



GOVERNMENT OF WEST BENGAL
Women & Child Development and Social Welfare Department
Bikash Bhavan, North Block, 10th Floor, Salt Lake City, Kolkata-700091.

No. 3678-31/WCDSW/2022

Dated: 20.07.2022

From: Tenzi Choden Verma nee Bhutia,
Additional Secretary,
Women & Child Development and Social Welfare Department.
Government of West Bengal.

To : District Magistrates
(All districts)

Sir/Madam,

I am directed to enclose the Order No. 3656-31/WCDSW/2022 dated 19.07.2022 of the Chief Secretary, regarding the Standard Operating Procedure for supplying food articles like masur dal, mustard oil and iodised salt required for Supplementary Nutrition Program under Anganwadi Services, by Sanghas / Mahasanghas under WBSRLM.

In order to initialise the SoP, I am to request you to kindly undertake the following steps:

- 1) Constitute the District Level Selection & Monitoring Committee for selecting the Sangha / Mahasangha, and hold its first meeting.
- 2) Identify the ICDS Projects (about 5 in each district) where this SoP can be piloted.

The resolution of the meeting, and the list of identified projects may be shared at the email Id additionalsecretary.wcdswwb@gmail.com by 25.07.2022.

The Departments of Women & Child Development and Social Welfare and Panchayat & Rural Development are in the meanwhile jointly working on developing the application formats for the intending Sangha / Mahasangha, and preparing the training modules. The Departments will also be interacting with you through video conference to prepare you for rolling out the activities as per this SoP.

Encl: As above (6 pages)

Yours faithfully,


20/7/22
Additional Secretary

No. 3678-31/WCDSW/2022/1(6)

Dated: 20.07.2022

Copy forwarded with copy of enclosure - for kind information and necessary action to:

- 1) Secretary, Panchayat & Rural Development Department
- 2) Director of ICDS
- 3) DPO ICDS (All districts)
- 4) PS to HMIC, WCD&SW Department
- 5) PS to Chief Secretary
- 6) PS to Principal Secretary, WCD&SW Department


Additional Secretary



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Women & Child Development and Social Welfare Department
Bikash Bhavan, North Block, 10th Floor, Salt Lake City, Kolkata-700091.

No. 3656-31/WCDSW/2022

Dated: 19.07.2022

ORDER

Standard Operating Procedure for Supply of food items by Sangha / Mahasangha under WBSRLM for Supplementary Nutrition Programme under Anganwadi Services.

As part of the Anganwadi Services Scheme, ICDS Projects implement the Supplementary Nutrition Program (SNP) for small children and Pregnant and Lactating Women. Food items required for the SNP, namely Masur Dal, Mustard Oil and Iodised Salt, are procured from the ICDS Projects from several organizations currently like WBECS, TDCC, NACOF, CONFED and NCCF, which supply to specific districts allocated to them.

The Government has taken several steps to increase the livelihood opportunities for Self Help Groups organized under the WBSRLM, Panchayet & Rural Development Department, with the aim of financially strengthening them, towards the ultimate goal of the overall empowerment of women. It was felt that involving Self Help Groups in managing the supply chain of food articles to ICDS Projects would not only further their financial empowerment, but would also foster a sense of community ownership since they would be given a stake in a nutrition program in which their own children are the beneficiaries. The SHGs will be motivated to provide quality food articles to the ICDS Projects in a time bound manner.

It was therefore decided that the responsibility of supplying these food articles to the districts will be entrusted to Self Help Groups under WBSRLM. Now, an SoP to establish the norms by which such procurement and supply will be made by the SHGs, is hereby laid down as described below for the Women and Child Development and Social Welfare Department and Panchayet and Rural Development Departments to follow.

The SoP lays out the processes for empanelment of SHGs for the purpose of supplying food articles to ICDS, and other related matters.

A. EMPANELMENT OF SANGHAS/ MAHASANGHAS:

1. Existing Sangha / Mahasangha who are making supplies to ICDS projects under the approval of WCD&SW Department will continue to supply at the tagged ICDS project.
2. Applications will be invited from eligible, capable and interested Sanghas / Mahasanghas. Such applications must be duly recommended by the concerned BDO being the BMMU. The application from the Sangha / Mahasangha will be invited in a particular format along with required documents including resolution of the Sangha.
3. Block Mission Management Unit (BMMU), WBSRLM must keep all relevant documents for record after verification before sending the same to District Mission Management Unit (DMMU), WBSRLM, which will provide the secretarial support to the District Level Selection and Monitoring Committee (DLSMC).

4. The BMMU will be responsible for uploading the applications on a digital platform designed for the purpose.
5. The DLSCM will scrutinize and evaluate the applications based on objective criteria, and will draw up the panel of SHGs selected for making the supplies.
6. Sangha / Mahasangha will be empanelled for one year and thereafter may apply again for renewal. Advantage of marks/points may be included based on last performance during the calculation of weightage for next year renewal. Application for re-empanelment to be done one month prior to expiry of the contract.

B. ELIGIBILITY CRITERIA:

Interested Sangha / Mahasangha must have the **following eligibility criteria, as on the date of application:**

B.1: Essential Criteria:

1. The Sangha / Mahasangha shall have valid registration under West Bengal Cooperative Societies Act 2006 or Societies Act, 2006 with NRLM code.
2. The Sangha / Mahasangha should be of Grade "A" category organization under WBSRLM.
3. The Sangha / Mahasangha shall have PAN card, trade licence (mentioning the nature of business as food Items related) and GST registration.
4. The Sangha / Mahasangha must submit audited balance sheet which has been duly authenticated by the competent authority in all last three Financial Years (2018-19, 2019-20 and 2020-21) one of which must be by Statutory Auditors of Cooperation Audit Directorate.
5. The Sangha / Mahasangha must submit proof of filing of Income Tax return for the last assessment year.
6. The Sangha / Mahasangha must submit self-declaration stating that Sangha / Mahasangha as supplier has not been debarred / black listed by any government agency including local bodies / PRIs for failure of supply of any food items and also that no case or penal proceedings are pending against them.
7. The Sangha / Mahasangha must have valid Bank account with at least Rs.2.00 lakhs as balance on the date of application and submit Bank account details thereof with a copy of bank statement.
8. The Sangha / Mahasangha must be agreeable to supply food articles in uninterrupted mode at the rate fixed by Rate Recommendation Committee of WCD&SW Department.
9. The Sangha / Mahasangha must execute a deed of agreement with the SDO, regarding supply of food articles in uninterrupted mode.
10. The backup capacity of the Sangha/Mahasangha for supplying food items should be of two months.

B.2: Preferable Criteria:

1. The Sangha / Mahasangha should preferably have its own building with provision of own/ rented godown. In case of rented office building the rented godowns should be clearly identified.
2. Preference will be given to eligible Sangha / Mahasangha having experience of doing the trading business for last 3-5 years.
3. Preference will also be given to Sangha / Mahasangha situated and functioning in jurisdiction of that ICDS project.

C. SELECTION PROCESS

1. Generally, one selected Sangha / Mahasangha would be tagged with only one ICDS project at a Block / Municipality. (One Sangha One Project Concept).
2. They may be allowed to supply to more than one Project if the storage / production capacity is large.
3. ICDS Projects in a District are to be tagged with the Sangha / Mahasangha of that District only.
4. For the purpose of selection and monitoring, a District Level Selection & Monitoring Committee (DLSMC) headed by the DM is to be formed. The Committee shall -
 - a. Evaluate the eligibility of Sangha / Mahasangha based on the application received, and prepare the final panel of the Sangha / Mahasangha selected for supplying to the ICDS Projects.
 - b. Be responsible for regular supplying of food articles to all ICDS projects in the district in an uninterrupted manner.
 - c. Decide on re-tagging / de-tagging of Sangha / Mahasangha in the event of any irregular supply, with an intimation to the WCD & SW Deptt.
 - d. Visit and inspect the storage as and when required to verify claims of the stock done by Sangha / Mahasangha.
 - e. Be responsible for addressing genuine grievances related to payment as flagged by Sangha / Mahasangha through DMMU, WBSRLM.
 - f. Take up any other matter significant to the project

The composition of the District Level Selection & Monitoring Committee (DLSMC)

- District Magistrate – Chairperson
- ADM (in-charge of SRLM/ICDS) – Member
- ADMD – Member – Convener
- Sub Divisional Officer(s)
- DPO (ICDS)
- District Controller of Food & Supplies / DDR
- Deputy Registrar of co-operative societies
- District Agriculture Marketing Officer
- Nodal Officer DMMU

D. RATE FIXATION FOR SUPPLY OF ITEMS:

1. Rate of various items supplied in Anganwadi centres will be fixed on a quarterly basis by Rate Recommending Committee of the WCD&SW Dept., which shall be accepted by the Sangha / Mahasangha.

E. SUPPLY OF FOOD ITEMS:

1. Supply of Food items is to be made within 7 days after the issuance of supply order by the CDPOs to the concerned Sangha / Mahasangha selected for the Project with a copy to Nodal Officer for the project in the districts on behalf of DMMU, WBSRLM.
2. The District level Selection & Monitoring Committee (DLSMC) will finalise the sample of Musur Dal in accordance to the norms of Rate Recommending Committee. This sample would be the approved sample of reference for the SDOs for 1 year in case of no change in the specification of Musur Dal by Rate Recommending Committee in the meantime.
3. The Sangha / Mahasangha will submit sample for approval to the SDO before starting the supply each time to Project. Only when sample is approved by the SDO and given to the CDPO, the supply will start at project godown by the Sangha / Mahasangha.
4. In case the SDO / CDPO finds that sample is not in accordance with the sample approved by DLSMC, it will be replaced immediately by Sangha / Mahasangha.
5. Sangha / Mahasangha will ensure that supplies of materials are in accordance with sample approved by DLSMC.
6. Supply of food articles would be done to project godowns for which no extra cost would be given by WCD & SW Deptt.

7. Work order may be issued only after due approval of sample from competent authorities and supply must be done only after that.
8. Any replacement of food articles if needed due to quality issues, shall be made within 7 days.
9. District Mission Management Unit (DMMU) through their Nodal Officer at DMMU shall monitor the entire supply chain on a regular basis to ensure quality, quantity and timely delivery of food items as per the approved sample by the enlisted Sangha / Mahasangha. District level officials of WBSRLM and DPO ICDS will keep close coordination in this regard. SMMU, WBSRLM will be monitoring the supply chain in all the districts.
10. DLSCM shall review the entire service on at least a monthly basis.

F. TRAINING:

Training module for the project to be developed and joint training programme of specified duration may be conducted jointly by DMMU, WBSRLM & CDPO, ICDS on

- a. Business process of the project
- b. Registers to be maintained
- c. Quality Control methods
- d. Stocking of materials and precautions to be taken for stocking
- e. On-line payment related training wherever applicable
- f. Any other relevant issues

G. PAYMENT:

1. Payments of bills will be done based on the satisfactory performance of Sangha / Mahasangha.
2. The Sangha / Mahasangha will place the bill to CDPO and it would be cleared well within the time frame of one month' s time if supplies and documents are in order.
3. The bills will be placed within one week of supply of materials being completed.,
4. Payment related grievances shall be submitted by the Sangha / Mahasangha to the DMMU. The DLSCM will be responsible for addressing genuine grievances.

H. IT SUPPORT TO THE PROJECT:

1. A portal with a dashboard showing total number of projects, total number of Sangha/ Masangha supplying food articles, payment details etc. to be developed by WBSRLM in consultation with WCD & SW Deptt..
2. User ID & Password for the same to be shared with the State and District level officers of WCD & SW Deptt., WBSRLM as well as Sangha/ Mahasangha.
3. Uploading of the bills to be done at BMMU, WBSRLM level, once billing process goes online.
4. The portal must contain bank details of tagged Sangha/ Mahasangha for enabling on-

line payment.

I. RESIDUARY ISSUES:

1. The list of the documents required during the supply and for billing should be adequately defined.
2. Joint review of WCD & SW Department and Panchayet & Rural Development Department at regular intervals with the districts to be done to smoothen the process.

The WCD & SW Department and WBSRLM under Panchayet and Rural Development Department, will collaborate to roll out activities as per this Standard Operating Procedure immediately.



Chief Secretary