

TENDER DOCUMENT

Sub:-Tender for supply of Guava Grafts and Lemon Grass slips under MGNREGS during 2018-19.

Ref:- Tender notification no 1155/DDH/ Dtd. 11.07.2018

I. PROCEDURE FOR SUBMISSION OF TENDER

1. The tender shall be submitted in two parts namely (in separate envelopes):-
 - 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 which contains the details as indicated in **Annexure-IV**. The tenderer shall quote the **product- wise supply rate (including freight, loading & unloading charges, supply to District Hq. and Project site) against specifications in Rupees.**
2. Tender documents may be downloaded from Dhenkanal district website at www.dhenkanal.nic.in.
3. Manufacturers/ distributors/ registered firms or, Nurseries can access tender documents on the Dhenkanal district website, fill them with all relevant information and submit the completed tender document along with the EMD and tender paper cost. 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 (E.M.D) of Rs. 5,000 (Rupees Five thousand only) per product is to be deposited in shape of demand draft payable to the Deputy Director of Horticulture, Dhenkanal on any Nationalized Bank payable at Dhenkanal.
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 office.
8. The authority will not entertain increase in price during the validity period of the 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 taxes, levies, duties etc.
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 be**

rejected at any time during the validity of the tender and liable for criminal and civil action against such firm or, company.

10. If any companies are black listed by any State Government department or, agency such tenders are liable for rejection at any time during the validity of the tender and supplies will be terminated.
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 the documents. 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 tenderers by the Tender Committee constituted by the Collector-cum-DPC, MGNREGS, Dhenkanal.

III. PRODUCT SPECIFICATIONS:

- a) **Guava Graft - disease free VNR Bihivariety of minimum 1.50 feet height.**
- b) **Lemon Grass slips - disease free, fresh rooted, Cymbopogonflexuosus (Krishna) variety of minimum 1 foot height**
Supplies shall be in conformity with the standards / specification in **Annexure-I** of the tender document.

IV. TENDERED RATES & QUOTED QUANTITY

- a) The rates quoted by the tenderer in respect of numbers/ each piece of supply (of planting material) shall be offered in the prescribed format in **Annexure – IV**(financial bid)only
- b) The rates quoted by the tenderer shall be most competitive since it involves sizeable quantity. The rates quoted should be inclusive of all incidental charges such as insurance, freight, loading and unloading charges at the destinations etc. for supply of input in the required unit prescribed at Annexure-IV.
- c) The tenderers intending to supply shall not quote the rate in excess of the rate at which they sell in open market to the farmers in Odisha directly or, through any agency.
- d) The tender accepting authority shall have the right to place the purchase order as per requirement from time to time within the contract period.

V. ELIGIBILITY CRITERIA FOR THE TENDERERS:

- a. The intending suppliers should submit the Certificate of registration for nurseries.
- b. Any NGO intending to supply must have Certificate of registration and permission for Nurseries.

VI. ISSUE OF SUPPLY ORDERS & EXECUTION OF SUPPLIES & PAYMENTS:

- i) 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.
- ii) Valid Registration Certificate as per the companies act and latest Sales tax/ VAT/ GSTIN clearance certificate issued by the concerned Sales Tax Department must be submitted.
- iii) If accepted tenderer, does not supply the required quantity during the period of requirement, then alternate succeeding tenderers will be considered for supplies who have accepted to supply at L1 rates.
- iv) The supplies should be made within the time limit specified by the concerned officer.
- v) The successful tenderer should supply the required quantities up to one year from the date of execution of agreement.
- vi) The supply bill / invoice should be in the name of tenderer and tenderer address only.
- vii) The supplier shall compulsorily mention the GST number and all mandatory information in the bill.
- viii) Tenderer should provide account details as name, bank name, branch name, account number and bank IFSC for payment.
- ix) The payment will be made through eFMS mode.
- x) The Department will not have any liability for any damages to the products at anytime during the currency of the tender contract.

VII. PENALTIES FOR NON-COMPLIANCES, VIOLATIONS & NON-PERFORMANCE.

- a. 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.
- 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.

VIII. RIGHTS RESERVED:

The tender Accepting Authority reserves the right to reject the tender even after opening of Technical bid and/or financial bid without assigning any reason whatsoever.

**Deputy Director of Horticulture
Dhenkanal**

Annexure-I

1. a) Guava Graft - disease free VNR Bihi variety of minimum 1.50 feet height
b) Lemon Grass slips - disease free, fresh rooted of Cymbopogonflexuosus (Krishna) variety of minimum 1 foot height

Annexure-II

TECHNICAL BID

To

Deputy Director of Horticulture
Dhenkanal

From

Sub:- Supply ofreg.

Ref:- Tender Notification No:-_____ Dated:_____

1. TENDERER'S PROFILE

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	Status of the firm (Tick any one) i) Registered firm ii) Sole proprietorship firm iii) Partnership firm iv) Private limited company/ Public limited company	Please tick () the appreciate furnished documentary proof as shown against each <div style="text-align: center;">(Registration certificate)</div>(Registration certificate, Name & address of the proprietor-Address proof copy) (Partnership agreement deed and authorized from other partner to bid for this tender) (certificate of incorporation issued by Ministry of Corporate Affairs, Govt. of India.
5	Name of the authorized contact person who deal with this tender matters	
	a) Name	
	b) Designation	
	c) Telephone Number	
	d) Mobile Number	
	e) Fax Number	
	f) Email ID	
	g) PAN Number	
6	Sale Tax registration numbers	GSTIN (..... (Please enclose photo copies of Registration certificate or latest renewal certificate)

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 (in No.) Per annum

IV. CLEARANCES / CERTIFICATES:

Copy of the latest sales tax/VAT/ GST returns filed submitted:

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 if 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.

v) He is to submit separate self -declaration in own letter head of not being black listed by any department/ agency.

Place:
Date:

Seal & Signature
of the tenderer

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	
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	GST Registration Certificate(Valid)	
9	Latest Sales Tax/VAT/GST Clearance Certificate.	
10	All supplier/ manufacturers should submit Certificate of Registration obtained from the respective state Department of Agriculture/Horticulture/Competent authority in the given format only	
11	If the tenderer is a distributor of firm/Firms then a letter of appointment from such firm/firms is to be enclosed.	
12	PAN	
13	Declarations	
14	Cost of Tender Paper	
15	EMD	
16	Any other mentioned in the Tender paper	

- 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.
 - (v) The envelope should be super scribed the name of the product to be supplied.

Signature of the tenderer

FINANCIAL BID

- 1) Submitted to : **Deputy Director of Horticulture, Dhenkanal**
- 2) Submitted by :
- 3) References : Tender notification No:_____, Dt:_____
- 4) Financial bid submitted for:
- 5) Rate quoted / tendered as per terms & conditions governing:

Sl. No	Name of the Product	Price per Piece/ No.
I	Guava Graft	
II	Lemon Grass slips	

Note :

1. The rate quoted should be inclusive of all insurance, freight including loading and unloading charges to the destination.
2. The rate quoted should be as prescribed in annexure –IV

Place :
Date:

Seal & Signature
of the tenderer.