



By E-mail

ବନଖଣ୍ଡ ଅଧିକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ: ବଣାଇ ବନଖଣ୍ଡ

OFFICE OF THE DIVISIONAL FOREST OFFICER: BONAI FOREST DIVISION.

Phone No.- 06626-244454: E-mail At- dfo.bonai@odisha.gov.in

Letter No. 6008 /1F-2025

Dated the 03.06.2025

To

The Deputy Director,
Information & Public Relation Department (Adv),
& Deputy Secretary to Government of Odisha, Bhubaneswar

Sub:

Publication of Advertisement for tender Sale Notice for Supply of Granular Insecticide / NPK / Urea (NCU) during 2025-26 under various schemes.

Sir,

In enclosing herewith the copy of Advertisement for Tender Sale Notice for supply of Granular Insecticide / NPK / Urea (NCU) during 2025-26 under various schemes in respect of Bonai Forest Division both in soft Copy and hard copy. I would request you to kindly make necessary arrangement for publication of the same at least in three leading Odia Daily Newspaper as early as possible.

The concerned Advertisement Manager may kindly be instructed to send complimentary copy of the same news papers containing the Advertisement to the undersigned immediately after its publication.

An early action in this regard is requested.

Yours faithfully,


Divisional Forest Officer,
Bonai Division

Memo No. 6009 dt. 03.06.2025

Copy along with its enclosure submitted to the Additional Principal Chief Conservator of Forests, (IT&GIS), O/o the Principal Chief Conservator of Forests, Odisha, Bhubaneswar for favour of kind information and necessary action. He is requested to upload the above Tender Notice in Forest Department Govt. of Odisha official website for tenders www.odishaforest.in at an early date..


Divisional Forest Officer,
Bonai Division

(2)

Memo No. 6010 dt. 03.6 2025

Copy along with the copy of Advertisement for Tender Sale Notice for supply of Granular Insecticide / NPK / Urea (NCU) during 2025-26 under various schemes forwarded to the Regional Chief Conservator of Forests, Rourkela Circle, Rourkela for information and necessary action.



Divisional Forest Officer,
Bonai Division

Memo No. 6011 dt. 03.6 2025

Copy along with the copy of Advertisement for Tender Sale Notice in both hard and soft copy for supply of Granular Insecticide / NPK / Urea (NCU) during 2025-26 under various schemes forwarded to the District e-Governance Manager, Sundargarh for information and necessary action. He is requested to public the same in District Website earliest.



Divisional Forest Officer,
Bonai Division

Memo No. 6012 dt. 03.6 2025

Copy along with the copy of Advertisement for Tender Sale Notice for supply of Granular Insecticide / NPK / Urea (NCU) during 2025-26 under various schemes forwarded to the all Divisional forest Officers (T & NT) Division, Odisha for information and necessary action.



Divisional Forest Officer,
Bonai Division

Memo No. 6013 dt. 03.6 2025

Copy along with the copy of Advertisement for Tender Sale Notice for supply of Granular Insecticide / NPK / Urea (NCU) during 2025-26 under various schemes forwarded to the all Forest Range Officers, Bonai Division for information and necessary action.



Divisional Forest Officer,
Bonai Division

TENDER DOCUMENT

**FOR SUPPLY OF GOOD QUALITY FERTILIZER (NPK / GRANULAR INSECTICIDE
& UREA (NCU)), TO BONAI FOREST DIVISION, SUNDARGARH**

DIST-SUNDARGARH, ODISHA FOR THE YEAR 2025-25

The Divisional Forest Officer, Bonai invites technical and financial bids from the manufacturers for supply of NPK / Granular Insecticide & Urea (NCU) which are required for various plantation programmes in Bonai Forest Division during 2025-26 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 or can be received from division office latest by 5.00 PM on or before 16.06.2025.

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 16.06.2025. 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.

Eligibility:-

1. The invitation to participate in the Tender Document is open to Reputed Registered Dealer / Manufacturer/ Individuals.
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. Download of Tender Document : 06.06.2025 to 16.06.2025, by 5.00 PM
- B. Last Date for Submission of : 16.06.2025 by 5.00 PM

Sealed Tender Document

- C. Opening of Technical Bid : 17.06.2025 at 11.00 AM
- D. Opening of Financial Bid : 19.06.2025 at 11.00 AM


Divisional Forest Officer,
 Bonai Forest Division

TERMS & CONDITIONS FOR SUPPLY OF FERTILIZER FOR THE YEAR 2025-26

1. The Tender document incomplete in any aspect is liable for rejection.
2. **Tender papers received after the last date of receipt due to postal delay or any reason there of will not be accepted and returned back to the concerned tenderer.**
3. The technical bids would first be taken into consideration by a committee. The Technical bids shall be opened on the scheduled date and time in the presence of the bidders or his authorized representatives, if any who wish to be present on the spot at that time. Only one person for each bidder shall be allowed to be present at the time of opening the tender.
4. The Financial Bid of only those tenderers will be opened whose Technical bids are found to be in order. The Financial bids will also be opened on the scheduled date and time in the presence of the bidders or authorized representatives of the technically qualified Dealer / Manufacturer / Individuals, if any, who wish to be present on the spot at that time. **Final selection of the bidder shall be done on L1 basis based on the quality and cost of the materials.**
5. The competent authority of the Divisional Forest Officer, Bonai Forest Division reserves the right to annul all bids without assigning any reason.
6. The application form can be downloaded from the website www.sundargarh.nic.in within the period 06.06.2025 to 16.06.2025 upto 5.00 PM. In case the application form is downloaded from Govt. website, the applicant shall furnish a non refundable Demand Draft for an amount of Rs.1,180/- (Rupees one thousand one hundred eighty) only towards the Tender Paper Cost along with the application.
7. 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.
8. All the stipulations and terms and conditions of tender documents and notice for supply of Fertilizer, including the **Annexure-I** is applicable and must be adhered to. While submitting the tender offers, the tenderers also submit the signed copies of tender documents including the terms and condition in **Annexure-I**. The envelope containing the tender offer should be superscribed "**Tender Offer for Supply of Fertilizer**" at the top of the envelope and **Name, Address and Mobile number should be clearly written at the left corner of the envelope.**

The stipulations and terms and conditions embodied in the tender document will form a part of the agreement.

9. The successful tenderer shall furnish a **security deposit @ 3%** of the total bid amount in shape of T.D.R / Bank Guarantee duly pledged in favour of the Divisional Forest Officer, Bonai Forest Division, for faithful implementation of the provisions of the agreement. This Security deposit of the successful tenderer shall be retained at Bonai Forest Division & shall be returned after completion of the delivery of the materials. **If the tenderer fails to deliver the required quantity of the Fertilizer (NPK / Granular Insecticide / Urea (NCU)) in time as per agreement / any alternation in the quality of fertilizer (NPK / Granular Insecticide / Urea (NCU)) found in the field at the time of delivery, then the security deposit shall be forfeited to Government of Odisha.**

10. The cost of materials furnished in the bid document shall be inclusive of transportation charges and all Taxes admissible. The rate of successful bidder may be valid for current financial year in which tender has been finalized.
11. The tenderer or his authorized representative shall produce a sample of their materials before the Tender Selection Committee with proper tagging.
12. The Technical Bid only will be opened on **17.06.2025 at 11.00 AM** & Financial Bid will be opened on **19.06.2025 at 11.00 AM** in presence of the bidder or his authorized representatives in the office of the undersigned. The Tender Selection Committee may inspect the Fertilizer (**NPK / Granular Insecticide / Urea (NCU)**) production site mentioned by the bidder for on the site evaluation and sample collection.
13. The Tenderer shall execute an agreement with the Divisional Forest Officer, Bonai Forest Division in line with the terms and conditions laid out in the tender document.
14. The tenderer shall deliver the Fertilizer (**NPK / Granular Insecticide / Urea (NCU)**) at the approved sites within the period as per agreement.
15. The material should be delivered on the site after sampling at Division Office and proper weighing in presence of the Forest Range Officer or In Charge of the Range & taking counter signature on challan copy.
16. A sample of the Fertilizer (**NPK / Granular Insecticide / Urea (NCU)**) shall be sent to any authorized laboratory for analysis. The Laboratory analysis report should match the specification furnished by the Tenderer in the original tender application form and the sample collected by the Tender Selection Committee. Failing to comply the Laboratory, the tenderer shall be responsible for non-payment of material cost & the material shall not be accepted.
17. All payments to the Tenderer including Security Deposit shall be returned / adjusted after completion of delivery of approved quality and quantity of Fertilizer (**NPK / Granular Insecticide / Urea (NCU)**).
18. The undersigned reserves 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 and policy of instruction / direction and exigencies.
19. The payment will be made through FTO in PFMS / IFMS Module or through NEFT / RTGS after receipt of delivery challan and verification of physical quantity and quality of the article by the Tender Committee.
20. All documents and Original Tender Papers should be signed by the Tenderer.
21. The Tenderer must not have been banned or black listed by any Government organization.
22. All the legal disputes shall be subject to the jurisdiction of the Civil Court, Bonai.
23. The addendum / Corrigendum if any will be hosted in the website only.


Divisional Forest Officer,
Bonai Forest Division

LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH ORIGINAL TENDER PAPERS

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)
5. An Affidavit of ownership (if it is proprietary firm / Sole distributor)
6. A copy of Authorization for Signing (if it is 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 Registration Certificate issued by the industries Department.
11. Manufacture and the authorized distributors should submit the copies of Marketing License (Form-A2) 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)
12. Other state manufactures should submit Marketing permission from Director of Agriculture & Food production, Odisha for marketing their product in Odisha and whole sale marketing license (form-A2) 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
13. Copy of recent quality test report (within three months before the date of issue of this notification) from Govt. notified laboratories / Govt. institution for each of the items offered for supply and analysis report should tally with all the parameters as per the specification given annexure -I
14. If the tenderer is a distributor or firm/ Firms then a letter of appointment from such firm/ firms/ is to be enclosed
15. Enclosed EMD
16. Enclosed Tender Paper.


Divisional Forest Officer,
Bonai Forest Division

ANNEXURE-II

TECHNICAL BID

FOR SUPPLY OF FERTILIZER TO BONAI FOREST DIVISION, DURING THE YEAR 2025-26

(Last Date is 16.06.2025 up to 05.00 PM)

1. Name of the Bidder / Organization _____
2. Detail Address of Bidder _____
3. E-mail ID _____
4. Telephone/Mobile No. _____
5. PAN No. _____
6. GST No. _____
7. Period of clearance of GST _____
8. Detail address of the Fertilizer production site/unit _____
9. Annual turnover of Fertilizer (in MT) of the tendering Agency / Organisation _____

10. Present Capacity of the bidder to supply of Fertilizer (in MT)-

Sl.No	Name of the site of stock of Fertilizer	Quantity of Fertilizer available (In MT)	Capacity of the Tenderer to supply Fertilizer within 15 days time period
1	NPK		
2	Granular Insecticide		
3	Urea (NCU)		

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

Sl.No	Specification on the Fertilizer, the Tenderer intends to supply
1	Moisture percent by weight
2	Colour
3	Odour
4	Particle Size
5	Bulk density (G/Cm3)
6	Total Organic Carbon percent by weight, Minimum
7	Total Nitrogen (as N) percent by weight, Minimum
8	Total Phosphate (as P2O5) percent by weight, Minimum
9	Total Potassium (as K2O) percent by weight, Minimum
10	Heavy metal content (as Mg / Kg) percent by weight, Maximum
	Arsenic (as As2O3)
	Cadmium (as Cd)
	Chromium (as Cr)
	Mercury (as Hg)
	Nickel (as Ni)
	Lead (as Pb)

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

Full Signature of the Tenderer with seal

Place:-

Date:-

ANNEXURE-III

(FINANCIAL BID)

FOR SUPPLY OF FERTILIZER TO BONAI FOREST DIVISION, DURING THE YEAR 25-26)

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.)	Transporation Charges per Kg. (In Rs.)	Total Cost (Col. 2+3+4) (In Rs.)
1	2	3	4	5
NPK				
Granular Insecticide				
Urea (NCU)				

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

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

Full Signature of the Tenderer with seal

Place:-

Date:-

BIDDER'S COVERING LETTER

To,

**The Divisional Forest Officer,
Bonai Forest Division
Dist.-Sundargarh**

Subject: Supply of good quality Fertilizer for use in the Plantations to be taken up in Bonai Forest Division, under various schemes.

Dear Sir,

I, the undersigned, offer to participate in the selection process to provide Fertilizer in accordance with your Tender Advt. No. _____ Dated _____. We are hereby submitting our proposal, which includes tender schedule with material sample sealed in separate envelopes.

I hereby declare that all the information and statements made in this proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 1 year and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours Sincerely,

Authorized Signatory with Date and Seal:

Name and Designation:

Address of the Bidder:

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender No: _____

To,

**The Divisional Forest Officer,
Bonai Forest Division
Dist.-Sundargarh**

Dear Sir,

**Subject: (Authorization for attending bid opening on..... (Date) in
the Tender for Supply of good quality Fertilizer for use in the
Plantations to be taken up in Bonai Forest Division, under various
schemes Dist. Sundargarh (Tender No: _____
Dtd. _____)**

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of
(Bidder) in order of preference given below.

Specimen Signature
Name of Authorized Person

Order of Preference

- 1.
- 2.

Signature of Bidder
Or
His authorized Representative

Note:

1. Only one representative shall be allowed.
2. Permission for entry to the hall, where bids will be opened, will be refused in case authorization as prescribed above is not produced.

DECLARATION

1. The Tender document incomplete in any aspect is liable for rejection.
2. **Tender papers received after the last date of receipt due to postal delay or any reason there of will not be accepted and returned back to the concerned tenderer.**
3. The technical bids would first be taken into consideration by a committee. The Technical bids shall be opened on the scheduled date and time in the presence of the bidders or his authorized representatives, if any who wish to be present on the spot at that time. Only one person for each bidder shall be allowed to be present at the time of opening the tender.
4. The Financial Bid of only those tenderers will be opened whose Technical bids are found to be in order. The Financial bids will also be opened on the scheduled date and time in the presence of the bidders or authorized representatives of the technically qualified Dealer / Manufacturer / Individuals, if any, who wish to be present on the spot at that time. **Final selection of the bidder shall be done on L1 basis based on the quality and cost of the materials.**
5. The competent authority of the Divisional Forest Officer, Bonai Forest Division reserves the right to annul all bids without assigning any reason.
6. The application form can be downloaded from the website www.sundargarh.nic.in within the period 06.06.2025 to 16.06.2025 upto 5.00 PM. In case the application form is downloaded from Govt. website, the applicant shall furnish a non refundable Demand Draft for an amount of Rs.1,180/- (Rupees one thousand one hundred eighty) only towards the Tender Paper Cost along with the application.
7. 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.
8. All the stipulations and terms and conditions of tender documents and notice for supply of Fertilizer, including the **Annexure-I** is applicable and must be adhered to. While submitting the tender offers, the tenderers also submit the signed copies of tender documents including the terms and condition in **Annexure-I**. The envelope containing the tender offer should be superscribed "**Tender Offer for Supply of Fertilizer**" at the top of the envelope and **Name, Address and Mobile number should be clearly written at the left corner of the envelope.**

The stipulations and terms and conditions embodied in the tender document will form a part of the agreement.

9. The successful tenderer shall furnish a **security deposit @ 3%** of the total bid amount in shape of T.D.R / Bank Guarantee duly pledged in favour of the Divisional Forest Officer, Bonai Forest Division, for faithful implementation of the provisions of the agreement. This Security deposit of the successful tenderer shall be retained at Bonai Forest Division & shall be returned after completion of the delivery of the materials. **If the tenderer fails to deliver the required quantity of the Fertilizer (NPK / Granular Insecticide / Urea) in time as per agreement / any alternation in the quality of fertilizer (NPK / Granular Insecticide / Urea (NCU)) found in the field at the time of delivery, then the security deposit shall be forfeited to Government of Odisha.**

10. The cost of materials furnished in the bid document shall be inclusive of transportation charges and all Taxes admissible. The rate of successful bidder may be valid for current financial year in which tender has been finalized.
11. The tenderer or his authorized representative shall produce a sample of their materials before the Tender Selection Committee with proper tagging.
12. The Technical Bid only will be opened on **17.06.2025 at 11.00 AM** & Financial Bid will be opened on **19.06.2025 at 11.00 AM** in presence of the bidder or his authorized representatives in the office of the undersigned. The Tender Selection Committee may inspect the Fertilizer (NPK / Granular Insecticide / Urea (NCU)) production site mentioned by the bidder for on the site evaluation and sample collection.
13. The Tenderer shall execute an agreement with the Divisional Forest Officer, Bonai Forest Division in line with the terms and conditions laid out in the tender document.
14. The tenderer shall deliver the Fertilizer (NPK / Granular Insecticide / Urea (NCU)) at the approved sites within the period as per agreement.
15. The material should be delivered on the site after sampling at Division Office and proper weighing in presence of the Forest Range Officer or In Charge of the Range & taking counter signature on challan copy.
16. A sample of the Fertilizer (NPK / Granular Insecticide / Urea (NCU)) shall be sent to any authorized laboratory for analysis. The Laboratory analysis report should match the specification furnished by the Tenderer in the original tender application form and the sample collected by the Tender Selection Committee. Failing to comply the Laboratory, the tenderer shall be responsible for non-payment of material cost & the material shall not be accepted.
17. All payments to the Tenderer including Security Deposit shall be returned / adjusted after completion of delivery of approved quality and quantity of Fertilizer (NPK / Granular Insecticide / Urea (NCU))
18. The Divisional Forest Officer, Bonai reserves 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 and policy of instruction / direction and exigencies.
19. The payment will be made through FTO in PFMS / IFMS Module or through NEFT / RTGS after receipt of delivery challan and verification of physical quantity and quality of the article by the Tender Committee.
20. All documents and Original Tender Papers should be signed by the Tenderer.
21. The Tenderer must not have been banned or black listed by any Government organization.
22. All the legal disputes shall be subject to the jurisdiction of the Civil Court, Bonai.
23. The addendum / Corrigendum if any will be hosted in the website only.

I declare that, I shall accept all the terms and conditions of this tender without any objections. I have also submitted all the required documents as asked for in the tender process.

Full Signature of the Tenderer

Place:-

Date:-

**CHECK LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH ORIGINAL
TENDER PAPERS**

Sl No.	Particular	Submitted 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)	
5	An Affidavit of ownership (if it is proprietary firm / Sole distributor)	
6	A copy of Authorization for Signing (if it is 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 Registration Certificate issued by the industries Department.	
11	Manufacture and the authorized distributors should submit the copies of Marketing License (Form-A2) 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)	
12	Other state manufactures should submit Marketing permission from Director of Agriculture & Food production, Odisha for marketing their product in Odisha and whole sale marketing license (form-A2) 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	
13	Copy of recent quality test report (within three months before the date of issue of this notification) from Govt. notified laboratories / Govt. institution for each of the items offered for supply and analysis report should tally with all the parameters as per the specification given annexure -I	
14	If the tenderer is a distributor or firm/ Firms then a latter of appointment from such firm/ firms/ is to be enclosed	
15	Tender Paper Cost	
16	EMD	

Full Signature of the Tenderer

Place:-

Date:-