHAR district

for filling up the vacancy of FPS Dealership 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:

Vill/Hamlet / Para: [Service Area]	PACHAGAR (P),Sitai More, Near Baishguri High School, with serving area Kauardara (P) village, Baisguri (P) villag		
Mouza & J.L. No.:	BAISHGURI-119	GP/Ward:	PACHAGAR
Post Office:	Pachagarh	Police Station:	MATHABHANGA
Block/Municipality/ Municipal Corporation:	Mathabhanga - I	District:	COOCHBEHAR
PIN :	736146		

3)Applications shall be submitted in Prescribed Proforma (Form- C) along with check-list and requisite documents as mentioned in Part- IV,of this notice

4)Mode of submission of Application :

Applications can be submitted in any of the following mode:

(a)Online through the official website of the Department:

Please visit the website of the department <https://food.wb.gov.in>. Select "Apply for New FPS License". Then search the vacancy and apply online. Detailed procedure and guidelines will be available in the portal.

OR

b)By Registered Post /Speed Post or by hand in a sealed cover to the office of the Sub-Divisional Controller (Food & Supplies) Mathabhanga SubDivision atCOOCHBEHAR .

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 Now [food.wb.gov.in](https://food.wb.gov.in).

The Envelope containing Application submitted through Registered Post / Speed Post or by hand should be superscribed Application for engagement as FPS Dealer at Vill / Hamlet: PACHAGAR (P),Sitai More, Near Baishguri High School, with serving area Kauardara (P) village, Baisguri (P) villag, Monza BAISHGURI, J.L.No 119, P.O: Pachagarh ,G.P / Ward: PACHAGAR , P.S: MATHABHANGABlock / Municipality: Mathabhanga - Iin the District of COOCHBEHAR,pin 736146

IT IS ADVISED THAT APPLICANT SHOULD TRY TO SUBMIT HIS APPLICATION IN ONLINE MODE.

5)Application Fee :

i.The Applications should also accompany receipt of deposition of Application Fee of Rs. 1,000/- (Rupees one thousand) only .

ii.The Application Fee has to be deposited through GRIPS portal under the Head of Account 0408-00-101-001-16.

iii.How to Deposit Application Fee: Please visit GRIPS portal [[www.wbifms.gov.in/GRIPS/](http://www.wbifms.gov.in/GRIPS/)]. Select - "Make Payment" link. Read GRIPS instructions carefully. Select Department - Food & Supplies. Select Services - Application Fee. Then Click - PROCEED and complete the process.

6)Last Date of submission of Application :

Applications can be submitted during working hours on any working day at the office as mentioned above or online, within 45 (forty five) days from the date of publication of indicative advertisement of the FPS vacancy in the newspapers.



7) Incomplete applications or applications received after the stipulated date, or applications received from ineligible applicants will be summarily rejected.

### Part-2

#### 8) Eligibility Criteria:

The applicant must fulfill the following eligibility criteria

The applicant shall be :

- i) An individual permanently residing in Mathabhanga sub-division,
- ii) Registered partnership firm, Registered Co-operative Society, Sangha or Mahasangha of Self-Help Groups working within COOCHBEHAR district
- (iii) Individual applicant or partners of the registered partnership firm or members of the registered Co-operative Society or members of the Sangha or Mahasangha of Self-Help Groups applying for FPS dealership must be adult Indian Citizen(s).

#### iv). Requirement of Size of Godown and Shop for running Ration Shop :

The applicant should possess a suitable shop-cum-godown having the following norms as per (as per the notification issued by Deptt. of Food & Supplies vide No. 1465-FS dated 10.04.2023)

#### For Panchayat area

(a) It must have the space of minimum 300 Sq. ft. along with a covered space of 100 Sq. ft. adjacent to the godown to be used for office purpose for weighing and e-Pos operation. Total number of compartments for shop and godown should not exceed 3(three) and should be adjacent/connected to each other. However, if the godown and shop are accommodated in the single compartment, the area should be minimum of 400 Sq. ft.

(b) The godown must be a well ventilated pucca structure having roof made of concrete slab/brick slab or asbestos sheet/tin having bituminous coating and cemented/tiles floor.

(c) Minimum height of the godown should be 2.43 meter (8 feet) along the side walls.

(d) The Plinth level should be 0.60 meter (2 feet) from road level or ground level.

(e) A verandah with shade to accommodate at least five people, who may wait in the queue, is desirable.

v). The applicant applying against a vacancy of Fair Price Shop must have a ready godown as per the above norms on the date of inspection. However, if the godown is otherwise ready following deviations / exceptions at the time of inspection may be ignored:

(A) If the structure of floor, wall and roof of the proposed godown is complete and floor is otherwise ready but tiles/cement finishing is not done or if the bitumen coating is not done in case of roof covered with asbestos sheet/tin, then godown will be treated as incomplete but application would be processed. In such case, the minimum marks would be given for such godown.

(B) On processing of the application in cases of incomplete godown, if the applicant is otherwise found to be eligible and all other criteria of engagement of FPS dealer are fulfilled, license will be issued only after further inquiry and uploading of photo regarding completion of tiles/cement finish or bitumen coating, as the case may be.

(C) However, if any of the wall or floor or ceiling/roof is incomplete on the day of the inspection, the godown will be treated as "incomplete" and the application will not be further processed. It will be marked as "Incomplete godown" in the portal and size & pictures as on the day of inspection will be uploaded. However, no marks would be allotted against such applicant and he will be treated as ineligible.

(vi) There has to be adequate space in front of the godown for unloading of stock.

#### (vii) Working Capital or Fund required at the time of application:

a) Applicants for dealership must have a bank balance of Rs. 50,000/- (Rupees fifty thousand) only in the form of Savings Account, Current Account and / or fixed / term / flexi deposit in a Scheduled Commercial Bank and or Post Office as working capital on the date of application.

b) In case of engagement as FPS dealer, the applicant must be prepared to furnish a security deposit of Rs. 25,000/- (Rupees twenty five thousand) only and license fee of Rs. 10,000/- (Rupees ten thousand) only through GRIPS via website of the department <https://food.wb.gov.in> under Head of Account '8443-00-103-001-07' and '0408-00-101-001-13' respectively within the time as stipulated.

### Part-3

#### 9. Following person / entity shall not be eligible to apply for a license of FPS Dealership, namely –

- (i) A person holding a license of FPS dealer or distributor or wholesaler in his name or a person whose relative [as per clause 2(xa) of the WBPDS (M&C) Order, 2013] already has a FPS dealer or distributor or wholesaler license;
- (ii) 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 in such capacity;
- (iii) A minor or person of unsound mind or an insolvent;
- (iv) A person convicted by the court under the EC Act or in any other criminal proceedings connected with Essential Commodities.



(v) 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;

(vi) A Limited Liability Partnership;

(vii) A corporation or company

(viii) A dealer, who has been terminated for contravention of the provisions of the Act or the Control Order;

(ix) A dealer, who has resigned or voluntarily surrendered his license

#### Part-4

**10. The applicant must submit the following copies or original supporting documents along with Application in Form-A-1: [All photocopies shall be self-attested]**

(i) Recent colour photograph (to be self attested and affixed on the Application form) of individual proprietor/all partner of registered partnership firm/all office bearers of registered Co-operative Society, Sangha or Mahasangha of SHG.

(ii) Affidavit sworn before the Magistrate Court as per Annexure- I to Form 'C' under the WBPDPS (M&C) Order, 2013 (as amended vide Notification No. 2596-FS dt. 09.08.2021) in original.

(iii) GRIPS e-challan showing deposit of non-refundable application fee.

(iv) Proof of Identity (Photocopy of EPIC /Aadhaar Card /Passport) of individual applicant/all partners of registered partnership firm/or all office bearers of Registered Co-operative society, Sangha or Mahasangha of SHG.

(v) Proof of residential address (Photocopy of EPIC /Aadhaar Card /Digital Ration Card/Passport/recent Electric bill /Driving License) of individual applicant/all partners of registered partnership firm/or all office bearers of Registered Co-operative society, Sangha or Mahasangha of SHG.

(vi) Proof of the highest educational qualification (Certificate or Marksheet) of the proprietor (in case of individual)/signatory partner (in case of partnership firm)/authorised office bearer (in case of Registered Co-operative society, Sangha or Mahasangha of SHG).

**(vii) Documents related with Godown and Shop / Office :**

Documents regarding possessional right over the proposed place of business:

**(A) In case of ownership/shared ownership:**

a) Photocopy of Record of Rights (Porcha) / Registered Deed of Conveyance/purchase/gift in the name of applicant/ Mutation Certificate,

b) Document showing character of land as 'dokan/commercial/bastu' if Record of Rights is not produced,

c) Up to date property tax receipt and

d) NOC of other co-owners (in case of shared ownership of the offered shop- cum-godown) in the form of affidavit

**(B) In case of property owned by a family member of the applicant:**

a) Photocopy of Record of Rights/ Registered Deed of Conveyance/purchase/gift in the name of the family member/ Mutation Certificate,

b) Document showing character of land as 'dokan/commercial/bastu' if Record of Rights is not produced,

c) Up to date property tax receipt and

d) NOC of the family member/owner in the form of affidavit sworn before a Magistrate.

**(C) For leased/rented property:**

Registered/Notarized Lease Deed or Tenancy Agreement for at least 4(four) years with copies of rent receipts for all the months from the date of agreement till date of application and Registered Deed/RoR in the name of the land owner (or lessor).

(viii) Proof of financial solvency [Account Statement/Deposit Certificate (FD/TD/RD/Flexi)/ photo copy of updated Passbook issued by a recognized bank and/or Post Office for the relevant period].

(ix) A layout map with dimensions showing offered godown, office, shade for persons in queue, space for unloading of stock of PDS commodities and approach road.

(x) In case the applicant is other than an individual, please upload/ attach Photocopies of:

a) Registration Certificate issued by the competent authority,

b) Resolution of Directors/Governing body for venture into FPS dealership and

c) Power of Attorney in favour of authorised office bearers (in case of Sangha or Mahasangha of Self Help Group or Co-operative Society), Registered Partnership Deed and Power of Attorney in favour of the signatory partner in case of partnership firm.


(xi) Certificate of medical fitness of the individual applicant (proprietor)/signatory partner (in case of partnership firm) /authorised office bearer (in case of Sangha or Mahasangha of Self Help Group or Co-operative Society), in original, from a Govt. Hospital.

- (xii) Proof of date of birth of the individual applicant (proprietor)/all partners [Photocopy of birth certificate/ admit card of Madhyamik or equivalent /EPIC/Aadhaar card/Passport]
- (xiii) Photocopy of PAN Card of individual applicant (proprietor)/registered partnership firm/registered Co-operative Society/Sangha or Mahasangha of SHG.
- (xiv) Copy of Income Tax return for last 3 (three) years, if applicable
- (xv) Copy of Audit Report for last 3 (three) years, if applicable.

### Part-5

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

- i). The functioning of the dealership 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 and instruction of competent authorities.
- ii). Selected candidate shall have to carry out the direction/instructions of the State Government given from time to time for delivery of public distribution commodities to the ration card holder at his/her doorsteps or in any other manner, as may be specified, and shall distribute public distribution commodities as per the entitlement of the ration card holders, in the manner so specified, on e-POS based authenticated transaction or in Duare Ration Mode or otherwise directed from time to time.
- iii). Any form of canvassing shall be a good and justifiable reason for disqualification of a candidate or rejection of the application.
- iv). Any suppression of fact/information or incorporation/providing of wrong information in the application form or attached documents will be considered as a good and justifiable reason for disqualification for a candidate or rejection of application and taking appropriate legal action.
- v). The Licensing Authority or Government in Food & Supplies Department 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.
- vi). The entire procedure of selection of a suitable candidate for FPS Dealership will be guided by the relevant provisions of WBPDS (M&C) Order, 2013 as amended up to date and order issued thereunder vide No. 2037-FS dated 22.05.2023 and any other relevant order issued before the publication of this notice, which are available in the official portal.
- vii). Applicants must insist on acknowledgement/receipt along with list of documents submitted if application is submitted by hand;
- viii). Notwithstanding anything contained in this Notice, the State Government may, for reasons to be recorded in writing, cancel the vacancy at any time before the approval is granted.

  
NILAMBAR MANDI -Sub-Divisional Controller(Food & Supplies)  
Food & Supplies Department  
Government of West Bengal