

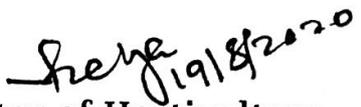
## Tender call notice

Tender notification No. 2311

Date. 19.08.2020

Deputy Director of Horticulture(DDH),Sundargarh invites Technical and Financial bids for supply of Lemongrass slips (*Cymbopogon flexosus*) variety Krishna for utilization in MGNREGA plantations during 2020-21. An earnest money deposit (EMD) of Rs.50,000/- (Rupees fifty thousand) only in shape of Bank Draft in any Nationalized Bank payable at Sundargarh in favour of Deputy Director of Horticulture, Sundargarh along with Tender paper must be deposited in the office of the DDH, Sundargarh. The Tender paper can be obtained from office of the DDH Sundargarh on payment of Rs.500/-(Rupees five hundred) only (Non-refundable) in any working days from the date of publication of this notice till dt 25.08.2020 by 05 .00 PM.. Tender paper completed in all respect along with all required documents should reach the DDH, Sundargarh office on or before dt 28.08.2020 5.00PM. through Registered post/Speed Post only.

Date of opening of Technical and Financial bid -dt 01.09.2020 at 11.00AM in Pragati Mandap (Near office of the PD, DRDA), Sundargarh.

  
Deputy Director of Horticulture  
Sundargarh

## TENDER DOCUMENT

Sub: Tender for supply of Lemongrass slips under MGNREA during 2020-21

Ref: Tender Notification no. 2311 / Dt. 19.08.2020

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

1. The tender shall be submitted in two parts namely (in separate envelopes)
  - a) **Technical bid** :The technical bid shall be submitted as per **Annexure-II** which should contain details of organization, production /product etc.
  - b) **Financial bid**: The financial bid which contains the details as indicated in Annexure IV. The bidder should quote **the supply rate ( including freight,GST if any, loading and un loading charges , supply to Plantation Sites) against specifications in Rupees.**
2. Tender documents may be downloaded from Sundargarh district website.
3. Distributors, registered firms, Suppliers and Nursery owners can access tender documents from the Sundargarh district website/from the office of the DDH,Sundargarh , fill them with all relevant information and submit the completed tender document along with the EMD and paper cost . A hard copy of the filled Tender document with the relevant attachments should be submitted within the dateline.
4.
  - a. The tender 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 (E.M.D.) of Rs 50,000(Rupees fifty thousand ) only is to be deposited in shape of demand draft payable to the Deputy Director of Horticulture, Sundargarh on any Nationalized Bank payable at Sundargarh.
6. In respect of successful bidders EMD will be refunded after the validity period of the tender contract .EMD in respect of the unsuccessful bidders will be refunded following due procedure.
7. Validity of Tender Contract , The rates accepted would be valid for one year from the date of issue of supply order to the successful bidders or an extended period as sought by the authority.
8. The authority will not entertain increase in price during the validity period of the tender or extended period thereof during the tenure of the continuous period of contract including any revision of existing tax structure or introduction of any taxes, levis, duties etc.
9. **If any information provided by the bidders in both Technical bids and financial bids is found to be factually false or misleading, such tenders will be summarily be rejected at any time during the validity of the tender and liable for criminal and civil action against such firm or company or supplier.**

10. If any companies/suppliers are black listed by any State Government department or agency such tenders are liable for rejection at any time during the validity of the tender and supplies will be terminated.

11. No document will be accepted after opening of the tender/last date of and time of submission.

**II. OPENING OF TENDERS AND TENDERS SCRUTINY:**

- A. Opening of Technical bids will be done in the presence of the bidders or their authorized representatives and the Tender Committee will conduct preliminary scrutiny of the documents. Later on a detailed scrutiny will be taken up and those found to be in order will only be accepted.
- B. Eligible financial bids in respect of those bidders whose technical bids are qualified will be opened in the presence of the bidders by the Tender Committee constituted by the District Procurement Committee, Sundargarh.

**III. PRODUCT SPECIFICATIONS:**

Lemongrass slips (Variety-Krishna) – disease and pest free, fresh and well rooted of minimum one foot height

Supplies shall be uniform with the standards/ specification in Annexure -1 of the tender document.

**IV TENDERED RATES AND QUOTED QUANTITY**

- A. The rates quoted by the bidders in respect of numbers/ each piece/number of supply (of planting material) shall be offered in the prescribed format in Annexure – IV (financial bid) only.
- B. The rates quoted by the bidders shall be most competitive since it involves sizeable quantity. The rates quoted should be inclusive of all incidental charges such as insurance, freight, GST if any, loading and unloading charges at the destinations etc. for supply of input in the required unit prescribed at Annexure –IV.
- C. The bidders intending to supply shall not quote in excess of the rate at which they sell in open market to the farmers in Odisha directly or through any agency.
- D. The tender accepting authority shall have the right to place the purchase order as per requirement from time to time within the contract period.

**V. ELIGIBILITY CRITERIA FOR THE BIDDERS**

- A. The intending suppliers should submit the Certificate of registration firms
- B. Any NGO intending to supply must have Certificate of registration and permission for Nurseries
- C. Those who have Lemongrass nursery, may be given weightage.

**VI. ISSUE OF SUPPLY ORDERS AND EXECUTION OF SUPPLIES AND PAYMENTS:**

- i. Tender Accepting Authority may accept more than one supplier at L1 rate or more than one bidders whoever agrees to supply at L1 rate in order to ensure multiple supply sources.
- ii. Valid Registration Certificate as per the companies act and latest Sales tax VAT/GSTIN clearance certificate issued by the concerned Sales Tax Department must be submitted.
- iii. If accepted bidder, does not supply the required quantity during the period of requirement then alternate succeeding bidders will be considered for supplies who have accepted to supply at L1 rate.
- iv. The supply should be made within the time limit specified by the concerned officer.

- v. The successful bidder should supply the required quantities up to one year from the date of execution of agreement.
- vi. The supply bill/ invoice should be in the name of bidder and bidder address only.
- vii. The supplier must mention the GST number and all mandatory information in the bill as per rule.
- viii. Bidders should provide account details such as name of Account, bank name, branch name, account number, account type and bank IFSC for payment.
- ix. The payment will be made through eFMS mode as per MGNREGA guideline.
- x. The department will not have any liability for any damages to the products at any time during the currency of the tender contract.

**VII. PENALTIES FOR NON-COMPLIANCES, VIOLATIONS AND NON-PERFORMANCE.**

- a. 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 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.
- b. Any delay in relation to delivery schedule the Department shall have the right to reject the late suppliers.
- c. Violation of any of the terms and conditions of the Tender by the supplier is liable for stringent actions like forfeiting of EMD amount.

**VIII. RIGHTS RESERVED:**

The tender Accepting Authority reserves the right to reject the tender even after opening of Technical bid and / or financial bid without assigning any reason what-so-ever.

  
Deputy Director of Horticulture  
Sundargarh

**Annexure – I**

1. Lemon Grass slips-disease and pest free, fresh rooted of (*Cymbopogon flexuosus*) of minimum one foot height.

**TECHNICAL BID**

To

Deputy Director of Horticulture  
Sundargarh

From

.....

Sub:- Supply of .....reg.

Ref:-Tender Notification No:-.....Date:.....

**1. BIDDER'S PROFILE**

1	Name of the product for which technical bid submitted	
2	Details of EMD paid	a. DD No. b. DD Date. c. Name of the Bank. d. Amount Rs.
3	Name and address of the bidder along with phone number, Fax number and Email ID.	
4	Status of the firm (Tick any one) i. Registered firm ii. Sole proprietorship firm iii. Partnership firm iv. Private limited company/Public limited company	Please tick( ) the appreciate furnished documentary proof as shown against each (Registration certificate) .....(Registration certificate. Name and address of the proprietor – Address proof copy) .....(Partnership agreement deed and authorized from other partner to bid for this tender) .....(certificate of incorporation issued by Ministry of Corporate Affairs, Govt. of India.
5	Name of the authorized contact person who deal with this tender matters	
	a) Name	
	b) Designation	
	c) Telephone Number	
	d) Mobile Number	
	e) Fax Number	
	f) E mail ID	
	g) PAN Number	
6	Sale Tax registration number	GSTIN..... (..... (Please enclose photo copies of Registration certificate or latest renewal certificate with self attestation.)

**II. PRODUCTION OF PROFILE :** Furnish the following details

- A. Name and address of the firm:-
- B. Name of the Product manufactured/ distributed:
- C. Production details for..... Product
- D. Production Capacity

Address of the Manufacturing premises from where tendered item will be manufactured and supplied	Name of the product	Production Capacity (in No) Per annum

**III. CLEARANCES/ CERTIFICATES:**

Copy of the latest Sales tax/VAT/GST returns files must be submitted:

**IV. DECLARATION BY THE BIDDERS.**

1. I HAVE READ AND UNDERSTOOD THE TENDER TERMS AND CONDITION RELEVANT TO Tender Notification No ..... dt..... and I have submitted the technical bid accordance with the terms and condition of the above notification and tender documents.
2. The information furnished in the Technical bid are true and factual and I clearly understand that our tenders are liable for rejection , if any information furnished is found to be false and not factual at any point of time.
3. I would abide by the terms and conditions governing this tender , In case if I fail to supply as per the departmental requirement. I would be fully responsible for all the consequences that may arise and department can exercise appropriate action like black listing in addition to go for forfeiting of EMD. I shall pay difference of higher cost involved and other related expenses paid if any for supply of the product.
4. The financial bid is separately submitted against this tender.
5. I have submitted separate self- declaration in own hand of not being black listed by any department / agency.

Place:

Date:

Seal and Signature  
of the Bidder

**LIST OF ENCLOSURES TO BE SUBMITTED ALONG WITH TECHNICAL BID APPLICATION**

SI No	Particular	Yes/No
1	Duly filled and signed Technical and financial Bid application.	
2	Copy of the certificate of registration of the firm	
3	A copy of the partnership deed (if it is partnership firm)	
4	A copy of the memorandum and Articles of Association (if is Limited/ Private Limited Company)	
5	An Affidavit of ownership (if it is proprietary firm/ Sole distributor)	
6	A copy of Authorization for signing (if it is a limited/ private Limited company or a Partnership firm with signature attestation of the authorized person)	
7	If representative is [participating , letter of authorization from the person who has signed the technical and financial Bids to participate in the tender opening and negotiation of rates for items tendered.	
8	GST Registration Certificate(valid)	
9	Latest Sales Tax/VAT/GST Clearance Certificate.	
10	All supplier/manufacturers should submit Certificate of Registration obtained from the respective state Department of Agriculture/ Horticulture/ Competent authority in the given format only.	
11	If the bidder is a distributor of firm/ firms than a letter of appointment from such firm/firms is to be enclosed.	
12	PAN	
13	Declarations	
14	Cost of Tender Paper	
15	EMD	
16	Any other mentioned in the Tender paper	
17	If a nursery owner –Name of the nursery/address/quantity available/whether planting material verified by any agriculture deptt.(like KVK/Horticulture deptt/ Agril.Deptt)	

**Note:-**

1. Legible and readable copies should be attached.
2. Enclosed document should be duly attested by the competent authority.
3. One set of all documents should be enclosed to each of the technical bid.
4. All documents enclosed should be in the order be in the given in the checklist.
5. The envelope should be superscripted the name of the product to be supplied.

Signature of the Bidder

**FINANCIAL BID**

- 1) Submitted to : Deputy Director of Horticulture, Sundargarh
- 2) Submitted By :
- 3) References :Tender notification No..... dt.....
- 4) Financial bid submitted for :
- 5) Rate quoted/tendered as per terms and conditions governing:

SI No	Name of the Product	Price per Piece/No.
1	Lemongrass slips	

Note:

1. The rate quoted should be inclusive of all insurance GST if any , freight including loading and unloading charges to the destination.
2. The rate quoted should be as prescribed in annexure - IV

Place:

Date:

Seal and Signature  
of the Bidder