

Tender Call Notice

Tender Notification No- 914

Date- 06.08.2021

Deputy Director Soil Conservation cum Project Director Watershed, Sonapur invites Technical & Financial bids from the intending firm/suppliers for supply of Lemon Grass Slips (Cymbopogon flexosus) variety Krishna for utilization in MGNREGA plantations during 2021-22. An earnest money deposit (EMD) of Rs 10,000/- (Rupees Ten Thousand) only for product in shape of Bank Draft in any Nationalized Bank payable at Sonapur in favour of Deputy Director Soil Conservation cum Project Director Watershed, Sonapur along with Tender Paper must be submitted in the office of the DDSC cum Project Director Watershed Sonapur. The standard bidding documents & term and conditions can be downloaded from <https://subarnapur.nic.in> from the date of publication of this notice. Tender paper completed in all respect along with all required documents should be submitted in the office of the DDSC Cum Project Director Watershed, Sonapur on or before dt 16.08.2021 up to 3.00 P.M. by Registered/Speed Post only.

Date of opening of Technical And Finance bid on dt 16.08.2021 at 3.30 PM in RKVY Conference hall of DDSC Cum Project Director Watershed, Sonapur.

Neelam
5/08/2021
Deputy Director Soil Conservation-
cum Project Director Watershed,
Sonapur

TENDER DOCUMENT

Sub: Tender For Suoply Of Lemongrass Slips Under MGNREGS during 2021-22

Ref: Tender Notifiction no. _____ / dt. _____

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 the 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 self quote the product wise supply rate **(including freight, loading and unloading charges, supply to district Hq and Project site)** against specifications in Rupees.
2. Tender documents may be downloaded from <https://subarnapur.nic.in>
3. Manufacturers distributors registered firms or Nurseries can obtain tender documents from the <https://subarnapur.nic.in>, fill them with all relevant information and submit the completed tender document along with the EMD and paper cost. A hard copy of the filled Tender document with the relevant attachments should be submitted within the dateline.
4. a. The tender shall be signed only by the Proprietor, if it is 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 authorize 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 10,000/-(Rupees Ten Thousand) only for the product is to be deposited in shape of demand draft payable to the Deputy Director Soil Conservation, Sonepur on any Nationalized Bank payable at Sonepur.
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 flowing 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, Levis, duties.
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 anytime 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 AND TENDERS SCRUTINY:

- A. Opening of Technical bids will be done in the presence of the tenderer or their authorized representatives and 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.
- B. 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 DDSC cum Project Director Watersheds' Sonepur.

III. PRODUCT SPECIFICATIONS:

Lemon Grass slips – disease free, fresh rooted Cymbopogon flexuosus of minimum 1 foot height.

Supplies shall be in conformity with the standards/specification in Annexure-1 of the tender document.

IV. TENDERED RATES AND 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 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.
- E. The tenderers intending to supply must be procured the lemon grass oil from the producer organization after extraction.

V. ISSUE OF SUPPLY ORDERS AND EXECUTION OF SUPPLIES AND 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 company's act and latest Sales tax VAT/GSTIN clearance certificate issued by the concerned Sales Tax Department must be submitted.
- III. If accepted tender 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 suppliers 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 & 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, IFSC code for payment.
- IX. The Payment will be made through eFMS mode.
- X. The department will not have any liability for any damages to the product at any time during currency of the tender contract.

VI PENALTIES FOR NON COMPLIANCES, VIOLATIONS AND 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 concerned officer, such supplier will be blacklisted and Department shall reserve all right 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 suppliers.
- c. Violation of any of the terms and conditions of the Tender by the supplier is liable for stringent actions like forfeiting of EMD.

VII RIGHTS RESERVED

The tender Accepting Authority reserves the right to reject the tender even after opening of Technical bid / financial bid without assigning any reason what-so-ever.

Neelam
Deputy Director Soil Conservation-
cum Project Director Watershed,
Sonepur

1. Lemon Grass slips disease free, fresh rooted of (*Cymbopogon flexosus*) variety Krishna of minimum 1 foot height.

TECHNICAL BID

To

Deputy Director Soil Conservation cum
Project Director Watershed, Sonapur

From

.....
.....

Sub:- Supply of Lemon grass slips

Ref:-

Tender Notification No Date

I. TENDER'S PROFILE

1	Name of the product for which technical bid submitted	
2	Details of EMD Paid	a. DD No b. Date c. Name of the Bank d. Amount Rs
3	Name & address of the tenderer along with phone number, Fax, number & Email ID	
4	Status of the firm (tick any one) Registered firm Sole Proprietorship firm Partnership firm PVT limited company/ Public limited company.	Furnished documentary proof
5	Name of the authorized contact person who deal with this tender matter.	
	Name	
	Designation	
	Telephone Number	
	Mobile Number	
	E mail ID	
	PAN number	
	Adhar Number	
6	Sale Tax registration Number	GSTIN (.....) (Furnish documentary proof)

- II. PRODUCTION PROFILE
 - A. Name & Address of the Firm
 - B. Name of the Product manufactured/distributed
 - C. Production details for product

- III. CLEARNESS CERTIFICATES
 - Copy of the latest sales Tax/GST returns filed submitted.

IV. DECLARATION BY TENDERER

1. I HAVE READ & 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.
2. The information furnished in 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.
3. 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 difference of higher cost involved & other related expenses paid if any for supply of the product.
4. The financial bid is separately submitted against this tender.
5. I have declared that our firm has not been 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.No	Particular	Yes/ No
1	Dully filled and signed Technical & Financial Bid application	
2	Copy of the certificate of registration of Firm	
3	A copy of Partnership deed (if it is Partnership firm)	
4	A copy of the Memorandum and articles of association (if it is PVT ltd or Public limited company)	
5	An Affidavit of ownership (if it is proprietary firm/ sole distributor)	
6	A copy of Authorization for signing (if it is PVT ltd or Public limited company or 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 and negotiation of rates for item tendered.	
8	GST Registration Certificate valid	
9	Latest Sale Tax/ VAT/GST Clearance Certificate	
10	If the tenderer is a distributor of firm/ firms than letter of appointment from such firm/firms is to be enclosed.	
11	PAN	
12	Declarations	
13	Cost of Tender Paper	
14	EMD	
15	Any other mentioned in tender papers	

Note

1. Legible and readable copies should be attached
2. Enclosed documents should be dully attested by the competent authority
3. All documents enclosed should be in the order be in the given in the check list
4. The envelope should be super scribed the name of the product to be supplied.

Signature of the tenderer.