



GOVERNMENT OF ODISHA
FOREST, ENVIRONMENT & CLIMATE CHANGE DEPARTMENT
OFFICE OF THE
DIVISIONAL FOREST OFFICER, MANGROVE FOREST DIVISION (WL), RAJNAGAR

AT/P.O: Rajnagar, Dist: Kendrapara-754225, Phone: 06729-242460,
Control Room: 06729-242463, E-mail ID: dfo.rajnagarwl@odisha.gov.in

Bid Identification No. DFO-Rajnagar-01/1F/506/18.06.2026
Letter No. 3685 / Dated, Rajnagar the 18th June, 2026

SHORT NOTICE INVITING TENDER

The Divisional Forest Officer, Mangrove Forest Division (WL) Rajnagar invites Sealed Tender through offline, in Double Cover System in OFF LINE mode for Procurement of various fertilizers / insecticide for the Planting season 2026-27 from eligible Firms/ Vendors / Suppliers registered with the State Government , Central Government / M.E.S. / Co-operative Societies / SHG / VSS other Licensing Authorities for supply of the fertilizers/insecticides.

Sl. No.	Name of the work	Procurement of different planting materials
1	Estimated Cost	Subject to availability of funds
2	Period of Completion	7 days from the date of issue of the work order
3	Availability of Bid Documents	From 20.06.2026 to 30.06.2026 (on the portal)
4	Last Date/Time for Receipt of Bids	30.06.2026 up to 5:00 PM
5	Date and Time of Bid Opening	01.07.2026 at 11:00 AM
6	Officer Inviting Bid	Divisional Forest Officer, Mangrove Forest Division (WL), Rajnagar, At/P.O: Rajnagar, Dist: Kendrapara – 754225, Phone: 06729-242460 / Control Room: 06729-242463 , Email: dfo.rajnagarwl@odisha.gov.in
7	Tender Notice & Corrigendum	Available at https://wildlife.odisha.gov.in/tender or www.odishaforest.in or above address

-Sd/-

Divisional Forest Officer,
Mangrove Forest Division (Wildlife), Rajnagar.



**GOVERNMENT OF ODISHA
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OFFICE OF THE
DIVISIONAL FOREST OFFICER, MANGROVE FOREST DIVISION (WL), RAJNAGAR**

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The Divisional Forest Officer, Mangrove Forest Division (WL) Rajnagar invites Sealed Tender through offline, in Double Cover System in OFF LINE mode for Procurement of various fertilizers / insecticide as in ANNEXURE-I for the Planting season 2026-27 from eligible Firms/ Vendors / Suppliers registered with the State Government, Central Government /M.E.S. / Co-operative Societies / SHG / VSS other Licensing Authorities for supply of the fertilizers/insecticides.

PRE-REQUISITE FOR SUPPLY OF MATERIALS

01. The Bidders / Vendors / Suppliers should have valid GST Registration with the competent authority.
02. The Bidders / Vendors / Suppliers should have Permanent Account Number (PAN) registered with competent authority.
03. The bidders must submit a proof of identify (Voter.ID, Adhar Card, Driving Licence)
04. The Bidders / Vendors / Suppliers have authorization from the concerned Dealer / Firm /Company to supply the goods/materials in case of Firms, Individuals etc. VSS and SHG can directly participate in the bid.
05. The Bidders/Vendors/Suppliers must have a valid Bank Accounts number in any Bank.
06. The Bidders/Vendors/Suppliers must have operational area within the State of Odisha.
07. The bidders supplying Chemical Insecticide must have a Chemical License from the Agriculture Department or the Dealer/Firm / Agent from whom the material is procured by the firm must have the Chemical License from the Agriculture Department.

TERMS AND CONDITIONS

Terms and 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 Division Office, Rajnagar with proper acknowledgement. The sample should be deposited at least in one KG pack or as per Unit Pack to be supplied before 5.00PM of 30.06.2026 .
03. The selected tenderer should supply the planting materials in good condition within 7 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/Qntls 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. Copy of GST filed and Income Tax Returns filed for the last three financial years (2023-24, 2024-25, 2025-26) should be accompanied along with the tender document.
09. Payment will be made through RTGS/IFMS soft after receipt of all the materials ordered with checking of quality and quantity of the materials. The payment under IFMS Soft is subject to the availability of funds and the undersigned will not be responsible for any delay in payment due to non-availability of funds.
10. The tenderer should clearly mention the Bank A/c Number, Bank Address and IFSC Code in which the payment will be made.
11. A Firm is allowed to bid for more than one product, if it is dealing with the same.
12. The Tender Documents incomplete in any aspect is liable for rejection.
13. The Tenders received after the scheduled date and time is also liable for rejection.
14. The Price quoted is inclusive of all taxes with site delivery at different Ranges of Mangrove Forest Division (WL) Rajnagar including transportation.
15. The rate of successful bidder may be valid till next lender.

16. 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.
17. The payment will be made through FTO in PFMS/IFMS Module or through NEFT/RTGS after receipt of delivery challan, verification physical quantity and quality of the article by the purchase Committee.
18. All legal disputes shall be subject to the jurisdiction of the Civil Court, Kendrapara.
19. The undersigned reserve the right to accept or reject the tender without assigning any reason thereof.
20. The Tender will be finalized by the Tender Committee of the Division taking into consideration the price quoted and quality of the Product. Mere quoting lowest price for the product does not entitle a bidder for selection compromising the quality as decided by the Tender committee.
21. The decision of the Tender committee will be final and binding in any stage of the Tender Process.
22. 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 at <https://wildlife.odisha.gov.in/tender> or www.odishaforest.in or can collect from the Division Office.
23. The bidder shall have to deposit the cost of tender paper Rs. 1000/-for participation in the bid in shape of Bank Draft/Banker's Cheque etc. in favour of Divisional Forest Officer, Mangrove Forest Division (WL) Rajnagar. The Tender cost is non-refundable in nature.
24. The Successful Bidder(s) shall have to deposit Security Amount 3% of the total amount of tender in shape of Bank Draft/Bankers Cheque etc. in favour of the Divisional Forest Officer, Mangrove Forest Division (WL) Rajnagar after finalization of the tender. The amount of Security Deposit is refundable after successful supply of the materials as per the standard of the Tender. Any discrepancies on the process will tantamount to the forfeiture of the Security Amount.
25. The Bid documents will be available in the website <https://wildlife.odisha.gov.in/tender> or www.odishaforest.in or can collect from the Division Office from 20.06.2026 to 30.06.2026 up to 5.00 P.M.
26. Bids shall be received ' OFFLINE" on or before 5.00 PM of dt.30.06.2026.
27. Bids received shall be opened at 11.00 hours on 01.07.2026 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.

28. Bidders are to submit the TECHNICAL BID (ANNEXURE-II) and FINANCIAL BID (ANNEXURE-III) in a two Separate Sealed Cover quoting price in FINANCIAL BID for the article intend to supply fertilizer/insecticide and both the cover to be enveloped in one Cover and dropped in the Drop Box or sent through the Postal or courier service.
29. The Authority will not be held responsible for any postal delay or other inconvenience during bidding process.
30. The Addendum / Corrigendum if any will be hosted in the department website only and bidders have to access the same from time to time during the bidding process.
31. The intending bidders are required to furnish their e-mail address and cell phone number to inform them any message relating to the tender.
32. Selection will be made on cost effective basis i.e., lowest price for the same brand.
33. The Bidders/ Vendors/ Suppliers have to submit a undertaking with their bidding documents as in ANNEXURE-IV.
34. 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.
35. 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.
36. In case any bidder/vendor/supplier are not able to get tender documents online in the forest department website due to any sort of unforeseen technical fault he/she may obtain the same from Section Officer of the office of Mangrove Forest Division (Wildlife) Rajnagar on payment of Rs. 1000/- of submission of Bank Draft/Bankers Cheque and submit the same in the Drop Box, Post/Regd. Post/Courier Service etc, so as to reach the undersigned on or before 5.00 PM of 30.06.2026.
37. The quantity of article will be specified after finalization of the tender depending upon the availability of funds. The purpose of the bid is to empanel a list of bidders for supply of fertilizers for the current financial year 2026-27 to streamline the procurement within the restriction of timeline. The selection of a bidder is subject to change as per the time-to-time guidelines of the Government of Odisha.
38. Once opened, no tenderer will be allowed to withdraw from the tender process till its finalization.
39. Conditional tenders are not accepted and liable for rejection.
40. The rate so quoted will be firm and remain the same during the contract period of one year. No increase in price of any item shall be allowed under any circumstances during the period of contract.

41. The rate offered should be inclusive of all charges and delivery at Ranges of Mangrove Forest Division (Wildlife) Rajnagar (Per unit cost of Planting materials be quoted inclusive of all taxes as applicable.)
42. Any sub-standard supply will not be accepted and the contract will be liable for termination with forfeiture of Security Deposit for breach of contract at any time without notice.
43. The contractor will be personally held responsible for the quality and quantity of the planting material supplied to the Division.
44. On receipt the supplies will be weighed at the Range Point and any shortage will be treated as non-supply and will be dealt as per the terms and conditions of the tender.
45. The contractor will be responsible to obtain a receipt after weighing of supplies from the official deputed to receive the supplies which will be attached with the bills to be submitted.
46. The supplies/ items/ articles at any point of time may be inspected by the Forest Officers or his authorized representatives or any officials in presence of concerned store in-charge and they will have the right to reject the supply in case of short supply or if the standard does not meet the specification as per the sample deposited. In case of defective/ substandard supplies or in case of non-supply/ short supply/ delayed supply, the purchase shall be effected by the Divisional Forest Officer, Mangrove Forest Division (Wildlife) Rajnagar or his representative from the open market. Any amount so incurred for the said purchase including carriage, transportation etc will be recovered from the contractor or his security till the new contract is finalized.
47. The Purchase Committee reserves the right to accept or reject the lowest bid without assigning any reason for such acceptance/ rejection.
48. The undersigned reserve the right to increase or decrease the volume of any item or to the extent of 25% of financial value or withdraw any items of supply at his discretion at any state of execution of works. The undersigned may extend the supply order at the same price for 6 month.
49. The rejected fertilizer / insecticide, if any must be removed within a week of the written or verbal notice.
50. Canvassing in any form whether direct or implied will led to disqualification.
51. Applicable taxes (TDS) as per prevailing rate and rules would be deducted from the bill amount of the suppliers.
52. The authority reserves the right to place order of supply, fully or partly to one or more bidders in respect of fertilizers/insecticide where ordered rate are same.
53. The authority reserve the right to accept or reject any or all bidders without assigning any reason thereof and modify any or all the terms and conditions as deemed proper in the interest of Government.

54. In case of any epidemic/ pandemic/ disaster/ any other difficult situation due to which the cost of materials is escalated in the market or any other source, it shall be borne by the bidder. The contractor will ensure the supply of the item as per the terms and conditions of the tender. The contractor will have no claim or any compensation for any loss due to any disaster or inflation or cost escalation during the contract period.

55. All legal dispute shall have the jurisdiction to the District of Kendrapada only.

LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE TENDER PAPERS

1. Detailed address of the Re-seller/Firm/Traders with Mobile No for contact.
2. GST Registration Certificate with the competent Authority.
3. Permanent Account Number (PAN) No
4. Valid Account Number with details of Bank of the Firm/Trader.
5. GST Return Certificate of the Firm/Trader up to Last Quarters/Year.
6. Income Tax Return of Last three financial years of the Firm/ Individuals.
7. Undertaking regarding supply of the article for which selected within 7 days from the date of purchase order, falling which the bid will be cancelled automatically.
8. Bank Draft/ Banker's Cheque of RS. 1000/- in favour of Divisional Forest Officer, Mangrove Forest Division (Wildlife) Rajnagar towards Tender Fees.
9. Authorization of the Firm/ Agent/ Dealer/ Company etc for carrying out supply in case of individuals, Firm etc.
10. Undertaking in Annexure-IV

How to submit Tender Documents

1. Download the Tender Document from website at <https://wildlife.odisha.gov.in/tender> or www.odishaforest.in or obtain from Section Officer showing transaction details for deposit of Rs. 1000/- (Rupees one thousand) in DDO Account No. 19995000034, IFSC- CBIN282496, Central Bank of India, Sanabada Gopalpur, Rajnagar. Submit the tender document along with a Bank Draft or Barker's Cheque of RS 1000/- only or the Transaction details as above along with the tender document
2. Submit the Annexure-II (Technical Bid) and Annexure-III (Financial Bid) and Undertaking in Annexure-IV duly filled in and signed along with all other pre-requisite as specified in the Tender Document may be submitted in the Drop Box placed in the office of the undersigned for the purpose on or before 30.06.2026 up to 5.00 PM.

3. Deposit the Sample of the product as specified in the Tender Notice in the Division Office, Rajnagar on or before 30.05.2026 with proper acknowledgement


4. After sealing the bid cover, the bidders can Drop in the Drop Box of the office or can send the same through Speed Post/ Regd. Post/ Courier so as to reach the office of the undersigned on or before 30.06.2026 by 5.00 PM. In case of Postal Delay and receipt after due date, the Bid will be rejected forthwith without any consideration.

IMPORTANT DATES

01	Date of commencement of Bid	20.06.2026
02	Last Date of receipt of Bid in Postal mode or in the Drop Box in the office	30.06.2026
03	Date of Opening of Bid (Technical and Financial Bid)	1.07.2026

PRINCIPLE OF FINALIZATION OF THE BID

1. The finalization of Bid will be done in a cost-effective way by the tender committee, i.e, lowest- price for the same brand.
2. Quoting a lowest price in the category will not entitle the bidder to be declared as L1 Bidders.
3. Rate will be compared by the Tender Committee with reference to quality of the materials.
4. Quoting less price for the same brand will be treated as a valid ground for selection of L1 Bidder.
5. Quality of the materials will be evaluated by the Tender Committee and associated expert committee.
6. Similarly, only quality will not be a qualification for winning the bid as the bid is also cost effective with reference to quality. Abnormally high cost beyond the cost norm of the Forest and Environment Department may not be considered by the Tender Committee.
7. The decision of the Tender Committee will be final and binding on all bidders in the process.
8. The Tender Committee reserves the right for negotiation of price of the materials as per principle between the competitive bidders.


Divisional Forest Officer
Mangrove Forest Division
(Wildlife)
Rajnagar

15/06/26

ANNEXURE-I

Fertilizer/Insecticide to be procured

Sl. No.	Name of the Planting Material
1	Bio-Fertilizer (Powder)
2	Bio-Fertilizer (liquid)
3	NPK Based Bio-Fertilizer (Powder)
4	NPK Based Bio-Fertilizer (Liquid)
5	UREA-Granular (46%M)
6	UREA-Liquid
7	UREA- Nano urea
8	DAP Fertilizer
9	NPK Chemecial- Fertilizer (20:20:0.18)
10	Plant Micro Nutrient Plantaid
11	Plant Micro Nutrient Traces
12	Plant Micro Nutrient any good and well-known brand
13	Chloropyriphous Dust From
14	Chloropyriphous Liquid From
15	Chloropyriphous Granular From

ANNEXURE-II

TECHNICAL BID

FOR SUPPLY OF PLANTING MATERIALS OF TO MANGROVE FOREST DIVISION
(WILDLIFE) RAJNAGAR DURING THE YEAR 2026-27

(Last Date:- 30.06.2026- Time:-5.00 PM)

01	Name of the Tenderer (Individual/ Firm/ Dealer/ Suppliers/ Tender/ VSS)	
02	Name of the Owner/ Lease/ Sister Concern	
03	Name of the authorized representation	
04	Present address for communication	
05	Contact Mobile No with WhatsApp	
06	E-mail Id	
07	Adhar Card No. (A copy to be submitted)	
08	PAN Card No. (A copy to be submitted)	
09	GSTIN Regd. No. (A copy to be submitted)	
10	Authorization from the Dealer/ Company/ Agent in case of individuals or firm (Not applicable to Co-operative Societies/ VSS and SHG)	
11	Bank Draft/ Banker's Cheque Details in support of Tender Fees of Rs. 1000/-	
12	ITR return (Last three Years)	
13	GST Return certificate up to last quarter / Year	

DECLARATION

I declare that, the particulars furnished above are true to the best of my knowledge and 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:-

FINANCIAL BID

FOR SUPPLY OF PLANTING MATERIALS OF TO MANGROVE FOREST DIVISION
(WILDLIFE) RAJNAGAR DURING THE YEAR 2026-27

(Last Date:- 30.06.2026- Time:- 5.00 PM)

Name of Firm & detail Address-					
Sl. No.	Name of the Planting Material	Company/ Brand Name	Technical Specification	Unit in Kg/ Ltrs.	Rate quoted by the Firm inclusive of all taxes and transportation to point (in Rs.)
1	2	3	4	5	6
1	Bio-Fertilizer (Powder)				
2	Bio-Fertilizer (liquid)				
3	NPK Based Bio-Fertilizer (Powder)				
4	NPK Based Bio-Fertilizer (Liquid)				
5	UREA-Granular (46%M)				
6	UREA-Liquid				
7	UREA- Nano urea				
8	DAP Fertilizer				
9	NPK Chemecial-Fertilizer (20:20:0.18)				
10	Plant Micro Nutrient Plantaid				
11	Plant Micro Nutrient Traces				
12	Plant Micro Nutrient any good and well-known brand				
13	Chloropyriphous Dust From				
14	Chloropyriphous Liquid From				
15	Chloropyriphous Granular From				

Full Signature of the Tenderer

Place:-

Date:-

UNDERTAKING

I/We, M/s _____, having our registered office at _____, hereby undertake and declare that, if awarded the purchase order for supply of _____ against Tender/Quotation No. _____, I/We shall supply the entire quantity of the ordered articles/materials strictly as per the specifications and terms & conditions of the purchase order within **seven (07) days** from the date of issue/receipt of the Purchase Order.

I/We further understand and agree that failure to supply the ordered articles within the stipulated period of seven (07) days, without any valid reason accepted by the Purchaser, shall render the Purchase Order liable to be cancelled automatically without any further notice. I/We also accept that the Purchaser shall be at liberty to take any further action as deemed appropriate under the terms and conditions of the tender/purchase order.

This undertaking is submitted voluntarily and shall be binding upon us.

Place: _____

Date: _____

Signature of Authorized Signatory

Name: _____

Designation: _____

For M/s _____

(Seal of the Firm)