

**TENDER FOR PROCUREMENT OF  
VERMICOMPOST  
&  
OTHER MATERIALS UNDER VARIOUS  
SCHEMES  
DURING 2021-22  
in  
Bonai Forest Division**

## **TENDER NOTIFICATION**

**Tender Notification No. 4392 dt. 02/06/2021**

**Subject: Tender for the supply of Vermicompost, Urea and NPK during 2021-22  
under Various schemes in Bonai Forest Division**

Divisional Forest Officer, Bonai invites technical and financial bids from the manufacturers for supply of Vermi Compost, Urea and NPK which are required for various plantation programmes in Bonai Forest Division during 2021-22 under various 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 Bonai in favour of Divisional Forest Officer, Bonai. The Tender paper can be downloaded from the district website at [www.sundargarh.nic.in](http://www.sundargarh.nic.in) or can be received from division office latest by 5.00 PM on or before 15.06.2021.

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 10:30 AM on 15.06.2021. A Demand Draft drawn in favour of Divisional Forest Officer, Bonai 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. 15.06.2021 at 5.00PM.
- Date of closing of submission of Technical bid & Financial Bid: - Dt. 16.06.2021 at 10.30 AM.
- Date of Opening of tender Box: - Dt. 16.06.2021 at 11.30 AM in the 0/0- Divisional Forest Office, Bonai Division

## TENDER DOCUMENTS

**Sub:-Tender for supply of Vermi compost, Urea and NPK under various 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 excluding GST but including 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 Sundargarh District website at [www.sundargarh.nic.in](http://www.sundargarh.nic.in) or can be received from Division office in person, during office hours.
3. The Bidder/Tenderer can access tender documents on the Sundargarh district 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 1000/- + GST-18%-180/-). 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 Twenty Thousand only) per product in each case is to be deposited in shape of demand draft payable to the Divisional Forest Officer, Bonai Division on any Nationalized Bank payable at Bonai.
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 arose 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, Bonai.

## **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 selling 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, within 7 days of demand as and when raised by Divisional Forest Office, Bonai 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 IFSC code 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 anytime 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) NPK as 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,  
Bonai Division

## ANNEXURE-1

### 1. Specification for Vermi compost as per FCO, 1985(As per Technical committee approval)

i.	Moisture ,Percent by Weight	15.0-25.0
ii.	Colour	Dark brown to black
iii.	Odour	Absence of foul odour
iv.	Particle Size	Minimum 90% material should pass through 4.0 mm IS sieve
v.	Bulk density(g/cm <sup>3</sup> )	0.7-0.9
Vi	Total organic Carbon, Percent by weight, minimum	18.00
Vii	Total Nitrogen (as N),percent by weight ,minimum	1.0
Viii.	Total phosphates (as (P <sub>2</sub> O <sub>5</sub> ),percent by weight ,minimum	0.8
ix	Total Potassium as (K <sub>2</sub> O),percent by weight ,minimum	0.8
x	Heavy metal content ,(as Mg/Kg),Maximum	-
	Cadmium(as Cd)	5
	Chromium(as Cr)	50
	Nickel(as Ni)	50
	Lead(as Pb)	100

### 2. Specification for NPK as per FCO

#### **NPK complex Fertiliser specifications as FCO**

Particulars	NPK-10:26:26
Moisture % by weight, maximum	1.5
Total N % by weight, minimum	10.0
Ammoniacal N % by weight, minimum	7.0
Available phosphorus (as P <sub>2</sub> O <sub>5</sub> ) % by weight, minimum	26.0
Water soluble phosphates (as P <sub>2</sub> O <sub>5</sub> ) % by weight, minimum	22.5
Water soluble potash (as K <sub>2</sub> O) % by weight, minimum	26.0
Zinc (as Zn) per cent by weight, minimum	-
Particle size	Minimum 90 percent of the material shall be retained between 1mm and 4 mm IS sieve.

3. Specification for Neem-Coated as per FCO

**Specification of Neem Coated Urea as per Fertiliser Control Order**

Moisture % by weight, maximum	1.0
Total N % by weight (on dry basis) minimum	46.0
Biuret % by weight, maximum	1.5
Neem oil content soluble in Benzene, % by weight, minimum	0.035
Particle size	Minimum 90% of the material be retained on 1 mm and 2.8 mm IS sieve.

NOTE: Under the heading "Tolerance limit of organic fertilizer", for the figures and words "0.1 unit for combined Nitrogen, Prosperous and Potassium nutrient", the figures and words "a sum total of nitrogen, phosphorous potassium nutrients shall not be less than 1.5% in case of City compost and shall be not less than 2.5% in case of Vermicompost", shall be substituted.

**Annexure-II**  
**TECHNICAL BID**

To

The Divisional Forest Officer,  
Bonai Forest Division

From

\_\_\_\_\_

\_\_\_\_\_

Subject:- Supply of .....reg.

Ref:- Tender Notification No:- ..... Dated: -----

**1. TENDERERSPROFILE**

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 & address of the tenderer along with Phone number, Fax number and Email ID	

4	<p>Status of the firm</p> <p>i) Registered firm</p> <p>ii) Sole proprietorship firm</p> <p>iii) Partnership firm</p> <p>iv) Private limited company/ Public limited company</p>	<p>Please tick ( ) the appreciate furnished documentary proof as shown against each</p> <p>(Registration certificate)</p> <p>.....(Registration certificate, Name &amp; address of the proprietor-Address proof copy)</p> <p>.....(Partnership agreement deed and authorized from other partner to bid for this tender)</p> <p>.....(certificate of incorporation issued by Ministry of Corporate Affairs, Govt. of India.</p>
5	<p>Name of the authorized contact person who deal with this tender matters</p>	
	a) Name	
	b) Designation	
	c) Telephone Number	
	d) Mobile Number	
	e) Fax Number	
	f) Email ID	
	g) PAN Number	
6	<p>GST registration numbers</p>	<p>SGST registration No. ....</p> <p>CGST registration No.....</p> <p>(Please enclose photo copies of Registration certificate or latest renewal certificate)</p>

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

- i) Name & Address of the firm:
- ii) Name of the product manufactured / distributed:
- iii) Production details for  
.....product

a) Production Capacity

Address of the Manufacturing premises from where tendered item will be manufactured and supplied	Name of the product	Production Capacity (MT/Ltrs)			Supply capacity MT /Lt per annum
		Per day	Per month	Per annum	

**III. Capacity to supply the quantity of tendered product from all sources**

Sl. No	Name of the product	Per day			Per month			Per annum		
		Own sources	Other sources	Total	Own sources	Other sources	Total	Own sources	Other sources	Total

Note :- In case of authorized distributor mention the quantity marketed.

**IV. CLEARANCES / CERTIFICATES:**

Copy of the GST returns filed / Certificate for last year : Uploaded / Not uploaded.

**V. DECLARATION BY THE TENDERER**

i) I have read and understood the tender terms and condition relevant to tender notification No:-.....date ..... and I have submitted the technical bid in accordance with the terms and condition of the above notification and tender documents.

ii) 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 not true and not factual at any point of time.

iii) I would abide by the terms and conditions governing this tender. In case 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 forfeiting of EMD. I shall pay the difference of higher cost involved and other related expenses paid if any for supply of the product.

iv) The financial bid is separately submitted against this tender.

Place:  
Date:

Seal & Signature  
of the tenderer

## ANNEXURE-III

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

Sl	Particular	Yes/No
1	Duly filled and signed Technical and financial Bid application.	
2	Copy of the certificate of registration of the firm(issued by the Registrar of the firms)	
3	A copy of the partnership deed (if it is partnership firm)	
4	A copy of the memorandum & Articles of Association(if it 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 & negotiation of rates for items tendered.	
8	Sales Tax/VAT Registration Certificate(Valid)	
9	Sales Tax/VAT Clearance Certificate of last year.	
10	Copy of <b>Registration Certificate</b> issued by the Industries Department.	
11	Copy of <b>Registration Certificate (Form-F)(Manufacturing License)</b> as per FCO, 1985 (Product Wise) for Bio Fertilizers(Carrier Based),Bio Fertilizers (Liquid Based),VAM-Bio Fertilizer , Vermi Compost and City Compost.	
12	Manufacturer and the authorized distributors should submit the copies of <b>Marketing License (Form-A2)</b> obtained by the concerned licensing authority along with the form-O which should be attested by the concerned Licensing authority and containing details of the source firm and name of the product included for marketing as per FCO,1985(product wise) .	
13	Other state manufacturers should submit <b>Marketing permission</b> from Director of Agriculture & Food production,Odisha for marketing their product in odisha and <b>whole sale marketing license(form-A2)</b> obtained from any of the licensing authority in Odisha state along with the copy of the O-Form which should be attested by the concerned Licensing authority and also includes details of the source firm, name of the product for which marketing license is issued.	
14	Copy of <b>recent quality test report</b> (within three months before the date of issue of this notification)from notified laboratories /Govt. Institution for each of the items offered for supply and analysis report should tally with all the parameters as per the specifications given annexure-I	
15	All manufacturers should submit obtained from the respective state Department of Agriculture/Competent authority in the given format only	
16	If the tenderer is a distributor of firm/Firms then a latter of appointment from such firm/firms is to be enclosed.	
17	If tenderer is sourcing the material from other sources for procurement & Supply ,then letter obtained from each firm/firms declaring to supply the product and quantity agreed upon to supply as per specification, as per packing size & as per schedule in case the tenderer is selected for supply, whether enclosed.	

- Note-**
- (i) Legible and readable copies should be attached.
  - (ii) Enclosed document should be dully attested by the component authority.
  - (iii) One set of all documents should be enclosed to each of the technical bid.
  - (IV) All documents enclosed should be in the order be in the given in the checklist.

Signature of the tenderer

## FINANCIAL BID

- 1) Submitted to : The Divisional Forest Officer, Bonai Forest Division
- 2) Submitted by :
- 3) References : Tender notification No: ..... , Date: .....
- 4) Financial bid submitted for
- (i) Vermi-compost,
- (ii) Urea
- (iii) NPK
- 5) Rate quoted/ tendered as per terms & conditions governing:

SN	Name of the Product	Brand	Packing Size in KG/ packet	Supply Rate as per packing size (in Rs) excluding GST	GST	Total Supply Rate	Quantity Offered for Tender (in Tonnes/Litre/Nos.)
1							
2							
3							
4							
5							

**Note:**

1. The rate quoted should be inclusive of all taxes, duties, cess, insurance, freight including loading and unloading charges to the destination.
2. The rate quoted should be for the packing size, prescribed in annexure –IV.

## AGREEMENT

**(To be executed on Rs. 200 non-judicial Odisha Government Stamp paper)**

This agreement entered into force this day..... 2021 between M/s..... (herein after called "The supplier" which term shall, unless inconsistent with the text, context, meaning or otherwise include their successors, legal representatives or assigns) of one part and the Divisional Forest Officer, Bonai Forest Division the other part, WITNESSES.

It is hereby agreed to between the parties as follows:

The supplier agreed to supply the (i) Vermi-compost, (ii) Urea, (iii) NPK

1. According to the requirement detailed in the quotation referred to above at the rate and as per the general conditions of supply and purchase already stipulated in tender document.
2. The product to be supplied by the supplier shall confirm strictly to the specifications and standards already specified.
3. Supplier shall allow the concerned authorized Fertilizer Inspector/ACF/Range Officers to draw the (i) Vermi compost, (ii) Urea (iii) NPK sample as per the relevant sections of FCO 1985 and to sign all the necessary documents for drawl of samples and adhere to the instructions of the Fertilizer inspectors for the quality of the product supplied for the programme.
4. The Manufacturers shall have the sole responsibility of quality and quantity of the product supplied under this tender and consequent supply order. within 15 days from the date of placing the Order And any delay in relation to delivery schedule. Department shall have the right to reject the late supplies.
5. The Department will not entertain any price revision during the validity period of 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 new taxes, levis, duties etc.
6. Validity of Tender: The rates Accepted should be valid till One year from the date of agreement
7. For breach of the terms of the contract, the district administration will be at liberty to impose the following penalties as mentioned in the Tender Document:
  - (a) On placement of the supply order, if the supplier does not perform his obligations as per the order and within the time limits 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.
  - (b) Any delay in relation to delivery schedule; the Department shall have the right to reject the late supplies.
  - (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, or any other punishment as deemed fit in the opinion and judgment of the tender accepting authority depending on the nature of violation.

In respect of any disputes, the decision of the Divisional Forest Officer,, Bonai shall be final. There is no need to arbitrariness in the decision.

Witnesses (with Addresses)

Authorized Signatory of the Supplier with Seal

**Declaration by the tenderer**

1. I have submitted this financial bid against notification No .....dated..... and tender terms and conditions.
  
2. The information furnished in the Technical bid and Financial bid are true and factual and I clearly understand that our tenders are liable for rejection, if any information furnished is found to be not true 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 department requirement. I would be fully responsible for all the consequences that may arise the department can exercise appropriate action in addition to forfeiting of EMD. I shall pay the 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.

Place:

Date:

Seal & Signature of the tenderer