

# TENDER DOCUMENT

No. 01 /01F-/2024, Dated, Cuttack the 11<sup>th</sup> June'2024

## FOR SUPPLY OF FERTILISER/GRANULAR INSECTICIDE TO CUTTACK FOREST DIVISION, DIST-CUTTACK, ODISHA FOR THE YEAR 2024-25

It has been decided to procure following quantities of Fertilizer and Granular Insecticide of approved quality through sealed tenders. The Reputed Registered Dealer/Manufacturer/ Govt. Agency expressing interest shall download the tender application form from the [www.odishaforest.in](http://www.odishaforest.in) & [www.cuttack.odisha.gov.in](http://www.cuttack.odisha.gov.in) . The Cost of the Tender paper is Rs. 6,000/- (**Rupees Six Thousand**) only which shall be deposited in shape of Demand Draft drawn in favour of the Divisional Forest Officer, Cuttack Forest Division payable at Cuttack while submitting the tender(it is exempted for Govt. Agency).

SL. NO.	NAME OF RANGE	NPK 10:26:26 [in Kg.]	Chloropyriphus [in Kg.]
1	2	3	4
1	DALIJORA	31,596	770
2	SUKINDA	33,202	719
3	TOMKA	20,900	403
4	JAJPUR ROAD	11,933	343
5	JAGATSINGHPUR	4,822	129
6	KENDRAPARA	2,856	40
	<b>TOTAL:-</b>	<b>1,05,309</b>	<b>2,404</b>

The tenderer has to furnish all required documents & rate of the material, Taxes separately in the application form. The tenderer has to submit the **Technical bid and Financial bid in two separate closed covers. Name of the item should be super scribed on the top of the envelop.** The undersigned reserves the right to reject any or all tender without assigning any reasons thereof.

### Eligibility: -

1. The invitation to participate in the Tender Document is open to Reputed Registered Dealer/ Manufacturer/ Govt. Agency.
  2. The Tenderer must not have been banned or black listed by any Government organization.
  3. There must not be any adverse action pending against the Tenderer
- A. SALE OF TENDER DOCUMENT : 13<sup>th</sup> June,2024 to 21<sup>th</sup> June,2024
- B. LAST DATE FOR SUBMISSION OF TENDER DOCUMENT : 21<sup>th</sup> June,2024 by 05.00 PM
- C. OPENING OF TECHNICAL BID : 21<sup>th</sup> June,2024 at 05.30 PM
- D. OPENING OF FINANCIAL BID : After Approval of the Technical Bid by the Tender Selection Committee

*[Signature]*  
11/06/24

Divisional Forest Officer  
Cuttack Forest Division

## TERMS & CONDITIONS

01. Offering of best price by firms/suppliers/supply house/manufacturers should be submitted in the Prescribed Form provided in the Tender documents
02. Sample of the Product should be deposited in the Divisional Forest Office, Cuttack Forest Division with proper acknowledgement. The sample should be deposited at least in 1 KG pack or as per Unit Pack to be supplied.
03. The selected tenderer should supply the planting materials in good condition within 10 days from the date of placing order.
04. Delivery of the materials should be made in Range headquarters of this Division.
05. Damaged, expired and sub-standard materials should be replaced by the tenderer at their own cost.
06. All materials should be supplied as per the sample given and selection thereof, failing which the supply orders will be cancelled automatically and the bidders shall have no financial claim over the material supplied and need to lift all the materials from the site at their own cost.
07. The rate of materials should be quoted inclusive all taxes and transportation. If transportation cost is mentioned separately, the cost will be considered after adding per KG /Qntls cost. In case transportation cost is not quoted, then the base price quoted will be considered per KG / Qntals including transportation cost as NIL
08. Copy of GST clearance and Income Tax of last financial years should be accompanied along with the tender documents.
09. The tenderer should clearly mention the Bank A/c Number, Bank Address and IFSC Code in which the payment will be made.
10. A Firm is allowed to bid for more than one product, if it is dealing with the same.
11. The Tender Documents incomplete in any aspect is liable for rejection.
12. The Tenders received after the scheduled date and time is also liable for rejection.
13. The Price quoted is inclusive of all taxes with site delivery at different Ranges of Cuttack Forest Division including transportation.
14. The rate of successful bidder may be valid till next tender.
15. The undersigned reserve the right to reject/cancel any or all the tenders without assigning any reasons thereof and terminate the order in case of changes in the Government procedure of policy of instruction / direction and other exigencies.
16. The payment will be made through IFMS Module or through NEFT / RTGS after receipt of delivery challan, verification physical quantity and quality of the article by the purchase Committee.
17. All legal disputes shall be subject to the jurisdiction of the Civil Court, Cuttack.
18. Bid documents consisting of Specifications, the schedule of Quantities and the set of terms and conditions of contract and other necessary documents can be seen in the website: [odishaforest.in/cuttack.nic.in](http://odishaforest.in/cuttack.nic.in)
19. The bidder shall have to deposit the cost of tender paper @Rs. 6000/-for participation in the bid in shape of Demand Draft only in favour of **Divisional Forest Officer, Cuttack Forest Division**. The Tender cost is non-refundable in nature.
20. The Bid documents will be available in the website [www.odishaforest.in](http://www.odishaforest.in) & [www.cuttack.odisha.gov.in](http://www.cuttack.odisha.gov.in) from 13.06.2024 to 21.06.2024 up to 5.00 P.M.

21. Bids shall be received "**OFFLINE**" on or before **5.00PM of dt21.06.2024**
22. Bids received shall be opened at **05.30 PM on 21.06.2024** in the Office of undersigned in the presence of the bidders who wish to attend or represented by their authorized representative. Bidders who participate in the bid can witness the opening of bids. If the office happens to be closed for any administrative reason on the last date of opening of the bids as specified the bids will be opened on the next working day at the same time and venue.
23. Bidders are to submit the **TECHNICAL BID [Forms A(I), A(II) and FINANCIAL BID (Form-B)]** in a two Separate Sealed Cover quoting price in FINANCIAL BID for the article intend to supply Planting Materials and both the cover to be enveloped in one Cover and dropped in the Drop Box.
24. The Authority will not be held responsible for any other inconvenience during bidding process.
25. The intending bidders are required to furnish their e-mail address and cell phone number to inform them any message relating to the tender.
26. Selection will be made on cost effective basis i.e. lowest price for the same brand.
27. The Bidders/Vendors/Suppliers have to submit a Undertaking with their bidding documents as in ANNEXURE-III.
28. The bidders have to deposit their sample of product to be supplied to the office of the undersigned with proper acknowledgement for quality assurance which will be finalized by the committee after opening of financial bids on another date to be intimated later on to the successful bidders in the technical and financial bids.
29. The bidders / vendors / supplier will have to attend the office of the undersigned on the date intimated later on for checking of quality assurance by the committee.
30. In case any bidder / vendor / supplier is not able to get tender documents online in the District Web Site due to any sort of unforeseen technical fault he/she may obtain the same from Head Clerk of the office of Cuttack Forest Division on payment of **Rs. 6,000/-** of submission of Bank Draft and submit the same in the Drop Box.
31. Once opened, no tenderer will be allowed to withdraw from the tender process till its finalization.
32. Conditional tenders are not accepted and liable for rejection.
33. Applicable taxes (TDS) as per prevailing rate and rules would be deducted from the bill amount of the suppliers.

Date:

Full Signature of the Tenderer/Bidder

Place:

**DOCUMENTS TO BE SUBMITTED.**

1. Departmental Monty Receipt issued from Cuttack Forest Division in support of purchase of Tender Form or DD of **Rs. 6,000/- (Rupees Ten thousand only)** in favour of Divisional Forest Officer, Cuttack payable at Cuttack.
2. Copy of Valid Sales Tax / VAT / GST Registration Certificate.
3. Copy of valid PAN Card.
4. Copy of GST Clearance Certificate
5. Income Tax Filling Certificate for last three years i.e 2021-22, 2022-23 & 2023-24.
6. A certificate from any authorized Laboratory regarding the quality of Fertilizer and Insecticide to be produced by the Tendering Dealer / Manufacture / Supplier / Govt. Agency.
7. Copy of Work order from Government organization of similar nature of work completed earlier, if any (at least two).
8. Certificate for Authorized Dealer/ Manufacturer/ Supplier/ Govt. Agency.

Place:

Name & Signature of the Tenderer with seal

Date:

**FORM-A(I)**  
**TECHNICAL BID FOR SUPPLY OF NPK DURING 2024-25**  
**TO CUTTACK FOREST DIVISION, CUTTACK**

1. Name of the Bidder/Organization \_\_\_\_\_
2. Detailed Address of Bidder \_\_\_\_\_
3. E-mail ID \_\_\_\_\_
4. Telephone/Mobile No. \_\_\_\_\_
5. PAN No. \_\_\_\_\_
6. SRIN/TIN /GST No. \_\_\_\_\_
7. Period of clearance of VAT/GST \_\_\_\_\_
8. Detail address of the Fertilizer production site/Unit. \_\_\_\_\_
9. Annual turnover of Fertilizer (in MT) of the tendering Agency \_\_\_\_\_
10. \_\_\_\_\_ Present Capacity of the bidder to supply of NPK (in MT)

Sl. No.	Name of the site of stock of NPK	Quantity of NPK available (in MT)	Capacity of the Tenderer to supply NPK within 10 days time period (in MT)
1			
2			
3			

11. The Qualitative aspect of the NPK (Please submit in the following tabular statement).

Sl No	Specification of the NPK, the tenderer intends to supply	Remarks
1	Ph	
2	EC (dSm-1)	
3	Organic Carbon (%)	
4	Nitrogen (%)	
5	Carbon: Nitrogen Ratio	
6	Total P <sub>2</sub> O <sub>5</sub> (%)	
7	Total K <sub>2</sub> O <sub>5</sub> (%)	

Certified that the information provided above is true and the organization has never been debarred or black listed by any Government Organization.

Date:

Place:

Name & Signature of the Tenderer with seal

**FORM-A(II)**

**TECHNICAL BID FOR SUPPLY OF GRANULAR INSECTICIDE DURING 2024-25  
TO CUTTACK FOREST DIVISION, CUTTACK**

1. Name of the Bidder/Organization \_\_\_\_\_
2. Detailed Address of Bidder \_\_\_\_\_
3. E-mail ID \_\_\_\_\_
4. Telephone/Mobile No. \_\_\_\_\_
5. PAN No. \_\_\_\_\_
6. SRIN/TIN /GST No. \_\_\_\_\_
7. Period of clearance of VAT/GST \_\_\_\_\_
8. Detail address of the Insecticide production site/Unit \_\_\_\_\_
9. Annual turnover of Insecticide (in MT) of the tendering Agency \_\_\_\_\_
10. Present Capacity of the bidder to supply Insecticide/Bio pesticide (in MT) \_\_\_\_\_

Sl. No.	Name of the site of stock of Chlorpyriphus in Dust Form	Quantity of Chlorpyriphus (Dust) available (in MT)	Capacity of the Tenderer to supply Chlorpyriphus (Dust) within 10 days' time period (in MT)
1			
2			
3			

The insecticide proposed must be FAO/ WHO recommended.

Certified that the information provided above is true and the organization has never been debarred or black listed by any Government Organization.

Date:  
Place:

Name & Signature of the Tenderer with seal

**FORM-B**

**FINANCIAL BID FOR SUPPLY OF FERTILIZER / INSECTICIDES  
DURING 2024-25 TO CUTTACK FOREST DIVISION, CUTTACK**

1. Name of the Bidder/Organization \_\_\_\_\_
2. Detailed Address of Bidder \_\_\_\_\_
3. E-mail ID \_\_\_\_\_
4. Telephone/Mobile No. \_\_\_\_\_

Name of the Item	Unit Cost Per Kg. (in Rs.)	Tax per unit cost of materials (in Rs.)	Transportation charges per Kg. (in Rs.)	Total Cost (Col.2+3+4) (in Rs.)
1	2	3	4	5
NPK				
Chloropyriphus Dust				

(tenderer can quote for any or all of the items)

Certified that the information provided above is true to the best of my knowledge.

Date:

Place:

Name & Signature of the Tenderer with seal