



TRIBAL DEVELOPMENT CO-OPERATIVE CORPORATION OF  
ORISSA LTD (TDCCOL)

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Letter No. 2015 /TDCCOL, Date 03/12 /2024

From

Dr. Poma Tudu, IAS  
Managing Director, TDCCOL

To

The PA, ITDA-cum-Branch Manager,  
Bhawanipatna, Th. Rampur, Rayagada, Gunupur, Umerkote, Sunabeda, Jeypore, Malkangiri,  
Sundargarh, Udala, Keonjhar, Lahunipara, R.Udayagiri, Baliguda, Sambalpur & ADWO  
Nuapada.

Sub: Guideline for Procurement of **Hill Broom (Rs 50.00 per Kg), Dried Amla Pulp (Rs. 52.00 per Kg), Harida (Rs. 15.00 per Kg), Bahada (Rs. 17.00 per Kg), Soap Nut (dried) (Rs. 14.00 per Kg), Nux Vomica (Rs. 42.00 per Kg), Van Tulsi Leaves (Dried) (Rs. 22.00 per Kg), Karanja Seeds (Rs. 22.00 per Kg), Tamarind seed (Rs. 11.00 per Kg) & Marking Nut (Rs. 09.00 per Kg)** for the MFP Crop Year 2024 at MSP under scheme "MSP for MFP"


Madam/Sir,

With reference to the subject cited above, this is regarding notification for procurement of above-mentioned Minor Forest Produces (MFPs) at MSP under "MSP for MFPs" Scheme 2024-25. It is also informed that procurement of MFPs will be on mission mode across the state.

Further, the District Mangers/ In-charge Branch Managers are instructed to ensure the Primary Collector having FAQ stock not compelled to sale their stock at a price below MSP declared by the Govt.

**Enclosed:** Approved and signed procurement guideline

Yours faithfully

  
Managing  
Director

Memo no. 2016 Dated 03 / 12 /2024

Copy forwarded to

1. The Sr. PA to Principal Secretary to Govt. ST SC Development, M&BC Department, Odisha for kind information.
2. District Collector of Nuapada, Sundergarh, Keonjhar, Rayagada, Mayurbhanj, Koraput, Nawarangpur, Sambalpur, Deogarh, Malkangiri, Kandhamal, Gajapati and Kalahandi for information and necessary action.

  
Managing Director

**Procurement Guideline for Minor Forest Produces under MSP for MFP**  
**Scheme- FY 2024-25**

**1. Minor Forest Produces and District wise target**

The following Minor Forest Produces are to be procured at MSP by District/ Branch office under the guidelines.

SL No.	Minor Forest Produce (MFP)	MSP (in Rs. / Kg)
1	Hill Broom	50.00
2	Dried Amla Pulp	52.00
3	Harida	15.00
4	Bahada	17.00
5	Soap Nut (dried)	14.00
6	Nux Vomica	42.00
7	Van Tulsi Leaves (dried)	22.00
8	Karanja seed	22.00
9	Marking Nut	09.00
10	Tamarind seed	11.00

**2. Awareness and Sensitization of the Scheme:**

Awareness & sensitization program on Minor Forest Produces (MFPs) procurement will be conducted at Panchayat level within the district extensively to provide MSP to the primary collectors/ gatherers of tribal communities. The awareness and sensitization program will be carried out by the District Offices, Block Offices, and Gram Panchayat offices on various components such as Minimum Support Price (MSP) rate, FAQ parameters, registration process of Primary Procurement Agencies (PPAs) & Primary Collectors, procurement centre, procedure of procurement, payment, and mechanism, etc.

**3. Area of Operation:**

It has been decided to procure above mentioned Minor Forest Produces at MSP in different districts as per seasonality and no distress sale of the afore-mentioned MFPs will be noticed. The same will be stored in different storages/godown to be hired by TDCCOL.

**4. Collection Price:**

MFPs shall be collected at the MSP Price i.e. Hill Broom (Rs. 50.00 per Kg), Dried Amla Pulp (Rs. 52.00 per Kg), Harida (Rs. 15.00 per Kg), Bahada (Rs. 17.00 per Kg), Soap Nut (dried) (Rs. 14.00 per Kg), Nux Vomica (Rs. 42.00 per Kg), Van Tulsi Leaves (Dried) (Rs. 22.00 per Kg), Karanja seeds (Rs. 22.00 per Kg), Tamarind seed (Rs. 11.00 per Kg) & Marking Nut (Rs. 09.00 per Kg) at MSP price per Kg. All records relating to the procurement such as asset register, stock register, daily procurement report etc. should be maintained and preserved properly in systematic order for verification by Govt.

**5. Selection of Primary Collector (PC) and Primary Procurement Agency (PPA):**

The Primary collector and PPAs will be selected through the District Level Procurement Committee (DLPC) meeting to be Chaired by District Collector. The PA, ITDA cum Branch Manager of the Districts will be the Member-Convenor of the Committee.

**6. Mode of Collection:**

Procurement of Hill Broom, Dried Amla Pulp, Harida, Bahada, Soap Nut (dried), Van Tulsi Leaves (Dried), Nux Vomica, Karanja seeds & Marking Nut should only be made from PPAs (WSHGs/VSS/CBOs), and Primary Collectors. If the primary collector come through PPAs, the individual collector will get the Minimum Support Price (MSP) directly and the PPAs will get 2% commission from SPA. SPA will collect the stocks from the procurement point of PPAs on regular basis.

**7. Operational Modalities:**

The transportation of less volume procured MFPs like Harida, Bahada, Van Tulsi Leaves (dried), Nux Vomica, Karanja seeds, etc. can be conducted efficiently and effectively by delivering the FAQ stock at the respective TDCCOL Branch Offices/ any other designated locations which is defined by TDCC Branch Office. The primary gatherers/ PPAs shall deliver the stock to the Branch Office/ locations and losses/ damages of stocks during transportations will not be responsible by TDCC Offices. Transportation costs will be reimbursed to the primary gatherers/PPAs as per the government rates. Primary gatherers should keep a detailed record of transportation costs incurred, including receipts and other relevant documentation which shall be furnished to the Branch Office for reimbursement and future records & database maintenance.

- The interested Primary Collectors/ PPAs shall contact TDCCOL Branch Office to schedule the delivery of the FAQ stock of MFPs.
- The stocks bought by the PPAs/ Primary gatherers shall be properly weighted. All the bags should have uniform weight.

**8. Accountability:**

The accountability of the procured stock shall be entrusted to the District/ Branch Manager, who will be responsible for ensuring that the stock is accurately received and stored. The District/ Branch Manager shall oversee proper documentation of database of stock movement, ensuring compliance with the approved guidelines.

**9. Mode of Payment:**

The payment of primary collectors and PPAs (WSHGs/VSS/CBOs) can be made through in their respective account of primary collectors and PPAs by SPA.

The PA, ITDA cum Branch Manager is to maintain the data base of primary collectors and PPAs for safe record keeping. The details of the required data base to be collected for Hill Broom, Dried Amla Pulp, Harida, Bahada, Soap Nut (dried), Nux Vomica, Van Tulsi Leaves (Dried), Karanja seeds, & Marking Nut as per the scheme guideline. The payment should be released within seven days of procurement. No cash transaction is allowed.

**10. Storage:**



The PA, ITDA cum Branch Manager will earmark their stock in the Godown/Storage and will verify the stock in every fortnight and submit a report of the status of the stock that it is intact. Stock should be stored in loose form or in package form in gunny bag, no plastic/ tarpaulin bag will be used for storage purpose. All empanelled cold storage unit/ go-downs shall maintain stock register as per direction of SPA.

#### **11. Insurance of Stock:**

Insurance of the entire stock to be done by the State Procurement Agency (SPA) and to be stored in godown.

#### **12. Funds:**

Funds shall be placed by SPA to the Districts on receipt of requisition and placement of additional funds on submission of UC. Parent and Child mode accounting system will be applied for all fund transaction and child account will be monitored by SPA. A fund management online database will be introduced for monitoring and reconciliation of accounts.

#### **10. Incidental Expenses:**

##### **Provisional Cost Sheet:**

SL No.	Items of Incidentals	Cost/ Qtl in Rs.	Justification
1	<b>Minimum Support Price</b>		Declared by the Govt.
	Hill Broom	5000.00	
	Dried Amla Pulp	5200.00	
	Harida	1500.00	
	Bahada	1700.00	
	Soap Nut (dried)	1400.00	
	Marking Nut	900.00	
	Nux Vomica	4200.00	
	Karanja seeds	2200.00	
	Van Tulsi Leaves (Dried)	2200.00	
	Tamarind seed	2200.00	
2	<b>Expenses at Collection Level (Net)</b>		For bagging, Stitching, Weighing, & Standardization & loading into the truck. Two nos. of 50 Kg bags at mandi point (Rs. 22.00 per Qtl) & for unloading from the truck and stacking at godown (Rs. 14.00 per Qtl.)
	Mandi Labour Charges		
	Bagging	6.00	
	Stitching	2.00	
	Weighing & Standardization	4.00	
	Loading	10.00	
	<b>Expenses at Cold Storage/ Godown Level</b>		
	Unloading at Cold Storage/ Godown level	10.00	

	Stacking at Cold Storage/ Godown Level	4.00	
	<b>Sub Total</b>	<b>36.00</b>	
<b>3</b>	Commission to PPAs/ SHG Federation @2% on MSP	2%	As per the Scheme guidelines
<b>4</b>	Packing Materials Charges on Net (Cost of second- hand gunny bag		
<b>5</b>	Cold Storage/ Godown Charges	As per the rate determined by SPA	
<b>6</b>	Transportation Charges to Storage Point/ Cold Storage	As per the agreement with the transporter. To be engaged by SPA	

#### **11. Acknowledgement of Stock by TDCCOL:**

The PPAs will hand over the stock and the relevant documents (as mentioned below) in hard copy and maintain data base in the primary collector registration book and tagging of each bag at the time of collection of stock by the selected transport agency. The registration book and tags will be supplied by TDCC.

- List of Primary collectors with registration and detail as per registration book.
- Quality of stock procured (FAQs)
- Total value of stock as per vendor registration book
- List of bags with Tag details as per format.

#### **12. Quality:**

Much care shall be taken to procure FAQ (enclosed) stock only so that no complain is raised on the quality of the stock at the time of Sale.

#### **13. Commission to PPAs:**

The payment of PPAs commission @2 % on MSP can be made through DBT mode in the respective account of PPAs at the branch level. The payment shall be made after complete lifting of the materials from PPAs and on submission of all required documents to SPA.

#### **14. Deployment of Staff:**

The PA, ITDA cum Branch Manager should deploy the available staff in the operational area suitably.

#### **15. Maintenance of Records:**

Necessary records shall be maintained at P.C. level and Branch level as follows:

##### PPA Level

- o Notification Letter from Branch
- o Vendor Receipt book
- o Primary Collector Registration book

##### Branch Centre Level

- o Stock book, Invoice, Bill Book, Delivery Challan

#### **16. Gunny Bags:**

Cost of required numbers of sound second hand gunny bags shall be paid by TDCCOL to the SHGs/VDVK/PPA @ 37.00 per quintal on the stock supplied to TDCCOL.

**17. Reports and Returns:**

The District Managers/ In-charge Branch Managers must ensure that the following reports & returns are submitted to the Head Office as per the time frequency noted against each.

Daily Procurement Report of MFPs, FY 2024-25									
S L N o	TDC COL Branch	Geograp hic area covers in district	No. of PPA registe red	No. of Primary Collecto r registrat ion book supplied to PPA	No. of Vend or Recei pt book suppl ied to PPA	No. of tag s iss ue d	Total quantity of Hill Broom/ Dried Amla Pulp/ Harida/ Bahada/ Soap Nut (dried)/ Nux Vomic/ Van Tulsi Leaves (Dried)/ Karanja seeds/ Marking Nut procured (Qtl)	Total cumulative quantity of Hill Broom/ Dried Amla Pulp/ Harida/ Bahada/ Soap Nut (dried)/ Nux Vomica/ Marking Nut/ Karanja seeds/ Van Tulsi Leaves (Dried) lifted to godown/ CS (in Qtl)	Remarks

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