

**Unified SOP for retail sale of Bharat Brand Products (Rice, Atta and Dal) by  
NAFED (dated 11.10.2024)**

**A.BACKGROUND**

1. This has reference to the Mission Bharat Brand Products, wherein Nafed has been appointed as one of the central agencies by the Government of India for the conversion and distribution of Bharat Atta, Bharat Rice and Bharat Dal to consumers with the main objective of reducing retail prices of essential items.
2. This Standard Operating Procedure has been formulated by NAFED in terms of the communications issued by the Government of India from time to time, and especially by DFPD and DoCA vide:
  - a) letter no 1-1/2024-Py.IV/Pt.(E386995) dated 27.08.2024 for Bharat Atta and Bharat Rice.
  - b) O.M no. 1-1/2024-Py.IV/Pt. (E-386995) dated 25.09.2024 – Revised Provisions in the SOP for Bharat Atta and Bharat Rice.
  - c) DoCA OM no.PS-03001/1/2023-PMC Pt-1 (E-32047) dated 26-09-2024 For Chana Dal and Chana Whole.
  - d) DoCA O.M F.No. PS-03001/1/2024-PMC (E-33949) dated 28.02.2024 for Bharat Masur Dal.
  - e) DoCA O.M F.No. PS-03001/3/2023-PMC (E-32511) dated 29.11.2023 for Bharat Moong Dal.
3. This Standard Operating Procedure (SOP) will supersede the earlier SOPs issued by NAFED dated 14-08-2023 (for Bharat Dal), 19-12-2023 (for Bharat Atta) dated 13.01.2024 (for Bharat Dal – Moong Dhuli & Whole) and 08-04-2024 (for Bharat Rice), or their revised versions, as may have been issued from time to time.

**B. BIDDING PROCESS**

1. Empanelment of millers/processors will no longer be conducted via EOIs. Instead, millers will be awarded contract based on a bidding / auction process, where the bidder with the lowest quoted rate for milling and processing services will be selected as L1, followed by L2, and so on.
2. The millers fulfilling the eligibility conditions as stated in following EOIs (and associated corrigendum) and Govt. instructions issued time to time, will be allowed to participate in auctions. SoP for auction will be issued separately.
  - a) NAFED / HO / RBD / Bharat Atta / Phase-II / 2023-24 / 01 dated 15.11.2023.
  - b) NAFED / HO / IS / EOI-Miller Empanelment / 2023-24 dated 04.09.2023.
  - c) HO / RBD / 127 / Bharat Rice / 2023-24 / 01 dated 12.02.2024.
3. The eligibility of millers will be decided and award of contract will be approved by the Head Office (HO) Committee.

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### C. Issuance of Raw Material / Award of Contract

1. The auction of wheat, rice and dal would be done in the multiples of 100 MT/ or as per availability in the FCI / Raw Material (RM) godown.
2. Auctions shall be done, keeping in mind the targets given by DFPD / DoCA, locations/capacities of Miller/Processor, pending supply orders and their performance from prior allocations (if any) based on compliance of SOPs.
3. Nafed may cancel the award of contract of a miller/ processor based on performance, surrender or any other action initiated against them.
4. The award of contract of Dal, Wheat and Rice to individual millers may be capped at 7500 MT subject to increase upon their satisfactory compliance.
5. Award of contract of a miller/ processor may be cancelled, based on data provided in Track & Trace, performance, surrender or any other action initiated against them.
6. As a thumb rule, maximum quantity to be awarded to a single miller/processor should not exceed 26 days of capacity of their milling/processing. However, the quantity of raw material will be awarded / auctioned, keeping in the mind the targets given by the DFPD / DoCA, locations/capacities of millers/processors, their performance from prior allocations (if any), transactions entered on track and trace software as well as documents submitted regarding sales from previous allocations.

### D. PAYMENT

1. Issuance of Wheat, Raw Dal and Rice by FCI / RM godowns for Bharat Rice, Bharat Dal (Chana Dal, Chana Whole, Moong Dhuli, Moong Whole and Masur Dal) and Bharat Atta will be as per standard practice of advance payment.
2. There should be no transactions between the millers and retailers.
3. For Rice, funds equivalent to Rs. 23.60/ per Kg of rice (including Rs. 1.60/Kg as NAFED service charges) {mandi charges extra (if any)} along with Rs. 2.25/ Kg as a security deposit should be deposited in the respective NAFED branch account through RTGS/NEFT/Draft by Miller/Processor within 48 hours of award of contract. In case of non-receipt of payment within due time, the award of contract may be cancelled and re-awarded to other eligible Millers/Processors. From the funds received from Miller/Processor, funds @ Rs. 22.00/Kg of rice will be deposited by NAFED branch to respective FCI office/branch for release of rice within 48 hours of receipt of funds.
4. For Atta, funds equivalent to Rs. 22.25 per Kg of wheat (including Rs. 1.60/Kg as NAFED service charges) {mandi charges extra (if any)} along with SD of Rs. 2/ Kg should be deposited in respective NAFED branch account through RTGS/NEFT/Draft by miller within 48 hours of award of contract. In case of non-receipt of payment within due time, the award of contract will be cancelled and

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- re-awarded to other eligible millers. From the funds received from miller, funds @ Rs. 20.65 /Kg of wheat will be deposited by NAFED branch to respective FCI office/RM branch for release of wheat/rice/dal within 48 hours of receipt of funds.
5. For Chana Dal and Chana Whole, funds equivalent to Rs. 41.40 per Kg of raw material (including Rs. 2.00/Kg as NAFED service charges) {mandi charges extra (if any)} along with SD of Rs. 4/ Kg should be deposited in respective NAFED branch account through RTGS/NEFT/Draft by miller within 48 hours of award of contract. In case of non-receipt of payment within due time, the award of contract will be cancelled and re-awarded to other eligible millers. From the funds received from miller, funds @ Rs. 39.40 /Kg will be deposited by NAFED branch to respective Raw Material branch for release of raw material within 48 hours of receipt of funds.
  6. For Moong Dhuli and Moong Whole, funds equivalent to Rs. 64.10 per Kg of raw material (including Rs. 1.55/Kg as NAFED service charges) {mandi charges extra (if any)} along with SD of Rs. 4/ Kg should be deposited in respective NAFED branch account through RTGS/NEFT/Draft by miller within 48 hours of award of contract. In case of non-receipt of payment within due time, the award of contract will be cancelled and re-awarded to other eligible millers. From the funds received from miller, funds @ Rs. 62.55 /Kg will be deposited by NAFED branch to respective Raw Material branch for release of raw material within 48 hours of receipt of funds.
  7. For Masur Dal, funds equivalent to Rs. 56.10 per Kg of raw material (including Rs. 1.10/Kg as NAFED service charges) {mandi charges extra (if any)} along with SD of Rs. 4/ Kg should be deposited in respective NAFED branch account through RTGS/NEFT/Draft by miller within 48 hours of award of contract. In case of non-receipt of payment within due time, the award of contract will be cancelled and re-awarded to other eligible millers. From the funds received from miller, funds @ Rs. 55.00 /Kg will be deposited by NAFED branch to respective Raw Material branch for release of raw material within 48 hours of receipt of funds.
  8. NAFED Branch will issue a release order within 48 hours from deposit in favour of Miller / Processor along with authorization letter to lift Rice / Wheat / Dal from designated FCI / Raw Material godown. Miller/Processor will lift Rice / Wheat / Dal from the designated FCI / Raw Material godown on 'AS IS WHERE IS' basis within the time specified by FCI / Raw Material providing organisation in the release order given to NAFED.
  9. F&A Division will intimate financial SOPs separately.
  10. Existing credit limit to big retail chains and e-commerce will continue. Credit limit to any other organised retails chains may be extended subject to prior approvals of HO.
  11. SD shall be returned to millers/ processors/ channel partners after completion of all compliance formalities, documentation & uploading of transactions and reconciliation thereof on track-and trace software.

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## E. PACKING INSTRUCTIONS

1. Branding of Bharat Brand Products will be done indicating "Bharat Atta" in Devanagari Script and English on either side of the bag. In case of "Bharat Rice" branding will be done indicating "Bharat Chawal" in Devanagari Script and "Bharat Rice" in English on either side of the bag along with the relevant vernacular translation, as needed. Chana Dal, Chana Whole and Masur dal packs will be branded as "BHARAT DAL" & "Bharat Chana Dal / Bharat Chana Whole / Bharat Masur Dal / Bharat Moong Dhuli / Bharat Moong Whole".
2. Artwork for packets shall be shared by NAFED HO.
3. All instructions given in the art work should be clearly printed on the pack/bag (2 colours). Instructions regarding printing of vernacular language in packaging as in SOP issued by DFPD / DoCA should be complied with.
4. For Rice and Atta, pack size may be 5 Kg and 10Kg in BOPP/PP bags as the minimum standard. Packaging should have handles for carriage. Additional better-quality packaging may be incorporated.
5. For Atta, new improved packaging with minimum 45 days shelf life.
6. All packets shall bear Maximum Retail Price (MRP) in bold letters:
  - a) Rs. 34/Kg (all inclusive) for Bharat Rice.
  - b) Rs. 30/Kg (all inclusive) for Bharat Atta.
  - c) Rs. 70/Kg (all inclusive) for Bharat Chan Dal.
  - d) Rs. 58/Kg (all inclusive) for Bharat Chana Whole.
  - e) Rs. 89/Kg (all inclusive) for Bharat Masur Dal.
  - f) Rs. 107/Kg (all inclusive) for Bharat Moong Dhuli.
  - g) Rs. 93/Kg (all inclusive) for Bharat Moong Whole.
7. All instructions given in the art work should be clearly printed on the pack/bag, (at least 2 colours). Instructions regarding the printing of vernacular language in packaging as in SOP issued by Gol should be complied with.
8. All Branches are required to ensure that "Bharat Rice" & "Bharat Atta" is sold primarily in package size as above (5Kg and 10Kg).
9. Bharat Dal (Chana Dal, Chana Whole, Moong Dhuli, Moong Whole and Masur Dal) shall be provided in one Pack size viz. retail pack of 1 kg. specifications of Packing material as under:

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1 kg. Pack: 25 packets of 1 kg poly pack will be further packed in 25 Kg HDPE bags (Master packing) which are then stitched. The monogram of NAFED and Bharat Chana Dal / Chana Whole / Masur Dal / Moong Dhuli & Moong Whole will be printed on the HDPE bag along with address, packing month etc. The outer 25 Kg HDPE bags should conform to the Indian Standard of BIS-IS 14887:2006 related specifications.

Note: For Army & CAPF, their packaging specification will be followed.

## **F. DELIVERY & MARKETING**

1. As per the SOPs of DoCA & DFPD/ FSSAI norms, miller / processor after processing and packaging will supply:
  - a) Bharat Rice (OTR-80%),
  - b) Bharat Atta (OTR-100%),
  - c) Bharat Dal (Chana Dal) (OTR-75.35%),
  - d) Bharat Dal (Chana Whole) (OTR – 91.50%),
  - e) Bharat Dal (Masur Dal) (OTR-82.56%),
  - f) Bharat Dal (Moong Dhuli) (OTR-75.31%)
  - g) Bharat Dal (Moong Whole) (OTR-93.70%)
2. Branch to ensure advance payment against any supplies and no credit shall be allowed. Credit limit to organised retails chains may be considered as per the approval of HO.
3. Selling rates to Retail chains, e-commerce platforms, and specified van agencies or distribution partners appointed by HO will be as per rates fixed by the negotiation committee at HO, from time to time.
  - a) In case, Rice / Atta / Chana Dal / Chana Whole / Moong Dhuli / Moong Whole / Masur Dal is supplied to NAFED Bazaars / NAFED Godowns / Mobile Vans / other Retail Stores by Millers/Processors in small packs of Rice/Atta on which GST is applicable, then the delivered price shall be as follows:

| <b>Commodity</b>   | <b>(in Rs. Per Kg incl. of applicable taxes)</b> |
|--------------------|--|
| Bharat Rice        | 31   |
| Bharat Atta        | 27.75  |
| Bharat Chana Dal   | 62   |
| Bharat Chana Whole | 51   |
| Bharat Masur Dal   | 81   |
| Bharat Moong Dhuli | 99   |
| Bharat Moong Whole | 85   |

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4. NAFED Branches may also deploy their own temporary sales points along with distribution vans to supply Bharat Brand Products in given pack size directly to customers / consumers.
5. Branch should give at least one advertisement of minimum size of 3x4 inches on weekly basis in local newspaper in which location of sale points should be mentioned (inclusive of Miller's / Processor's sales and distribution points) and also should create awareness in the public by social media in a big way.
6. Branches to ensure that all Mobile Vans being used for sale and distribution of Bharat Brand Products should have location tracking devices. Branches to ensure van operations are run on profitability, within margins allowed and also van service provider are required transparently through competitive bidding, etc.

#### **G. COMPLIANCE**

1. The following transactions should be captured on the Track and Trace software deployed by the Nafed and accessible to millers and retail points:
  - a) Registration of millers who are empaneled by the Nafed.
  - b) Entry by millers of all stock receipts from FCI / NAFED / RM godown, including indicating the e-way bills generated by miller / FCI Depot / Raw Material godown.
  - c) Receipt of stock at the retail point, including indicating the e-way bills generated by the miller/retailer for all distribution from the millers to the retail points.
  - d) Aggregate fortnightly/daily (as required by the Ministry concerned) retail sales transactions of the stocks of Bharat Brand Products.
2. The Track and Trace software shall have adequate internal controls and safeguards to prevent abuse of the logistics and distribution of the stocks. It may be ensured that the digital trails of all transactions should be available for audit at any future time.
3. The Branches shall put in place a robust mechanism to ensure that Bharat Brand Products are sold to ultimate beneficiaries only at the fixed MRPs.
4. The Branches should have a daily report that reconciles the receipts / distribution / stock at all millers, and receipts / sales / stock at all retail points.
5. The Branches, millers and retail points should maintain physical records of all invoices, receipts, bills, and other documents generated during the transactions for verification and reconciliation of accounts.
6. The Millers / Distributors / Channel Partners shall follow all statutory compliance like GST, TDS, ESI, PF etc applicable to them and submit deposit challan of the same to NAFED. NAFED is not responsible for the any issue arisen due to non fulfilment of any compliance by parties.

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7. The following necessary documents as required by Ministry / NAFED should be submitted by every Miller / Processor on the track-and-trace portal on a daily basis.

**I. At order Confirmation / Pre Order every Miller / Processor shall be required to provide:**

- a) Duly Notarized Indemnity Bond on non-judicial stamp of Rs. 100 as per given format (Annexure-I).

**II. Post Delivery/Distribution as mentioned below:**

- a) CA certified utilisation certificate (Annexure- VII), along with:  
i. GST Bill / E-way bills issued to NAFED / Retailer along with vehicle number. Details of total quantity supplied to NAFED / Retailer.  
ii. Lot-wise lab reports of the commodities, for the total quantity undertaken by Millers/Processors.
- b) Undertaking for the retail sales of the Bharat Brand Products on the letter head of Agency / Institution as self-declaration from Agency / Institution for retail sale of Bharat Brand Products (Annexure – VIII).
- c) Pictures of the loaded trucks at FCI Depot/NAFED/RM godown (Annexure- IX), truck unloading pictures at the Millers premise, along with all necessary documents etc. related to the sales and distribution to be mandatorily uploaded in the **track-and-trace portal deployed by HO** on a timely basis by all Millers/Processors.
- d) Electricity Consumption Bills.
- e) Their Financial Statements.

- III.** Miller/Processor to provide minimum warranty for shelf life of Rice for 24 months from the date of packaging, shelf life of at least 45 days for Atta and shelf life of 04 months for Chana Dal, Masur Dal & Moong Dal (Whole & Dhuli).

- IV.** Further, the following documents are required to be maintained by Branches:

- a) Copy of the advertisement printed in the local newspaper along with the newspaper name and date of advertisement.
- b) Photos/Pictures of lot of Bags (Annexure- IX), sales points with Bags (including Mobile Vans), phone numbers of customers to whom Bharat brand products were sold.
- c) The SD of miller / processor shall be kept on hold till the time the action as in Para 2 are completed by the miller/ processor.

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## H. QUALITY

1. Branches shall ensure that the Bharat brand products supplied by Millers/Processors is as per quality norms as specified in this SOP.
2. The Millers/Processors should pre-inspect the earmarked stocks of Bharat brand products at concerned FCI/NAFED/RM godowns, at its own cost. Under no condition, request for change in stock shall be entertained from the Miller/Processor. After the award of supply order, if the Miller/Processor complains about the quality of raw material and delays supplies on this account, NAFED may cancel the order and award new order at the risk and cost of the Miller/Processor which shall be adjusted from SD of the Miller/Processor.
3. NAFED branches shall ensure that the Bharat Brand products supplied by Millers/Processors is as per norms mentioned in SOP/EOI. NAFED Branches shall ensure that the batch wise quality reports to be submitted by Millers/Processors before dispatch of Bharat brand products from Miller's/Processor's premises as per Industry norms.
4. The Branches shall appoint accredited agencies, transparently, to ensure both quality and quantity of the finished goods by ensuring sampling of at least 5 percent of the total stocks and get it tested by FSSAI/NABL accredited laboratories as per industry norms. Expenses for any sampling and testing shall be at the Millers cost. The branches will appoint NABL/FSSAI accredited lab in the vicinity of the Millers/Processors. Batch-wise sample collected will be divided into 2 parts, one will be kept with branch (Dispatching) as test samples while another sample will be sent to the approved labs for testing.
5. NAFED Service provider shall be entrusted with the work of collection of samples from the Miller/Processor premises before dispatch. It is the responsibility of service provider to ensure the dispatch lot is confirming to the quality specification, send one sample to the branch and another to the lab communicated by the State Head. Before dispatch of each lot of samples for testing, the service provider should consult the branch to ascertain the name of lab.
6. The lab will send test report directly to the branch under copy to the Millers/Processors. Action will be taken by the branch as per the auction document/ supply order. Since, the Bharat Brand products will be sold to consumers directly, any quality complaint will impact the sale and tarnish the brand image of NAFED.
7. In addition, any third party quality audits mandated by the Government should be abided by the Millers/Processors, for which separate SOPs will be issued by HO.



## **I. LEGAL DECLARATIONS AND UNDERTAKINGS (Refer Annexure X):**

1. It shall be incumbent upon all Millers/Processors to submit following declarations on the letter head of their entity(ies):
  - a) The intending Millers/Processors is/are/was/were neither in litigation with Nafed at any point of time regarding any business and trade activity of Nafed nor was/were it/they ever blacklisted by Nafed on account of such litigation(s) or otherwise.
  - b) Any of the present and past directors/proprietor/partners/promoters etc of Millers/Processors was/were or is/are not part of such other and separate entity(ies) which was/were/ is/are in litigation with Nafed in present or past or/and such other entity (ies) has/have/had ever been blacklisted by Nafed in the past for any reason.
  - c) The intending Millers/Processors have not been/ are not convicted of any criminal offenses and acknowledge that they will be liable for any false information they provide.
2. If Millers/Processors is/are/was/were in litigation (s) with Nafed in present/past, It shall be incumbent upon such bidder(s)/applicant(s) to furnish the details of such litigation(s) and consequent blacklisting, if any, on the letter head of the entity (ies). In such scenario, the declaration as mandated above at (i, ii & iii) shall not be required.
3. If any of the Millers/Processors or their promoters are found involved in litigation(s) with Nafed whether in past and present or they have/had been blacklisted by Nafed or/and any of the promoters of Millers/Processors was/were part of the management of such other and separate entity(ies) which was/were/ is/are in litigation(s) with Nafed in present or past or/and such other entity (ies) has/have/had ever been blacklisted by Nafed in the past for any reason, Nafed shall have sole discretion to decide on the selection of such applicant(s)/bidder(s) even if such Millers/Processors fulfilling eligibility criteria and Nafed's decision either to select or reject such Millers/Processors shall be final and binding and no further communication/grievance against such decision shall be entertained in this regard.

## **J. DELIVERY**

1. Millers will be responsible for the supply of milled/processed Pulses/wheat/Rice in 1/5/10 Kg pack size as per the terms & conditions of the milling contract upto the delivery point/s. Millers will also be responsible for getting an acceptance certificate from Channel Partners for required quality and quantity.
2. Dispatch from milling location – Miller shall provide truck – wise details on portal (Track and Trace) with supporting documents including commodity, delivery location, quantity, delivery Challan uploaded on the portal.

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3. The Branch will use mechanism to track the movement of track on real time basis to maximum possible extent.

**K. GENERAL GUIDELINES:**

1. The Branches are to close its accounts on the first phase of the scheme. This should include the reconciliation of the allotments, Release Order issues, payment receipts and stocks lifted. Payments for Unlifted stocks, if any, shall be returned back.
2. All the Branches shall exhaust all existing stocks allocated to them in the first phase of the Bharat Brand Products immediately before starting the second phase.
3. Bharat Chana Dal, Chana Whole and Masur Dal shall be sold in 1 Kg Packs only.
4. MRP of Bharat Brand Products are as follows:
  - a) For 1 Kg pack of Chana Dal across India is fixed at Rs. 70/-.
  - b) For 1 KG pack of Chana Whole, it is fixed at Rs. 58/-.
  - c) For 1 KG pack of Masur Dal, it is fixed at Rs. 89/-.
  - d) For 1 KG pack of Moong Dhuli, it is fixed at Rs. 107/-.
  - e) For 1 KG pack of Moong Whole, it is fixed at Rs. 93/-.
  - f) For 5/10 KG pack of Bharat Atta, it is fixed at Rs. 30/- per Kg.
  - g) For 5/10 KG pack of Bharat Rice, it is fixed at Rs. 34/- per Kg.
5. Award of contract / sale of rice will be allowed in procuring regions as well as consuming regions during procurement period of paddy.
6. The millers should have sufficient capacity which has been operational. This should be verified by Branches / Service Provider using electricity consumption bills, GST, e-way bills and their financial statements to ensure that milling is not outsourced by fake millers.
7. FCI shall issue Release Orders only on receipt of payments by the agencies. No credit basis releases should be entertained.
8. Only empaneled miller should be allowed to lift stocks from the FCI/Raw Material godown.
9. The retail sale mechanism will be in operation till 31st December 2024.
10. There should be fortnightly reconciliation of lifting and receipts between FCI/Raw Material godown and the millers/processors.
11. The Branches should have a report that reconciles the receipts/distribution/stock at all millers, and receipts/sales/stock at all retail points.

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12. The Branches should ensure that this aggregate accounting is reconciled on a fortnightly basis.
13. Chana Dal and Chana Whole packs will be branded as "BHARAT DAL" or "BHARAT CHANA WHOLE" using Jagriti logo of DoCA. The MRP shall be affixed on each of the 1 kg retail packs.
14. Bharat Brand Products supplied under the Bharat Brand Products scheme shall conform at least to the quality parameters specified for the Bharat Brand Products, as per the respective Annexure attached. The mentioned quality specifications are drawn from Agmark (Standard grade) / FSSAI specifications.
15. The millers may have own or leased functional mills. Milling, sorting, polishing, etc., cannot be outsourced.
16. Miller to produce GST registration along with last 6 months GST returns filled periodically, FSSAI license as manufacturer and factory license by local authorities.
17. Miller to produce E-invoice and E-way bills of all the materials dispatched.
18. To ensure maximum traceability, the Branches are to give priority to digital payments, wherever possible.
19. For Bharat Chana Dal & Chana Whole, there will be a credit facility for 10 days from the date of handing over of WHR by stock holding agency to the implementing agency.
20. Branches to undertake retail sale of Bharat Brand Products through their own stores, own / hired mobile vans and e-commerce and big chain retailers only.
21. Branches must have all the details of mobile vans such as vehicle number/registration number, driver contact details, area of operation (City/district) etc.
  - a) Further, Branches to have all the details of their own stores, own mobile vans and e-commerce entity and big chain retailers through whom Bharat Brand Products are being sold to consumers.
22. Branches must ensure that Bharat Brand Products are not sold above fixed MRP.
23. Branches must share with the HO, on daily basis, the details of quantity sold, details of Mobile Vans deployed, number of cities covered, number of stationery outlets/stores, big chain retailers and e-commerce entities engaged in Bharat Brand Products sale.
24. Branches to put in place all such systems and processes to ensure that all the allocated quantities are reaching to the end beneficiaries in the most transparent way.

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25. To ensure seamless coordination during the sale of Bharat Brand Products, it's important that the Branches notify both the State Government and District authorities in the regions where the sale is planned. Keeping them informed allows for better monitoring, and ensures adherence to local regulations. Additionally, it helps in managing any potential logistical or operational challenges at the ground level.
26. The Branch must ensure that the selected millers are utilizing the PSF raw Chana / Moong / Masur stock exclusively for making of Bharat Dal and Whole Chana. This will help maintain transparency and proper usage of the allocated stock.
27. Branches shall be responsible to reach out to respective stakeholders in their states and generate demand through various Channel Partners.
28. Issuance of raw material will be strictly against 100% advance payment and after receipt of allocation approval from DoCA. This issuance / mapping will be done by Pulses section, HO on recommendations / suggestions of State Heads of Raw Material holding branches strictly following FIFO.
29. Nafed's responsibility shall cease once delivery orders are issued in favour of the beneficiary organizations as per the approval of DoCA and the beneficiary organizations shall ensure its lifting prior to distribution of milled Chana Dal as per their own tender condition. The lifting period of the allotted Pulses will be governed by the present lifting period condition of the open market sales. If the stock is not lifted within the lifting period, the branches shall intimate the same which shall be informed to DoCA for taking appropriate view in the matter.
30. Branches of NAFED shall ensure that the Bharat Brand Products supplied by millers is as per norms mentioned in SOP. Branches shall ensure that the batch wise quality reports to be submitted by millers before dispatch of Bharat Brand Products from miller's premises.
31. The millers should pre-inspect the earmarked stocks of Raw Material at concerned godowns, at its own cost.
32. Stock Mapping - Stock mapping for the demand shall be done based on guidelines approved by DoCA from the PSF buffer / or DFPD:
  - a) To ensure most economical supplies, the stock located within shortest distance from the delivery locations will be mapped for milling and supply, as far as possible.
  - b) NAFED to ensure most economical supplies, the stock located within shortest distance from delivery location will be mapped for milling and supply, as far as possible.
  - c) NAFED to map the stock of PSF on FIFO principle from nearest available warehouse.
33. Nafed shall prepare a Standard Milling Contract for Bharat Brand Products.
34. Physical records of those documents to be maintained which are not available

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in electronic form and which cannot be converted in physical form as and when needed.

35. Branches to ensure that e-KYC of owner of mill should be done.

**Please Note:**

1. Branch is responsible for smooth and fast execution of the scheme and to ensure its compliance.
2. In case any amendment required for improving the procedure or as per govt directions from time to time shall be intimated in due course.

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**Annexure-I**

**INDEMNITY BOND**

(To be executed on a non-judicial stamp paper of Rs. 100/-)

I / We \_\_\_\_\_, aged about \_\_\_\_\_ years, an Indian inhabitant, the owner/ proprietor, partner, director, authorized signatory of the firm/ company M/s. \_\_\_\_\_ having his/her/Its address/ office address at \_\_\_\_\_ do hereby state on Solemn affirmation as under:

- (1) I/We am/ are holding the PAN CARD no. \_\_\_\_\_, GST No. \_\_\_\_\_, FSSAI No. \_\_\_\_\_, for conducting the trade of \_\_\_\_\_ at \_\_\_\_\_
- (2) That I/we have read and understood the scheme/guidelines of Ministry of Consumer Affairs, Food and Public Distribution, Department of Food and Public Distribution/Department of Consumer Affairs regarding issuance and processing of rice/atta/chana dal for sale to retail consumers/public under Open Market Sales Scheme (Domestic) (OMSS (D)).
- (3) That I/we shall regularly visit the official website of the concerned Ministry and NAFED and keep ourselves updated with the recent instructions of the scheme/Guidelines on the subject.
- (4) That I/we shall continue to be in full compliance of said scheme/Guidelines, as amended from time to time.
- (5) That I/we undertake that the Rice / Atta / Chana Dal / Chana Whole / Masur Dal / Moong Dhuli / Moong Whole purchased through NAFED from FCI/ RM godowns at concessional rate of Rs. 23.60/- per Kg (PAN India) / Rs. 22.25/- per Kg (PAN India) / Rs. 41.40 /- per Kg (PAN India) / Rs. 41.40 /- per Kg (PAN India), Rs. 56.10 /- per Kg (PAN India), Rs. 64.10/- per Kg (PAN India), Rs. 64.10/- per Kg (PAN India) with applicable taxes and levies (if any), under the OMSS (d) of the Government of India shall be used only for intended purpose of conversion in Bharat Rice/Bharat Atta/Bharat Dal (Chana Dal). Bharat Dal (Moong Whole)/Bharat Dal (Moong Dhuli). The said Rice / Atta / Chana Dal / Chana Whole / Masur Dal /Moong Dhuli / Moong Whole shall be used exclusively for domestic sale to the public at MRP not exceeding Rs.34.00/- per kg / Rs.30.00/- per kg / Rs. 70.00/- per kg/ Rs. 58.00/- per kg Rs. 89/- per kg/ Rs. 107/- per kg, Rs. 93/- per Kg including all taxes and levies, in terms of the scheme.
- (6) That I/we undertake to make the advance payment to Nafed against the purchase of rice/atta/ chana dal before lifting the stock from the FCI / Raw Material Godown.
- (7) That I/we undertake to abide by all the terms and conditions stipulated in EOI floated by NAFED for supply of Bharat Rice/Bharat Atta/ Bharat Dal (Chana Dal)/Bharat Dal (Chana Whole) Bharat Masur Dal / Bharat Dal (Moong Dhuli) / Bharat Dal (Moong Whole) and other terms and conditions communicated by NAFED from time to time in this regard.

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- (8) That I/we undertake that the supply of Bharat Rice/Bharat Atta/ Bharat Dal (Chana Dal)/Bharat Dal (Chana Whole) Bharat Masur Dal / Bharat Dal (Moong Dhuli) / Bharat Dal (Moong Whole) shall be subject to conformity/compliance of quality, standards and statutory norms including adherence of legal metrology requirements etc. That non-adherence of statutory/legal norms shall render us liable for appropriate action as laid down in such rules. The supply of rice / atta / dal will be made within five days from the date of lifting of rice / atta /dal from FCI/NAFED/RM Godown.
- (9) The I/we undertake that the allocated rice/atta/ chana dal lifted from FCI/NAFED/RM Godown will not be diverted elsewhere under any circumstances and entire stock of rice/atta/ chana dal lifted from FCI/NAFED/RM Godowns will be converted into Bharat rice/Bharat Atta/Bharat Dal (Chana Dal)/ Bharat Dal (Chana Whole) / Bharat Masur Dal / Bharat Dal (Moong Dhuli) / Bharat Dal (Moong Whole) without any type of adulteration and will be supplied for further distribution to retail stores/consumers at MRP not exceeding Rs. 34.00/kg / Rs.30.00/kg / Rs. 70.00/kg / 58.00/kg./ Rs. 89.00/kg, / Rs. 107.00/kg, / Rs. 93.00/kg, respectively.
- (10) I/We hereby agree and undertake that my/our Firm is not under any penal action such as Demotion, Suspension, Blacklisting, DE-registration etc. by any Government, Semi Government and Government Undertakings, etc.
- (11) I/We are aware and accept that I/We shall be liable to civil as well as criminal prosecution in the event of information submitted by me/ us are found to be false and/ or incorrect and the security amount paid by me/ us shall stand forfeited besides any other action as deemed fit under the rules.
- (12) I/We say and undertake that the undertaking is binding on me/ us my/ our/ its legal heirs/ representatives/ partners/ directors who are responsible for the acts done by the company/ firm from time to time.

#### VERIFICATION

I/We ----- state on solemn affirmation that whatever stated herein above is true to my / our own knowledge and I / we believe the same to be true and correct.

Notary  
DEPONENT

Notary Registration No.  
Photograph

Applicant being Company, copy of Resolution passed by the company authorizing one of the Directors to sign on behalf of the company shall be submitted.

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## Annexure-II

### Quality Parameters of Bharat Dal (Chana Dal)

#### Grade designation and quality of Chana (Bengal gram) split (without husk) or Chana Dal

1. Chana Dal should be of Sortex Quality.
2. Chana split (without husk) shall be obtained from dried and mature grains of gram *Cicer arietinum* Linn.
3. Minimum requirements:
  - 3.1 Chana split (without husk) shall be:
    - 3.1.1 sweet sound, clean, wholesome and free from admixture of unwholesome substances;
    - 3.1.2 without husk, split, uniform in size, shape and colour;
    - 3.1.3 free from rodent hair and excreta, moulds, living and dead insects, insect fragments, harmful bacteria, fungal infestation, mould growth, webs, parasites, larvae and mites;
    - 3.1.4 free from obnoxious smell, discoloration and all other impurities except to the extent as indicated in this schedule;
    - 3.1.5 free from added colouring matter, admixture of deleterious substances;
    - 3.1.6 free from toxic or noxious seeds such as *Crotalaria* (*Crotalaria* spp.), Corn cockle (*Agrostemma githago* Linn.), Castor bean (*Ricinus communis* Linn.), Jimson weed (*Datura stramonium*), and other seeds that are commonly recognized as harmful to health; and
    - 3.1.7 free from abnormal taste, flavour and odour.
  - 3.2 It shall comply with the restrictions in regard to the limits for metallic contaminants, crop contaminants, naturally occurring toxic substances, insecticides and pesticides residue, microbial requirements and other food safety requirements as specified under the Food Safety and Standards (Contaminants, Toxins and Residue) Regulation, 2011 and the Food Safety and Standards (Food Products Standards and Food Additives) Regulation, 2011 made under the Food Safety and Standards Act, 2006 (34 of 2006) for domestic trade.
  - 3.3 It shall comply with the residual limits of heavy metals, pesticides and other food safety requirements as laid down by the Codex Alimentarius Commission, or importing countries requirement for exports.
4. Criteria for grade designation. The criteria for grade designation for the Chana (Bengal gram) split (without husk) or Chana Dal shall be as under-

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| Maximum limit of tolerance (percent by weight) |                |           |                     |                |                             | Weevilled grains percent by count) Maximum) |
|--|----------------|-----------|---------------------|----------------|-----------------------------|---|
| Moisture                                       | Foreign Matter |           | Other edible grains | Damaged grains | Broken and fragments grains |   |
|  | Organic        | Inorganic |                     |                |                             |   |
| 1  | 2              | 3         | 4                   | 5              | 6                           | 7   |
| 12.00  | 0.10           | 0.15      | 0.50                | 1.00           | 2.00                        | 2.00  |

Note: In foreign matter, the impurities of animal origin shall not be more than 0.10 percent by weight provided that the total of foreign matter, other edible grains and damaged grains shall not exceed seven percent by weight.



**Annexure-III**

**Quality Parameters for Bharat Rice**

| Sl. No. | Quality Parameter          | Specifications for Proposed Bharat Chawal (@ Rs. 34/kg) |
|---------|----------------------------|---|
| 1       | Description                | Indian White Rice 5% Broken Silky Sortex                |
| 2       | Moisture                   | 14% max   |
| 3       | Broken Grains              | 5% (2/3 Max)  |
| 4       | Damaged Grains             | 2%  |
| 5       | Discolored Grains          |   |
| 6       | Foreign matter             | Nil   |
| 7       | Average Grain Length (AGL) | 5.7 MM  |
| 8       | Red Grains                 | 0.50%   |
| 9       | Chalky                     | 6% (Half Grain Basis)                                   |
| 10      | Milling                    | Well Milled with no Dust and foreign odour              |



#### Annexure-IV

#### Quality Parameters for Bharat Atta

1. Branches shall ensure that the whole wheat Atta supplied by millers is as per FSSAI norms.



### Annexure-V

#### Quality Parameters for Bharat Dal (Masur Dal)

1. Masoor dal supplied shall confirm Agmark (Standard grade) specifications of Masoor dal.
2. Branches shall ensure that the Masoor dal supplied by millers is as per Agmark (Standard grade) specifications.
3. Branches may appoint an empaneled Surveyor to ensure both quality and quantity of the finished goods by ensuring sampling of at least 5 percent of the total stocks and get it tested by FSSAI/NABL accredited laboratories as per industry norms. Expenses for any sampling and testing shall be borne by the Millers.
4. Miller shall ensure that the masur Dal supplied by miller is as per Agmark (standard grade) specification.

| Grade designation | Maximum limit of tolerance (percent by weight) |                |           |                     |                |                             | Weevilled grains (percent by count) (Maximum) |
|-------------------|--|----------------|-----------|---------------------|----------------|-----------------------------|---|
|                   | Moisture                                       | Foreign matter |           | Other edible grains | Damaged grains | Broken and fragments grains |   |
|                   |  | Organic        | Inorganic |                     |                |                             |   |
| (1)               | (2)  | (3)            | (4)       | (5)                 | (6)            | (7)                         | (8)   |
| Standard          | 12.0   | 0.20           | 0.10      | 0.5                 | 0.50           | 0.50                        | 1.0   |



## Annexure-VI

### Quality Parameters for Moong Whole (Green Gram)

1. Grade designation and quality of Moong Whole (Green Gram) Moong whole (Green gram) shall be dried and mature seeds of pulse Vignaradiata Linn. Wilczek.
2. Minimum requirements:
  - i. Moong whole shall be –
    - a) sweet, sound, clean, wholesome and free from admixture of unwholesome substances;
    - b) uniform in size, shape and colour;
    - c) free from rodent air and excreta, moulds, living and dead insects, insect fragments, harmful bacteria, fungal infestation, mould growth, webs, parasite, larvae and mites;
    - d) free from obnoxious smell, discoloration and all other impurities except to the extent as indicated in this schedule;
    - e) free from add decoloring matter, admixture of deleterious substances;
    - f) free from toxic or noxious seeds such as Crotalaria (Crotalaria spps.), Corn cockle (Agrostemma githago Linn.), Castor bean (Ricinus communis Linn.), Jimson weed (Datura stramonium), and other seeds that are commonly recognised as harmful to health; and
    - g) free from abnormal taste, flavour and odour.
  - ii. It shall comply with the restrictions in regard to the limits for metallic contaminants, crop contaminants, naturally occurring toxic substances, insecticides and pesticides residue, microbial requirements and other food safety requirements as specified under the Food Safety and Standards (Contaminants, Toxins and Residue) Regulation, 2011 and the Food Safety and Standards (Food Products Standards and Food Additives) Regulation, 2011 made under the Food Safety and Standards Act, 2006 (34 of 2006) for domestic trade.
  - iii. It shall comply with the residual limits of heavy metals, pesticides and other food safety requirements as laid down by the Codex Alimentarius Commission or importing countries requirement for exports.

**Criteria for grade designation:** - The criteria for grade designation for the Moong whole (Green gram) shall be as under-

| Grade Designation | Maximum limit of tolerance (percent by weight) |                |           |                     |                | Weevilled grains (percent by count) (Maximum) |
|-------------------|--|----------------|-----------|---------------------|----------------|---|
|                   | Moisture                                       | Foreign matter |           | Other edible grains | Damaged grains |   |
|                   |  | Organic        | Inorganic |                     |                |   |
| 1                 | 2  | 3              | 4         | 5                   | 6              | 7   |
| Standard          | 12   | 0.30           | 0.10      | 0.5                 | 2.0            | 3.0   |

Note: In foreign matter the impurities of animal origin shall not be more than 0.10 percent by weight provided that the total of foreign matter, other edible grains and damaged grains shall not exceed nine percent by weight.

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### Grade designation and quality of Moong Dhuli (Green Gram) split (without husk)

1. Moong split (without husk) shall be dried split seeds pulse *Vigna radiata* Linn. Wilczek.
2. Minimum requirements:
  - i. Moong split (without husk) shall be-
    - a) sweet, sound, clean, wholesome and free from admixture of unwholesome substances;
    - b) without husk, split, uniform in size, shape and colour,
    - c) free from rodent hair and excreta, moulds, living and dead insects, insect fragments, harmful bacteria, fungal infestation, mould growth, webs, parasite, larvae and mites;
    - d) free from obnoxious smell, discolouration and all other impurities except to the extent as indicated in this schedule;
    - e) free from added colouring matter, admixture of deleterious substances;
    - f) free from toxic or noxious seeds such as *Crotalaria* (*Crotalaria* spp.), Corn cockle (*Agrostemma githago* Linn.), Castor bean (*Ricinus communis* Linn.), Jimson weed (*Datura stramonium*), and other seeds that are commonly recognised as harmful to health; and
    - g) free from abnormal taste, flavour and odour.
  - ii. It shall comply with the restrictions in regard to the limits for metallic contaminants, crop contaminants, naturally occurring toxic substances, insecticides and pesticides residue, microbial requirements and other food safety requirements as specified under the Food Safety and Standards (Contaminants, Toxins and Residue) Regulation, 2011 and the Food Safety and Standards (Food Products Standards and Food Additives) Regulation, 2011 made under the Food Safety and Standards Act, 2006 (34 of 2006) for domestic trade.
  - iii. It shall comply with the residual limits of heavy metals, pesticides and other food safety requirements as laid down by the Codex Alimentarius Commission, or importing countries requirement for exports.
3. Criteria for grade designation- The criteria for grade designation (Green gram) split (without husk) shall be as under:

| Grade Designation | Maximum limit of tolerance (percent by weight) |                |           |                     |                |                             | Weevilled grains (percent by count) (Maximum) |
|-------------------|--|----------------|-----------|---------------------|----------------|-----------------------------|---|
|                   | Moisture                                       | Foreign matter |           | Other Edible grains | Damaged Grains | Broken and Fragments Grains |   |
|                   |  | Organic        | Inorganic |                     |                |                             |   |
| 1                 | 2  | 3              | 4         | 5                   | 6              | 7                           | 8   |
| Standard          | 12   | 0.3            | 0.1       | 0.5                 | 1              | 1                           | 1   |

Note: In foreign matter, the impurities of animal origin shall not be more than 0.10 percent by weight provided that the total of foreign matter, other edible grains and damaged grains shall not exceed eight percent by weight.



**Annexure-VII**

**(On the Letter Head of Chartered Accountant)**

**UTILISATION CERTIFICATE**

TO WHOMSOEVER IT MAY CONCERN

It is certified that M/s \_\_\_\_\_  
(Factory Address: \_\_\_\_\_) has utilised \_\_\_\_\_ MT Rice /  
Atta / Chana dal / Chana whole / Masur dal / Moong dal (Dhuli) and Moong dal  
(whole) which was allotted by NAFED and processed into \_\_\_\_\_ MT Rice/Atta/  
chana dal / chana whole/masur dal moong da (Dhuli) and Moong dal (whole) as  
per auction norms (auction ID \_\_\_\_\_ dated \_\_\_\_\_), which has been  
supplied as per the directions of Nafed to Nafed / Retailer as per the attached sales  
invoice, batch-wise lab report.

Details of total quantity supplied to NAFED / Retailer:

| S.No | Name of Retailer | Commodity | Quantity<br>supplied<br>(in MT) | Sales<br>invoice<br>no. and<br>date |
|------|------------------|-----------|---------------------------------|-------------------------------------|
|      |                  |           |                                 |                                     |

Encl: As Above  
Date:  
Place:

(Name, Signature and Stamp of  
Chartered Accountant)

*Chimay*  
11/10/24



**Annexure VIII**

**Undertaking**

Date: XX/XX/XXXX

On the letter head of Agency/Institution

Self-Declaration from Agency/Institution for retail sale

**To whomsoever it may concern**

I, <name of the authorized signatory>, <designation of authorized signatory>, on behalf of <name of the Agency/Institution>, hereby declare that  
The Bharat Rice purchased from NAFED has been utilized for further sale of Bharat Rice to end consumers at MRP not above Rs. 34/Kg.

OR

The Bharat Atta purchased from NAFED has been utilized for further sale of Bharat Atta to end consumers at MRP not above Rs. 30/Kg.

OR

The Bharat Chana Dal purchased from NAFED has been utilized for further sale of Bharat Dal (Chana Dal) to end consumers at MRP not above Rs. 70/Kg.

OR

The Bharat Chana Whole purchased from NAFED has been utilized for further sale of Bharat Chana Whole to end consumers at MRP not above Rs. 58/Kg.

OR

The Bharat Masur Dal purchased from NAFED has been utilized for further sale of Bharat Masur Dal to end consumers at MRP not above Rs. 89/Kg.

OR

The moong dal purchased from NAFED has been utilized for further sale of Bharat Dal (Moong Dhuli) to end consumers at MRP not above Rs. 107/Kg.

OR

The moong dal purchased from NAFED has been utilized for further sale of Bharat Dal (Moong Whole) to end consumers at MRP not above Rs. 93/Kg.

For<name of the Agency / Institution>

Authorized signatory (sign and stamp)

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11/10/24



### Annexure- IX

- Pictures of the loaded trucks,
- Truck unloading pictures at the delivery point,
- Pictures of Banners and posters
- Minimum 10 Photos/Pictures, each of, lots of Bags, sales points with Bags, customers with bags, mobile vans (if any).



**Annexure X**

**Undertaking**

Date: XX/XX/XXXX

On the letter head of the Agency/Institution

Self-Declaration

**To whomsoever it may concern**

I, <name of the authorized signatory>, <designation of authorized signatory>, on behalf of <name of the Agency/Institution>, hereby declare that

- a. We have never in litigation with Nafed at any point of time regarding any business and trade activity of Nafed nor was/were we ever blacklisted by Nafed on account of such litigation(s) or otherwise.
- b. We or Our Past Directors/Partners/Promoters etc were not/are not part of such other and separate entity(ies) which was/were/ is/are in litigation with Nafed in present or past or/and such other entity (ies) has/have/had ever been blacklisted by Nafed in the past for any reason.
- c. We have not been/ are not convicted of any criminal offenses and acknowledge that we will be liable for any false information we provide.

For<name of the Agency / Institution>

Authorized signatory (sign and stamp)

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11/10/24