



**OFFICE OF THE DIVISIONAL FOREST OFFICER: SAMBALPUR DIVISION**  
**Mobile No:- 9437018866, Email ID:- [dfo.sambalpur@odisha.gov.in](mailto:dfo.sambalpur@odisha.gov.in)**

**Procurement of Planting Materials**

The Divisional Forest Officer, Sambalpur Forest Division invites bids for procurement of different planting materials to take up plantation works during 2024-25 as detailed in the table from the eligible firms/suppliers/supply house/manufacturers of definite proof from the appropriate authority.

**A. Planting Materials to be procured (Unit price)**

1. Bio-Fertilizer
2. Organic Manure
3. Vermi Compost
4. Neem Cake/ Neem Organic Manure
5. NPK, NPK Base Bio-fertilizer
6. Urea
7. Organic Based Plant Nutrient Products.
8. Fungicides approved as per Govt. Guidelines.

B. Offering of per unit price by firms/ suppliers/ supply house/ manufacturers should be submitted in the prescribed Form provided in the e-Tender documents.

C. Sample of the Product will be exhibited in preserve of Tender Committee with proper acknowledgement. The sample should be complete one Unit as to be supplied i.e. if the Packet of 50KG is to be supplied a complete 50 KG sample of one Unit to be deposited. Sample in small quantity in poly pack or other pack will not be entertained.

D. The selected tenderer should supply the planting materials to different Ranges in good condition within 7days from the date of placing order.

E. Delivery of the materials should be made in Range headquarters of this Division as per order placed.

F. Damaged and expired materials should be replaced by the tenderer at their own cost.

G. All materials should be supplied as per the samples given and selection thereof, failing which the Payment will be made through RTGS/ MGNREGS soon after receipt of all the materials ordered Supply orders will be canceled automatically.

H. Payment will be made after proper checking of quality and quantity of the materials

I. The Tenderer should clearly mention the **Bank A/C Number, Bank Address and IFSC Code** in which the payment will be made.

J. A Firm is allowed to bid for more than one product, if it is dealing with the same.

- K. The Price quoted is inclusive of all taxes with site delivery at different Ranges of Sambalpur Forest Division including transportation.
- L. The rate of successful bidder may be valid till next tender.
- M. The Payment will be made through FTO in PFMS /IFSM Module or through NEFT / RTGS after receipt of delivery Challan and verification of physical quantity and quality of the article by the purchase committee.
- N. The Tender will be finalized by the Tender Committee of the Division taking into consideration the price quoted and quality of the Product and due comparison in the GeM Portal of Government of India, if ever available. Mere quoting lowest price for the product does not entitle a bidder for selection compromising the quality as decided by the Tender committee.

#### **How to apply tender papers**

1. The Bid documents can be downloaded from [www.odisha.gov.in](http://www.odisha.gov.in) (tenders.gov.in) or [www.odishaforest.in](http://www.odishaforest.in) or obtained the same from the Head Clerk of this Office showing transaction details for deposit of Rs.2000/- (Rupees Two Thousand) only for all planting materials (Annexure-II) in shape of demand draft drawn in favour of the Divisional Forest Officer, Sambalpur Forest Division payable at Sambalpur w.e.f. **11.06.2024**. The Bid shall be submitted in Two Bid System as specified below.
2. **Cover-1 (Technical bid)** should contain the following documents.

#### **Duly filled in prescribed application form as per Annexure-1**

- Photocopy of PAN Card. Photocopies of three years Annual Income Tax Returns from **2021-22 to 2023-24**.
- Adhaar Card No. (A copy to be submitted)
- Contractor License (A copy to be submitted)
- GST Registration Number (A copy to be submitted):
- Trade license for carrying out the trade of the article to be supplied from the competent authority with GST Clearance certificate.
- Submission of documents of 3 years of experience for supplying above mentioned planting materials to different organizations.
- The above mentioned planting materials should be certified by any recognized institution and photocopy of the certificate to that effect shall be produced.

#### **B) Cover -2 (Financial Bid) should contain the following:**

##### **Financial bid as per Annexure.**

- An A/c Payee **Non Refundable** Bank Draft of Rs. 2,000/- (Rs. Two thousand) only drawn in Favour of "Divisional Forest Officer, Sambalpur Division" on any scheduled bank, payable at Sambalpur towards the cost of Tender papers and Processing for supply of planting materials.

- Authorization letter/ copy of Resolution in order to authorize a particular partner Director to sign the Tender and participate the bid.
  - A certificate by the bidder to the effect that the Firm/ Company/ Organization has not been "black listed" by Govt. or any Govt. Organization till date, and no criminal case is pending against the firm or its owners.
3. Technical bid and Financial bid are to be placed in two separate sealed envelopes (clearly super scribing "Technical Bid" and "Financial Bid" respectively) which in turn are to be placed in one bigger (Wax/ Tape sealed only) cover super scribing on the cover as Quotation for Procurement of planting materials for Plantation Activities in Sambalpur Division 2024-25.
  4. The bids of the parties whose Financial Bid is not in a separate sealed cover or the rates quoted by them find mention in the Technical Bid shall be rejected forthwith. The financial bids of only those bidders shall be opened whose Technical Bids are found to be eligible.
  5. Bid shall be submitted with a forwarding letter on the letter head of the bidder/ agency duly signed and stamped by authorized signatory on each page to ensure the compliance of scope, services and general terms and condition of the tender under reference.
  6. No overwriting, corrections, striking and cutting is permitted.
  7. No undertaking or application shall be entertained in the bid for submitting any document at the time of opening of the bid or later.
  8. Documents which are not submitted inside the bids will not be added or entertained at the time of opening of the Bids.
  9. The completely filled bid document, duly sealed should be addressed to Divisional Forest Officer, Sambalpur Forest Division, At/Po-Sambalpur, Dist-Sambalpur, PIN -768106, Odisha and should reach the DFO Office, Sambalpur Division, Sambalpur on or before 17:30 Hrs of registered post or Registered Person of Couriers or by the bidder himself with valid I-Cards or through Authorized the bidder with an authorization Letter and valid I-Card. and only.
  10. **Technical bids will be opened at 10.00 AM on 26.06.2024 (Wednesday)** and only those financial bids which have Technically Qualified will be opened next on the same day.
  11. **Opening and Evaluation of Technical Bid**
    - 11/1. Technical Bids will be opened in the presence of the bidder/ bidders representatives who choose to attend at the appointed place and time.
    - 11/2. The Technical Bids will be evaluated based on the information submitted by the bidders. However, the Committee reserves the right to seek clarification /documents from the bidders, if the Committee considers it necessary for proper assessment of the bid.
  12. **Opening of Financial Bid and Final Evaluation**
    - 12.1 The Financial Bids of the technically qualified bidders shall be opened in the presence of such bidder's representatives who choose to attend.
    - 12.2 **The selection of the bidder shall be based on the lowest price submitted subject to quality of the product vetted by the committee.**

13. No reasons for delay in delivery of bids in the Office shall be entertained.
14. The office shall not be responsible for postal or any other delays. Bids received in an envelope that is damaged/ torn or merely stapled will be summarily rejected.
15. Bidders or their authorized representatives, duly authorized in writing on letter head of the company, will have to be present at the time of opening of the Bids. At the opening of the Technical Bids, they will have to produce all the original Credentials, copies of which have been enclosed with the Technical Bids for verification. Failure to produce the Originals shall lead to the disqualification of Technical Bid.
16. If the date of tender opening, by any chance happens to be a holiday, the tender will be opened on the next working day at the stipulated time.
17. **Schedule of Bidding Process**

Office of DFO, Sambalpur would Endeavour to adhere to the following schedule:

C	Activity Description	Date and Time
1	Supply of Tender document	11/06/2024 10.30 onwards
2	Last Date for Submission of Bids	25/06/2024 till 05.30 hrs.
3	The date for Opening of Technical Bids	26/06/2024 at 10.30 hrs.
4	The date for Opening of Financial Bids	26/06/2024 at 5.30 pm.

**Venue of the Presentation & Opening of bid:**

**Conference hall of Office of the Divisional Forest Officer, Sambalpur Forest Division.**

18. Any form of canvassing shall lead to disqualification in bidding. DFO, Sambalpur reserves the absolute right to hold the Fair as and when necessary and deciding the venue and timings and to accept or reject any/all bids without any further notice or intimation to the bidders, without assigning any reasons.
19. The selected bidder shall undertake to abide sincerely by all rules, regulations and laws of land regarding their responsibilities for pitting work and shall agree to be held liable and responsible for any such violation directly or indirectly related to their responsibilities for the event.
20. While making final payment of works GST and towards TDS will be deducted from the gross amount to be paid,
21. If two or more valid tenderers are in equal quoted rate then transparent lottery will be held in the Office of the Divisional Forest Officer, Sambalpur Division in presence of the tenderers or their authorized agents.
22. DFO, Sambalpur reserves the right to reject any or all of the bids or accept them in part or to reject lowest bid without assigning any reason thereof.

**23. Cancellation by default:**

DFO, Sambalpur may, without prejudice to any other remedy for breach of work order, by Written notice of default sent to bidder, cancel the order in whole or part.


- a) If the Bidder/ agency fails to provide services within the time period specified in the work order.
- b) If the Bidder / agency fails to perform any other obligations under the work order.

**24. Rejection of the bid:**

- a) The bidder is expected to examine all instructions, formats, terms & conditions, and Scope of work in the bid document. Failure to furnish complete information or false information/ documents shall result in rejection of bid.
- b) In respect of interpretation/ clarification of this bid document and in respect of any matter relating to this bid document, the decision of DFO Sambalpur shall be final.
- c) The bidder will have to furnish the requisite document as specified in the bid document, failing which the bid is liable to be rejected.
- d) The bids received after specified date & time shall not be considered.
- e) The bids received through fax/e-mail or any other mode other than specified in the tender document shall not be considered.
- f) The Tender Documents should be submitted through offline in the Tender Box in the Office in the prescribed format along with all relevant documents.

**25. Arbitration:**

All disputes or difference whatsoever arising between the parties out of or relating to the meaning and operation or effect of the work order or the breach, the same shall be tried in Civil Court, Sambalpur after arbitration, mediation and reconciliation with DFO Sambalpur.

  
11/08/23.  
Divisional Forest Officer,  
Sambalpur Forest Division.

**ANNEXURE-1**  
**Divisional Forest Officer**  
**Sambalpur Forest Division**  
**(TECHNICAL BID)**

**Space for Recent  
passport size  
photograph of the  
Tenderer duly  
attested by  
gazette officer**

1	Name of the Tenderer (Individual/Firm/ Deler/Suppliers/ Trader/VSS)	
2	Name of the Owner /Lease/Sister Concern	
3	Name of the authorized representative	
4	Present address for communication	
5	Contact Mobile No	
6	E-mail ID	
7	Adhar Card No. (A copy to be submitted)	
8	PAN Card No. (A copy to be submitted)	
9	Trade License for carrying out the trade of the article to be supplied from the competent authority with GST Registration No. (A copy to be submitted)	
10	Whether Income Tax Return filed for last three years, if yes please attached the document	
11	Production of documents of 3 years of experience for supplying planting materials to different organizations.	
12	The planting materials should be certified by any recognized institution and photocopy of the certificate to that effect shall be produced.	

**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:-

**ANNEXURE-II  
(FINANCIAL BID)  
FOR SUPPLY OF  
PLANTATING MATERIALS TO SAMBALPUR FOREST DIVISION DURING THE  
YEAR 2024-25**

Sl No	Name of the Plantation Materials	Technical Specification	Rate quoted by the Firm inclusive of all taxes and transportation to point (in Rs)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			

Full Signature of the Tenderer

Place:-

Date:-