



SOP on Bi-Partite Agreement and Centre Tagging



Version

Date of Release:

Step 1:- Bipartite Agreement -I between DCF&S and Rice Mill:-

At first, DCF&S has to enter details of Bi-Partite details (BP-1) by selecting

"Activities->Bank Guarantee"

option and then filling up the **"Bi-partite Agreement Date"** within 5 days from signing the hard copy of the Bi-Partite Agreement with the concerned Rice mill (ref-Pic-1 below).

DCF&S has to enter the details of Bank Guarantee and also upload the BG document in .pdf format (Ref Pic:-2)

(N.B. After 5 days the DDPS will be able to enter bipartite agreement details in portal)

Block	Mill Type	Mill Capacity[in MT]	Mill Category	Last CMR Delivery On
Ketugram - I	Perboiled	60.00	Old	2023-09-24

Bi-partite Agreement Date	Performance Grading	Multiply Factor
16-10-2023	78.0	1.0

Pic:1- Entering Bi-Partite Agreement details (BP-1) by DCF&S

SLNo	Bank Guarantee Date	Bank Guarantee Value	Paddy Quantity	BG Type	BG Document
1	2023-10-10	130	2075	BG	VIEW
Total		130.0	2075.0		

Pic2:- Uploading BG Document Details

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Step 2:- Bipartite Agreement -2 between CMR Agency and Rice Mill:-

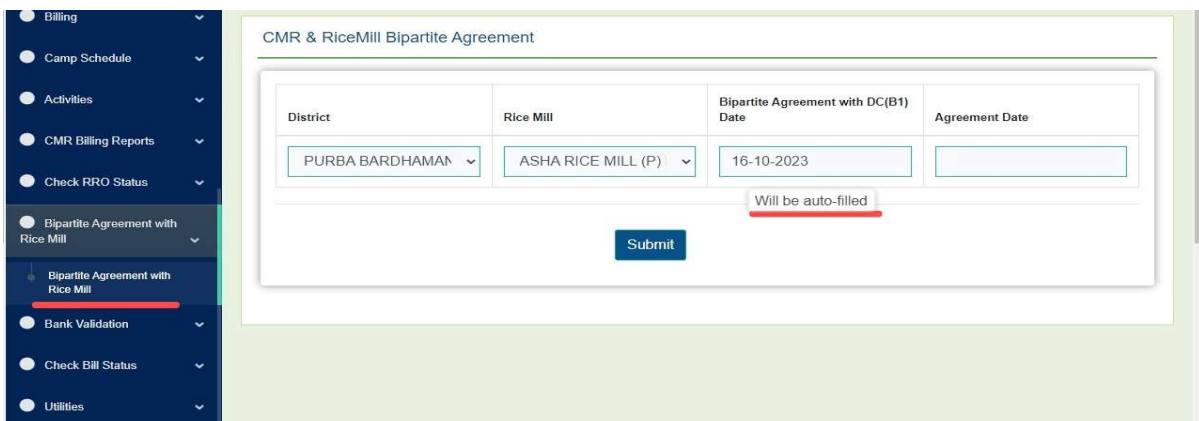
After signing BP-1 with DCF&S, the same rice mill may sign BP-2 with any CMR Agency, CMR Agency has to enter **“Agreement Date of BP-2”** in the portal by using the following link from his login:-

"Bi-partite Agreement with Rice Mill" (Ref Pic-3 in the next page)

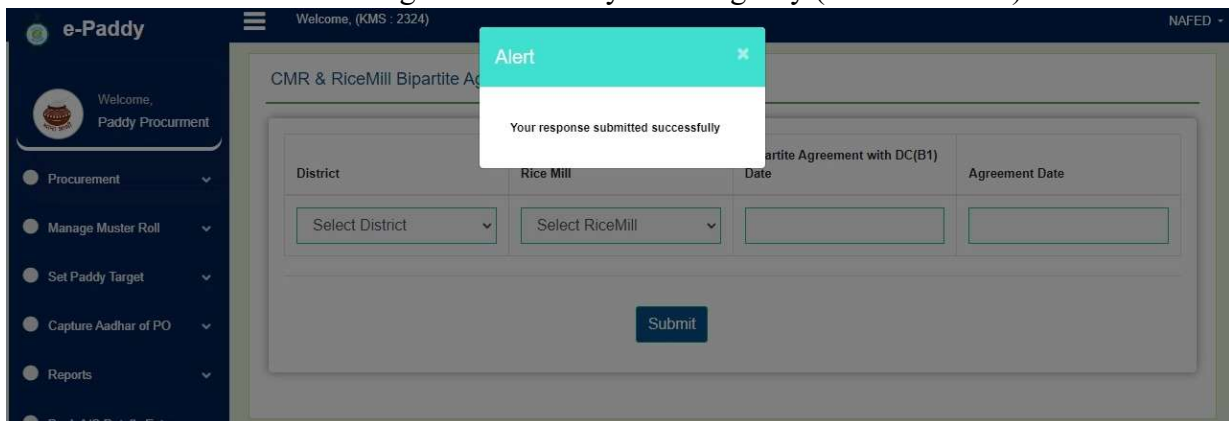
It is to be mentioned that unless and until a rice mill signs Bi-Partite Agreement with the concerned DCF&S, agreement can not be signed by the CMR Agency.

Select **“District”** → Select **“Rice Mill”** from drop down list (all the Rice Mill of the district with which the DCF&S has made agreement (BP-1) will be shown) → enter **“Agreement Date of BP-2”**

“Bipartite Agreement with DC(BP-1)” will be fetched by the system automatically.



Pic3a:- Entering BP-2 details by CMR Agency (with Rice Mill)



Pic 3b:- Confirmatory Message after entering Bi-Partite Agreement details

After the data entry in proper format, a confirmatory message will appear on screen (Ref Pic 3b above).

Step 3:- Bipartite Agreement -3 between CMR Agency and Society/SHG/FPO/FPC:-

CMR Agency or District In-charge will be able to enter details of Bi-Partite Agreement with Society (BP-3) from his login by clicking on the following link:-

"Procurement->Centre Registration"

It is to be mentioned here that, **new societies** (i.e. societies which did not work with the CMR Agency earlier) can be registered in the portal by CMR Agency (Ref Pic-4 below).

Pic4- Registration of New Society by CMR Agency

Agreement can be signed with societies who worked with the particular CMR Agency in the previous KMS. However, one society can be tagged with only one CMR Agency. CMR Agency has to click “Change Agency” button to sign agreement with this society (Ref Pic5 below). However, if that society has already signed agreement with another agency and made activated, then agency of any society can not be changed.

Sl.No	Agency	Centre Name	Incharge Name	Mobile No.	Centre Type	Change Agency
1	BENFED	CHAMTYA MADHABPUR SKUS LTD(192000233920002)	SOMNATH DHIBAR	9547002175	SOCIETY	Change Agency
2	BENFED	ONDA LS PACS LTD(192000233920003)	DEBDAS DUTTA	9474142176	SOCIETY	Change Agency
3	BENFED	SHYAMNAGAR A SKUS LTD(192000233920004)	CHITTARANJAN NAYEK	9732222315	SOCIETY	Change Agency
4	BENFED	KUCHIAROL A SKUS LTD(192000233920005)	NEMAI SINGHA	9382622582	SOCIETY	Change Agency
5	BENFED	TALDANGRA SKUS LTD(192000233920006)	KANCHAN MAJI	9735167693	SOCIETY	Change Agency
6	BENFED	PUNCHA SKUS LTD(192000233920007)	SURAJIT GHOSH	7001130386	SOCIETY	Change Agency
7	BENFED	BHIMARA KESHATORA SKUS LTD(192000233920008)	ANIRUDDHA GHOSH	8670514604	SOCIETY	Change Agency
8	BENFED	HETIA SKUS LTD(192000233920009)	NAYAN CHATTOPADHYAY	9434392579	SOCIETY	Change Agency

Pic5:- Changing Agency of any society



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Agreement details of **old societies** (i.e. who worked with the CMR Agency in the earlier KMS) can be entered (Ref Pic-6 below).

The button "Agreement No." is to be clicked and then "Agreement Date" should be entered in the textbox.

Sl.No	Action	Centre Name	Incharge Name	Mobile No.	Centre Type	Agreement No.	Agreement Date	PO User Id	Generate PO User Id	DO User Id	DO User Nam
1	<input checked="" type="checkbox"/>	Ghoshpara SKUS Ltd(192000133320...	Bipin Pal	9382653974	SOCIETY	Agreement No.		MSD0002	Generate		
2	<input checked="" type="checkbox"/>	Gulhatia SKUS Ltd(192000133320003)	Sharif Ahammed	9734064621	SOCIETY	Agreement No.		MSD0003	Generate		
3	<input checked="" type="checkbox"/>	Sannyasitola SKUS Ltd(19200013332...	Rabindranath Mandal	9475195818	SOCIETY	Agreement No.		MSD0008	Generate		
4	<input checked="" type="checkbox"/>	NAITH BAIDORA SKUS LTD(1920004...	Samit Majhi	8116207018	SOCIETY	Agreement No.		MSD0061	Generate		
5	<input checked="" type="checkbox"/>	GOPEGRAM SKUS LTD(19200063332...	RUPAK BHATTACHARYA	6294211483	SOCIETY	Agreement No.		MSD0099	Generate		
6	<input checked="" type="checkbox"/>	KHAREERA SKUS Ltd(202100133320...	MINHAJUDDUN	7797490174	SOCIETY	Agreement No.		MSD0131	Generate		

Pic-6:- Registration of Old Society by CMR Agency

Only after entering the Agreement Date, a procurement society can be tagged a rice mill.



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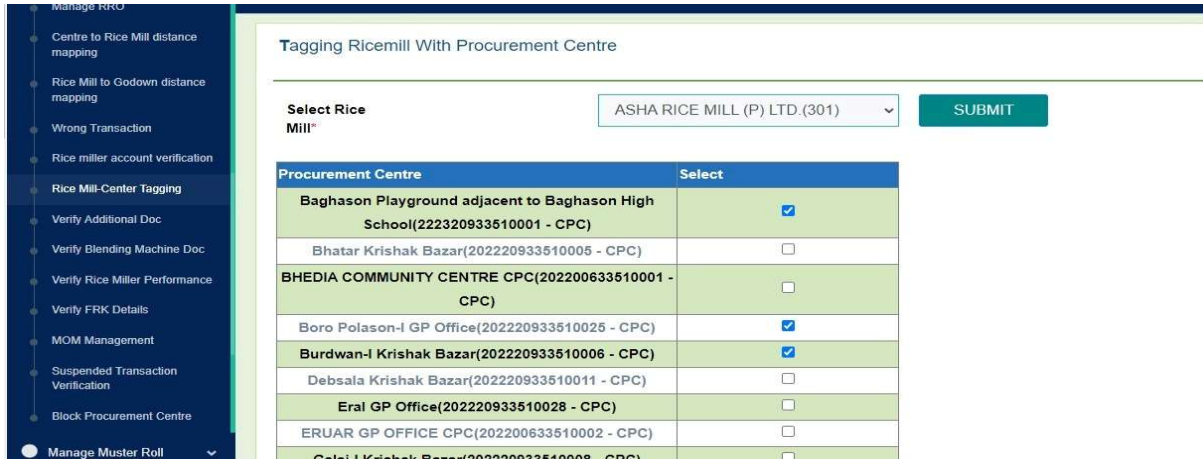
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Step4 :- Tagging of Procurement centre with Rice Mill by DCF&S

The DCF&S will be allowed to tag “Only active CPCs/DPC/mCPC”

DCF&S from his login, will tag rice mills (who have signed BP-I already) with CPCs/DPC/mCPCs by using the following link (ref Pic:-6 below):-

“Activities-> Rice Mill-Center Tagging”

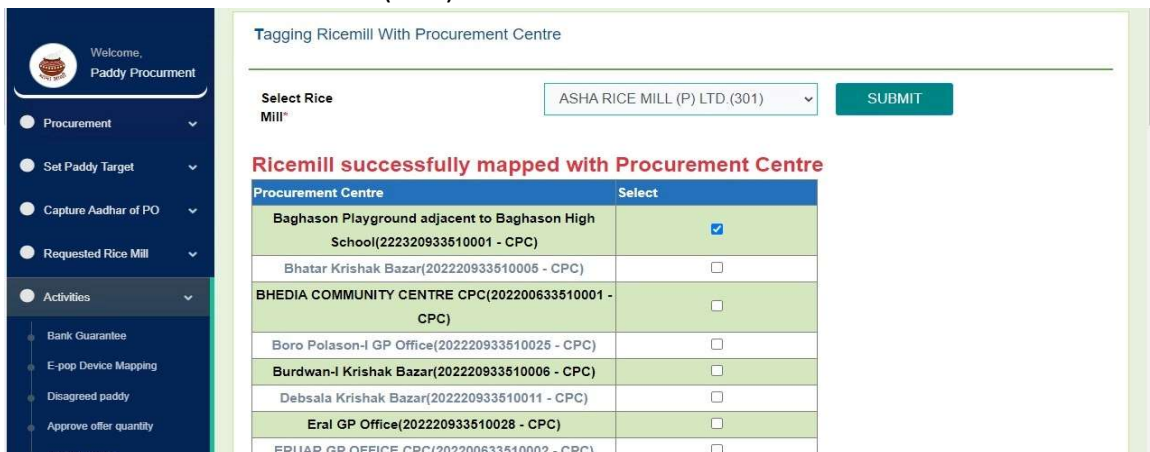


Pic 7:- Tagging of Rice Mill with CPCs by DCF&S

DCF&S will first select the following menu:-

- a. **Activities->Rice Mill-Center Tagging**
- b. Then, The DCF&S can select anyone of the Rice Mill with which Bi-partite agreement-1 has been made
- c. The DCF&S can select any one of the active CPCs, DPCs & mCPCs)
- d. Finally, the DCF&S has to press “SUBMIT” button to finalise the tagging.

A confirmatory message will appear on screen “Rice mill successfully mapped with Procurement Center” (Pic8)



Pic8:- Message on screen after mapping of Procurement center

This tagging should be changed compulsorily after a particular period as decided by department

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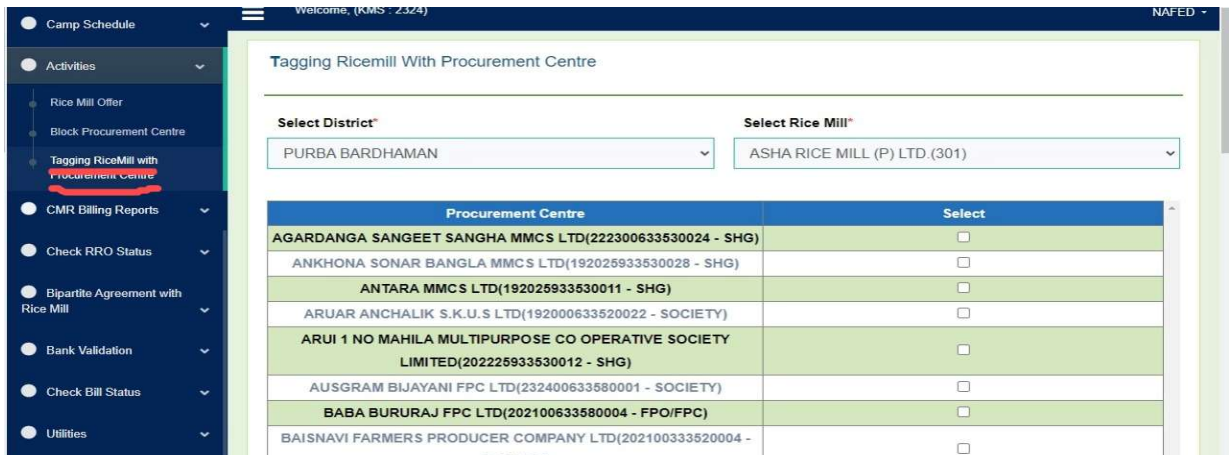
Date of Release:

Step5:- Tagging of Procurement centre with Rice Mill by CMR Agency

The CMR Agencies will be allowed to tag *“Only active Societies/SHGs/FPC/FPOs”*

CMR Agency from his login, will tag rice mills (who have signed BP-I and BP-2 already) with Societies/SHGs/FPC/FPOs by using the following link (ref Pic 9 below):-

“Activities->Tagging Rice Mill with Procurement Center”

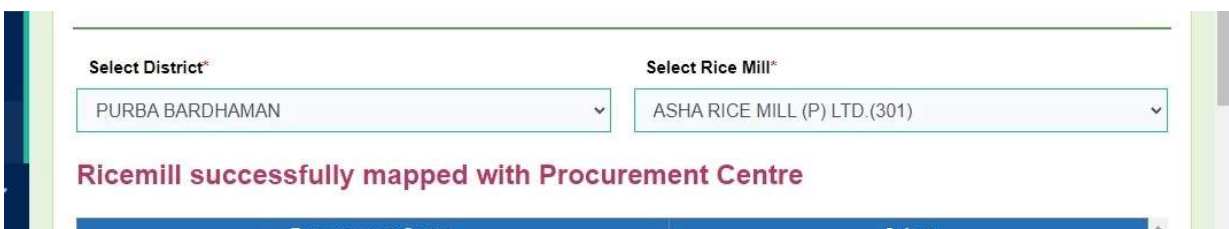


Pic 9a:- Tagging of Rice Mill with Societies/SHGs/FPC/FPOs by CMR Agencies

- a. The CMR Agency can select anyone of the Rice Mill with which Bi-partite agreement-1 & 2 has been made and data uploaded in portal
- b. The DCF&S can select anyone of the active Society/SHG/FPC/FPO
- c. Finally, the DCF&S has to press “SUBMIT” button to finalise the tagging. (Pic 9b)
- d. A confirmatory message will appear on screen “Rice mill successfully mapped with Procurement Center” (Pic 9c)



Pic 9b- Clicking “SUBMIT” button after mapping the center with Rice Mill by CMR Agency



Pic 9c

This tagging should be changed compulsorily after a particular period as decided by department