



**OFFICE OF THE DIVISIONAL FOREST OFFICER: BARGARH FOREST DIVISION**

AT / PO / DIST: - Bargarh - ODISHA

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**TENDER NOTIFICATION**

Tender Notification No. 02 / dt. 07.06.2021

**Subject:- Tender for the supply of Vermi compost, Urea, NPK, Organic and Chemical insecticide during 2021-22 under CAMPA and other schemes in Bargarh Forest Division**

Divisional Forest Officer, Bargarh invites Technical and Financial bids from the manufacturers for supply of Vermi Compost, Urea, NPK, Organic and Chemical insecticide which are required for plantation program in Bargarh Forest Division during 2021-22 under CAMPA and other schemes.

An Earnest Money Deposit (EMD) of Rs.20,000/- (Rupees Twenty Thousand) only per each product must be accompanied in shape of demand draft of any nationalized Bank payable at Bargarh in favour of Divisional Forest Officer, Bargarh. The Tender paper can be downloaded from the district website at [www.bargarh.nic.in](http://www.bargarh.nic.in) or can be received from division office latest by 5.00 PM on or before 21.06.2021.

Such tender paper as downloaded shall be accompanied with all required documents, GSTIN No. & GST clearance certificate, manufacturing license and it must be submitted/put into the tender box kept in the office of the undersigned latest by 12:00 Noon on 22.06.2021. A Demand Draft drawn in favour of Divisional Forest Officer, Bargarh for Rs. 1,180/- (Rupees One Thousand One Hundred Eighty) only as non-refundable amount is to be attached with tender towards cost of tender paper or else the tenders shall be rejected.

- Date of closing of downloading of tender paper: - Dt. 21.06.2021 at 5.00PM.
- Date of closing of submission of Technical bid & Financial Bid:- Dt. 22.06.2021 at 12.00 Noon.
- Date of Opening of tender Box: - Dt. 22.06.2021 at 1.00 PM in the O/o- Divisional Forest Office, Bargarh Division

  
Divisional Forest Officer,  
Bargarh Forest Division.

## TENDER DOCUMENTS

**Sub:-Tender for supply of Vermi compost, Urea, NPK, Organic and Chemical insecticide under CAMPA and other schemes during 2021-22.**

Reference: Tender Notification No

### **I. PROCEDURE FOR SUBMISSION OF TENDER**

1. The tender shall be submitted in two parts namely: -
  - a) Technical bid: The technical bid shall be submitted for each product separately as per Annexure-II, which should contain details of organization, production/product etc.
  - b) Financial bid: The financial bid should contain the details as indicated in Annexure-II. The tenderer shall quote the product-wise supply rate (Price including GST and all incidental cost such as freight, loading & unloading charges, supply cost to Range Headquarters and Project site etc.).
2. Tender documents may be downloaded from Bargarh District website at [www.bargarh.nic.in](http://www.bargarh.nic.in) or can be received from Division office in person.
3. The Bidder/ Tenderer can access tender documents on the Bargarhdistrict website, fill them with all relevant information and submit the completed tender document along with the EMD and tender paper cost for Rs.1180/- (cost Rs. 1000/- + GST-18%- Rs180/-). A hard copy of the filled Tender document with the relevant attachments should be submitted within the dateline.
4.
  - a) The tenders shall be signed only by the Proprietor, if it is a Proprietary concern in support of which affidavit of ownership and a copy of the certificate of Registration has to be submitted to know the person authorized to sign the document.
  - b) If it is a Partnership firm, one of the Partners or a person authorized by the partners shall sign the document.
  - c) If it is a Public or Private limited company, the Chief Executive of the company or a person authorized in support of which necessary authorization letter with seal and signature shall be submitted.
5. Earnest Money Deposit (EMD) and Tender processing Fee: An earnest money deposit of Rs. 20,000/- (Rupees TwentyThousand only) per product in each case is to be deposited in shape of demand draft payable to the Divisional Forest Officer, Bargarh Division on any Nationalized Bank payable at Bargarh.
6. In respect of successful tenderer whose supplies are as per the accepted conditions, EMD will be refunded after the validity period of the tender contract. EMD in respect of the unsuccessful tenders will be refunded following due process.
7. Validity of Tender Contract: The rates accepted would be valid for one year or an extended period as sought by the department.

8. The Department will not entertain any increase in price during the validity period of the tender or extended period thereof during the tenure of the continuous period of contract. The reduction in price arise out of implementation of GST should be transferred to the purchaser, The applied tax rate would be as per Govt. norms from time to time.
9. If any information provided by the tenderer in both Technical bids and Financial bids is found to be factually false or misleading, such tenders will be summarily rejected at any time during the validity of the tender and liable for criminal and civil action against such firm or company with forfeiting of EMD Money.
10. If any company is black listed by any State Government department or agency, such tenderer is liable for rejection at any time during the validity of the tender and supplies will be terminated. The tenderers are required to furnish a self declaration that they are not black listed by any Govt. Dept'/Agency/Undertaking.
11. No document will be accepted after opening of the tender.

## **II. OPENING OF TENDERS & TENDERS SCRUTINY:**

12. Opening of Technical bids will be done in the presence of the tenderers or their authorized representatives and the Tender Committee will conduct preliminary scrutiny of EMD. Later on a detailed scrutiny will be taken up and those found to be in order will only be accepted.
13. Eligible financial bids in respect of those tenderers whose technical bids are qualified will be opened in the presence of the qualified tenderers by the Tender Committee constituted by the Divisional Forest Officer, Bargarh.

## **III. PRODUCT SPECIFICATIONS:**

14. Vermi compost, Urea and NPK supplied shall be in conformity with the standards / specification in Annexure-I of the tender document.

## **IV. TENDERED RATES & QUOTED QUANTITY**

15. The rates quoted by the tenderer in respect of required packing sizes of each input shall be offered in the prescribed Annexure –IV (financial bid ) format only.
16. The rates quoted by the tenderer shall be most competitive since it involves sizeable quantity. The rates quoted should be inclusive of insurance freight including loading and unloading charges at the destinations etc., for supply of input in the required packing sizes prescribed at Annexure-IV.
17. The successful tenderers whose tenders are accepted shall not sell the quoted products to the farmers in Odisha through any agency at the rates lesser than those quoted under this tender.
18. The tender accepting authority shall have the right to alter the quantity finally ordered to the extent of 25 % either way of requirement indicated in the tender document.

## **V. ELIGIBILITY CRITERIA FOR THE TENDERERS**

19. The original manufacturer or, their channel partner can participate in the tender process. The authorized person of the channel partner is to produce the relevant certificate for doing business / marketing / whole saleing from the original manufacture.
20. The tenderers must submit copy of the manufacturing license issued by the proper authority, i.e. from the state where manufacturing unit is located issued within last 3 years and marketing license from the proper authority, i.e. from the Director of Agriculture, Odisha issued within last 2 years.

## **VI. ISSUE OF SUPPLY ORDERS & EXECUTION OF SUPPLIES & PAYMENTS:**

21. Tender Accepting Authority may accept more than one supplier at L1 rate or more than one tenderer whoever agrees to supply at L1 rate in order to ensure multiple supply sources. Besides, the selected suppliers may be asked to supply the products to other offices of the district at the approved rate by the committee.
22. Copies of the Valid Registration Certificates as per the companies act and GST act are to be submitted by the tenderer. Besides GST clearance certificate up to March,2021 / June,2021 issued by the concerned Sales Tax organization.
23. If selected tenderers does not supply the required quantity during the period of requirement, then alternate succeeding tenderers will be considered for supplies who have accepted to supply at L1 rates.
24. Selected Tenderer will provide performance deposit 5% of the contract amount within 3 Days of Bid Selection in acceptable format failing which it will be blacklisted and EMD amount deposited will be forfeited.
25. The supplies should be made within the time limit specified by the concerned office.
26. The successful tenderer should supply the required quantities from time to time as per the supply orders up to one year from the date of execution of agreement.
27. The selected supplier will issue GST bill/invoice in the name of the firm only after the supply of the materials.
28. The supplier shall compulsorily mention the respective Batch No./Lot number/TIN number/GST number in the bill and should submit the quality analysis report of the same.
29. Tenderer should provide account details as name, bank name, branch name, account number and bank IFSCcode for payment.
30. The payment will be made through e-FMS mode/online Bank Transfers. IT- TDS, GST-TDS will be applicable as per norms while making the payments.
31. The Department will not have any liability for any damages to the products at any time during the currency of the tender contract.

32. Guidelines for procurement of Goods as issued by Finance Department, Government of Odisha vide O.M. No. 4939/F., Date 13.02.2012 will be applicable governing procurement of goods under this tender notification.

**VII. QUALITY RESPONSIBILITIES & CERTIFICATIONS:**

33. The supplier shall have the sole responsibility of ensuring quality (i) Vermi compost, (ii) Urea (iii) NPKas per the specifications mentioned in Annexure-I.
34. Sample from each product (Batch no./Lot no. wise should be collected by the Range Officers and sent to concerned laboratory for quality test (Minimum-3 samples).
35. Copies of EPM / DGS & D rate contact certificate for the product issued within at least last 2 years should be submitted.
36. At least two testing report from the testing laboratory of OUAT or any agency authorized by Government.
37. Copy of the ISO certificate issued in the name of the manufacturer for the product must be submitted.
38. There must be Clearance Certificate from pollution control board of Odisha.
39. There must be Production certificate from DIC of concerned State.
40. There must be License / permission from Director of Factories & Boilers, of Concerned State to run the factory.
41. The Industry / Production unit must have been registered with central inspection coordination group (CICG) frame work.
42. 100% Organic Certification from any reputed organic station.
43. The manufacturing units of fertilizers approved by the SLTC of Director of Agriculture & Farmers Empowerment, Govt. of Odisha may also be considered to supply Bio fertilizers/Vermicomposts following the norms fixed by SLTC only during the approval. They have to produce the SLTC approval order / documents.
44. The manufacturing units of approved organic fertilizer, registered under Fertilizer Control Order (FCO) 1985, Govt. of India may also participate in the bidding process. They have to produce documents of FCO 1985, Govt. of India for production and marketing of Organic Fertilizer / Bio Fertilizer. They must have to produce the marketing license issued at least within one year from Director of Agriculture & Farmer's Empowerment, Govt. of Odisha and at least two years from any other state of India

**VIII. PENALTIES FOR NON-COMPLIANCES, VIOLATIONS & NON-PERFORMANCE**

45. On Placement of the supply order if the supplier does not perform his obligations as per the order and within the time limit specified by the concerned officer, such supplier will be blacklisted and department shall reserve all rights to make alternative arrangements to procure the products and the difference of higher *cost* and other related expenses paid if any, will be recovered from the defaulting supplier through appropriate legal action in addition to forfeiting of EMD.
46. Any delay in relation to delivery schedule, the Department shall have the right to reject the late supplies.
47. Violation of any of the terms and conditions of the Tender by the supplier is liable for stringent actions like forfeiting of EMD amount.

**IX. RIGHTS RESERVED**

48. The tender Accepting Authority *reserves* the right to reject the tender *even* after opening of Technical bid or financial bid without assigning any reason whatsoever.

  
Divisional Forest Officer,  
Bargarh Forest Division