



ସହକାରୀ ନିର୍ଦ୍ଦେଶକ, ରେଶମ ଶିଳ୍ପ, ସୁନ୍ଦରଗଡ଼ ଜାତୀୟାଳୟ
OFFICE OF THE ASST. DIRECTOR OF SERICULTURE, SUNDARGARH

At: Maheshdhi, Dist: Sundargarh, PIN: 770001
Email : adssundergarh@yahoo.com/ads-sundargarh@gov.in

TENDER NOTICE

Bid Reference No. 1004 / Date 31.07.25 /

Tender are invited from Government/Semi Government and Cooperative Organisations/ for supply of Neem based Insecticides, Anti Termite Fertilizer, Vermicompost, Compost/FYM for Asan/Arjun Plantation under MGNREGA for the year 2025-26 in Sundargarh Sericulture Zone.
The details of the tender process are as follows :

Sl. No.	Tender Schedule	Deadline
1	Date of Issue of Tender Notice	31.07.2025
2	Tender submission last Date and Time	13.08.2025 by 5.00 PM
3	Opening of Technical Bid	14.08.2025 at 11.00 AM
4	Opening of Financial Bid	14.08.2025 at 3.00 PM

Bidders are required to submit the Technical and Financial bids separately. The bids in sealed Cover-I containing "Technical Bid" and sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover super-scribed with "TENDER FOR ORGANIC MANURE" must reach the undersigned on or before 5.00 pm of date 13.08.2025 by Speed Post/Registered Post/Courier/by Hand.

The documents containing eligibility criteria, terms and conditions and technical specification of items can be downloaded from the website www.sundargarh.odisha.gov.in

Complete Address for submission of Bid
Asst. Director Sericulture, At- Mahesdhi,
PO- Sundargarh, Disr-Sundargarh 770001


Asst Director of Sericulture
Sundargarh

Memo No. 1005 / Dated 31.07.25 /

Copy submitted to all Divisional and Zonal Officer of Sericulture & Textiles Sector for favour of kind information and wide publicity of the Tender Notice.


Asst Director of Sericulture
Sundargarh

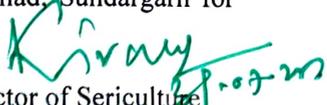
Memo No. 1006 / Dated 31.07.25 /

Copy submitted to the District E-governance Manager, The Collectorate, Sundargarh (both hard & soft copy) for information and wide publicity of the Tender Notice in the OSWAN site.


Asst Director of Sericulture
Sundargarh

Memo No. 1007 / Dated 31.07.25 /

Copy submitted to the Chief Development Officer cum EO, Zilla Parishad, Sundargarh for favour of kind information.


Asst Director of Sericulture
Sundargarh

Memo No. 1008 / Dated 31.07.25 /

Copy submitted to the Collector and District Magistrate, Sundargarh for favour of kind information.


Asst Director of Sericulture
Sundargarh

Memo No. 1009 / Dated 31.07.25 /

Copy submitted to the DIRECTOR, I&PR, with a request for publication of advertisement in one Odia daily and English daily and also in the Government Website (both hard & soft copy) for information and wide publicity of the Tender Notice.


Asst Director of Sericulture
Sundargarh

Memo No. 1010 / Dated 31.07.25 /

Copy submitted to the Director of Textiles & Handlooms, Odisha, Bhubaneswar for favour of kind information.


Asst Director of Sericulture
Sundargarh

Memo No. 1011 / Dated 31.07.25 /

Copy to Notice Board.


Asst Director of Sericulture
Sundargarh

Advertisement matter

OFFICE OF THE ASST DIRECTOR OF SERICULTURE, SUNDARGARH

At-Mahesdih, Sundargarh, 770001

Email - adssundergarh@yahoo.com

Tender Call Notice for SUPPLY OF ORGANIC MANURE

Tender Reference No. _____ Date _____

Bids in sealed cover are invited under two-bid system Government/Semi Government/ Cooperative Organisations for supply of Neem based Insecticides, Anti Termite Fertilizer, Vermi-compost, Compost/FYM for Asan/Arjun Plantation under MGNREGA for the year 2025-26 in Sundargarh Sericulture Zone.. The tender schedule of the bidding process are as follows :

Sl	Tender Schedule	Deadline
1	Date of Issue	31.07.2025
2	Tender submission last Date and Time	13.08.2025 by 5.00 PM
3	Opening of Technical Bid	14.08.2025 at 11.00 AM
4	Opening of Financial Bid	14.08.2025 at 3.00 PM

The bid documents containing eligibility criteria, detail of items , terms & conditions of the tender can be downloaded from the website www.sundargarh.odisha.gov.in.

Sd/ K.Pradhan
Asst. Director of Sericulture,
Sundargarh

BIDDING DOCUMENT
“TENDER FOR ORGANIC MANURE”

INDEX

SL. No.	Section	Description	Page
1	Section - I	Instruction to Bidders	1-3
2	Section –II	Schedule of Requirement	4
3	Section-III	General Terms & Conditions	5-6
4	Section –IV	Technical Bid	7-11
5	Section – V	Financial Bid	12-13
6	Section – VI	Bid Submission Checklist	14

SECTION-I

Instruction to Bidders

A. General Information :

1. Neem based Insecticides, Anti Termite Fertilizer, Vermi-compost, compost/FYM for Asan/Arjun Plantation under MGNREGA for the year 2025-26 are to be procured in Sundargarh Sericulture Zone.

B. Eligibility criteria

Sl. No.	Eligibility criteria	Supporting documents to be furnished along with the Technical Bid
1.	State Government PSU/Semi Government Cooperative Organisations/ Corporation bodies	Registration certificate copy
2.	The bidder must have previous experience for supplying organic manure to Central/ State Government/ Autonomous bodies.	Copies of the work order from the previous authorities
3	Must have average annual financial turnover more than Rs. 50,00,000.00 during the last three financial years as on 30.08.2024	Copy of Income Tax Return Acknowledgement certificate, last Financial year i.e., 2024-25
4	The Bidder should not have been blacklisted by any Central/State Government, or any other public sector undertaking.	An undertaking to this effect to be furnished as per the prescribed format (Form-T2) in 10 Rs. Non-Judicial Stamp Paper duly attested by The Public Notary
5	Must not have any pending judicial proceedings for any criminal offence against the organisation.	An undertaking to this effect to be furnished by the bidder as per the prescribed format (Form-T3) in 10 Rs. Non-Judicial Stamp Paper duly attested by The Public Notary
6	Must have GST no of the Firm	Last GST clearance certificate must be submitted for June Quarter of FY 2025-26
7	Other Statutory Documents	Copies of : <ul style="list-style-type: none"> • PAN card of the organisation/ Manager/Secretary • GST Certificate of organisation
8	Enclose quality certificate from Govt Laboratory of their product	Copy of the certificate

C. Submission of Bid :

The proposal complete in all respect as specified must be accompanied with a non-refundable amount of Rs. 100/- towards Bid Processing Fee and EMD of Rs. 48,000/- in form of Demand Draft in favour of "Asst. Director of Sericulture, Sundargarh" drawn in any scheduled commercial bank and payable at Sundargarh , failing which the bid will be out rightly rejected. EMD can be transferred through RTGS to our official account - State Bank of India A/C no10969167330 and IFSC-SBIN0000189. The bid should be sent through Speed Post/Registered Post/Courier or by hand so as to reach the authority by 5.00 PM on 13.08.2025.

The authority will not be responsible for any postal delay. Bids without bid processing fee and EMD shall be rejected. Bids submitted after due date will be summarily rejected. EMD of unsuccessful bidders will be returned without interest after the award of Contract.

The bid has been invited under two bid systems i.e. Technical Bid and Financial Bid. The bidders are advised to submit two separate envelopes super scribing "**Technical Bid**" and "**Financial Bid**". Both sealed envelopes must be kept in a third sealed envelope super-scribing " Bid Document for "**TENDER FOR ORGANIC MANURE** "

D. List of Documents for submission :

Bidders are required for furnish the following documents along with the Technical Bid :

- a) Covering letter on the bidder's letter head.
- b) Demand Draft in support of Bid processing fee as applicable.
- c) Demand Draft in support of EMD as applicable.
- d) Copy of Registration certificate
- e) Copy of GST certificate and GST last return certificate.
- f) Copy of PAN card
- g) Copies of IT returns for 2024-25.
- h) Copies of work orders from the previous organizations for supply of organic manures.
- i) Undertaking regarding non-blacklisting (On stamp paper)
- j) Undertaking regarding non-pending of any judicial proceedings
(On stamp paper)
- k) Enclose quality certificate from Govt Laboratory of their product.

Any deviation from the prescribed procedures/required information/formats/conditions shall result in out-right rejection of the bid. Any conditional bid shall be out rightly rejected.

All entries along with the pages in the bid document should be legible, filled in clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.

The Technical Bid will be opened on 14.08.2025 at 11.00 A.M. in presence of the authorized representative of the bidder who wish to be present on the spot at that time. Financial bid of the Technically qualified bidders shall be opened on 14.08.2025 at 3.00 PM in presence of the authorized representatives. The purchase committee can/may alter the time/date for opening of financial bid, if required, depending upon the other important assignments of the members.

The EMD shall be forfeited if the successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the bid.

To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

The bidder having the lowest evaluated financial bid and with quality product (L-1) would be considered for award of the contract subject to fulfillment of the terms and conditions of the bid documents. In case the lowest bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the second lowest (L-2) bidder for award of contract at L-1 price. The quality of the product along with price will be taken in to consideration. However, the decision of the Committee and authority shall be final during the overall selection process.

The authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.

SECTION- II

Schedule of Requirement :

Sundargarh district requires following organic manure like Neem based Insecticides, Anti Termite Fertilizer, Vermicompost, Compost/FYM for Asan/Arjun Plantation under MGNREGA for the year 2025-26

The supply must be made as per the quantity and specification mentioned below and should be completed within 30 days from the receipt of order failing which the order will be treated as cancelled . The bills may be raised in favour of the Secretary, TMCS concerned with original challans and waybill in support of the delivery of materials.

Requirement of Organic Manure

Sl. No	Items
1	Neem Based insecticides
2	Anti termite fertilizer
3	Vermi-compost
4	Compost/FYM

SECTION-III

GENERAL TERMS AND CONDITIONS

Terms & Conditions :

1. The bidder will keep their quoted price list in the sealed envelope marked with 'Financial Bid' and Technical paper in separate sealed envelope marked with 'Technical Bid'. Both the sealed envelope will be sealed in another envelope.
2. Any deviation from the prescribed procedures/required information/ formats/ conditions shall result in out-right rejection of the Tender.
3. All documents should be legible, filled in clearly and signed by the authorized representative.
4. The bidder should quote the rate of items inclusive GST and transportation charges.
5. The Supplier should deliver the items at the destination at his own cost in good condition.
6. After opening and verification of Technical bid, qualified bidders will be selected for Financial Bid.
7. The Suppliers should supply the item within the stipulated period of order given and mention quantity as mentioned in the order.
8. Any deviation in quality, quantity and due time will not be accepted.
9. The supplier need to be registered as vendor in the MGNREGA portal at district level
10. The payment will be processed after submission of waybills, Chalan, Bills through MGNREGA Soft.
11. The payments will be made after Post Delivery Inspection by the designated committee.
12. The Earnest Money Deposit of the unsuccessful bidder will be returned after finalizing the lowest bidder, as prompt as possible without any interest and sent to them by post.
13. The Earnest Money Deposit of the successful bidder will be returned through post after completion of supply and PDI without any interest.
14. The authority reserves the right to reject any or all tenders and terminate the tender process without assigning any reason thereof.
15. All disputes shall be under the jurisdiction of the court at Sundargarh.

Declaration

1. Shri Son/ Daughter/Wife of Shri _____
Proprietor/ Director/ Authorized signatory of _____
(Name of the Bidder) competent to sign this declaration and execute this tender.

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

The information and documents furnished along with the tender are true and authentic to the best of my knowledge of any false information/ fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorized Representative with seal)

Place.....

Date.....

SECTION-IV

**TECHNICAL BID
COVERING LETTER
(BIDDER LETTER HEAD)**

{Location, Date}

To
[Name and Designation of
Tender Inviting Authority]
[Office Address and location]

Sub:- **TENDER FOR ORGANIC MANURE - Neem based Insecticides, Anti Termite Fertilizer, Vermicompost,.** [Technical proposal]

Dear Sir,

I, the under signed to participate in the tender process to supply **REARING TENDER FOR ORGANIC MANURE - Neem based Insecticides, Anti Termite Fertilizer, Vermicompost,.** in accordance with your Tender Notice No _____ Dated _____ We are hereby submitting our proposal, which includes Technical Bid and Financial Bid sealed in separate envelopes.

I hereby declare that all the information and statement provide in the technical 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 90 days 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 document, in case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain.

Yours faithfully

Authorized signatory
With Date and Seal

Name and Designation: _____

Address of the Bidder: _____

(FORM-T1)

1	Name of the Bidder	
2	Details of Bid processing Fee and Earnest Money Deposit (Demand Draft Details)	DD No.
		Date
		Amount (Rs)
		Drawn on Bank
3	Name of the Director/	
4	Full Address of Registered Office	Postal Address
		Telephone No:
		FAX No.
		e-Mail Address:
5	Name & Telephone number of the authorized person signing, the bid	Name & Designation
		Moblile No.
6	Bank Name	Account Number:
		Bank and Branch Name:
		IFS Code:
7	PAN No. (Attach self attested copy)	
8	GST registration no. (Attach self attested copy)	
9	Acceptance to all the terms & conditions of the tender (Yes/No)	
10	Power of Attorney/authorization letter for signing of the bid documents.	
11	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid.	
12	Kindly mention the total number of pages in the tender documents.	

13. Financial turnover of the bidder for the last financial year

Financial year	Turn over Amount (In INR)
FY1 2025-26	

Page -9

FORM-T2

UNDERTAKING.

[On the stamp paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting]

I, hereby under taking that, our organization has not been blacklisted/ debarred by any of the central/ state Government Department/ Office or by any public sector undertaking (PSUs) and blacklisted by any authority during the recent past.

Yours faithfully

Authorized Signature
[In full and initials]

Name of the Designation of the Signatory:
Name of the Bidder and Address:

FORM-T3

UNDERTAKING.

[On the Bidder's letter lead regarding not have any pending judicial proceeding for any criminal offences]

I, hereby undertake that there is no criminal case pending in any court of law against our company or against the Proprietor/ Director/ Persons to be deployed by our company.

I/We further certify that Proprietor/ Director/ Persons to be deployed by our company of my company have not been convicted of any offence in any court in india during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours faithfully

Authorized Signature
[In full and initials]

Name of the Designation of the Signatory:
Name of the Bidder and Address:

THECHNICAL BID EVALUATION.

Technical evaluation of the bid will be done to determine whether the bids complied with the prescribed eligibility condition and the requisite documents/ information have been properly furnished by the bidder or not. Bids qualified the technical evaluation stage, will be considered for opening of the financial bids. The financial bids shall be opened in the presence of the tender committee and bidders representatives who choose to attend. **Quality and Least cost selection** Method will be followed during the tender process to determine the selected bidder. The tender inviting authority will award the deal to the bidder whose bid has been determined as the lowest and best quality/brand product.

SECTION- V
FIAINACIAL BID

(Keep this sheet in separate sealed envelope)

COVERING LETTER
(BIDDER LETTER HEAD)

{Location, Date}

To
[Name and Designation of
Tender Inviting Authority]
[Office Address and location]

Sub:- Tender for **ORGANIC MANURE-** Neem based Insecticides, Anti Termite Fertilizer,
Vermicompost,

Dear Sir,

I, the under signed to participate in the tender process to supply **ORGANIC MANURE-** Neem based Insecticides, Anti Termite Fertilizer, Vermicompost,. in accordance with your Tender Notice No _____ Dated _____ We are hereby submitting our rate for different items in separate sealed envelopes.

Yours faithfully

Authorized signatory
With Date and Seal

Name and Designation: _____

Address of the Bidder: _____

Rate for Organic Manure with Brand

Sl.	Items	Rate per Unit	Name of the brand
1	Neem Based insecticides		
2	Anti termite fertilizer		
3	Vermi-compost		
4	Compost/FYM		

Authorized signatory
With Date and Seal

SECTION-VI**BID SUBMISSION CHECK LIST**

Sl. No.	Description	Submitted (Yes/ No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering letter in Bidder letter Head		
2	Bid processing Fee		
3	EMD		
4	Copy of Registration Certificate of the Bidder		
5	Copy of PAN		
6	Copy of GSTIN		
7	Copies of income Tax clearance Certificate FY 2023-24		
8	TECHNICAL BID duly filled in (Covering letter, FORM-T1,T2 and T3)		
9	Financial details of the bidder along with all the supportive documents		
10	Power of Authority in favour of the person signing the bid on behalf of the bidder.		
11	Copies of work orders for the respective assignments from the authorities		
13	Undertaking for not have been black-listed by any Central/ State Govt./any Autonomous bodies during the recent past (FORM-T2)		
14	Undertaking for not having any police case pending against the bidder(FORM-T3)		
FINANCIAL BID (ORIGINAL)			
1	Covering letter in Bidder letter Head		
2	Duly Filled in Items Rate Format		

It is to be ensured that;

- All information has been submitted as per the prescribed format only.
- Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with index page.
- All pages of the proposal needs to be sealed and signed by the authorized representative.

Authorized Signatory[in full and initials].....
Name and Designation with Date and Seal.....