



OFFICE OF THE DIVISIONAL FOREST OFFICER, BRAHMAPUR DIVISION

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No. 01 /01F-/2025, Dated, Brahmapur the 28th May'2025

Tender Call Notice for Supply of Fertilizer, Liquid Urea & Granular Insecticides etc.

Tenders are invited from reputed Registered Dealer / Manufacturer / Individuals for supply of good quality Fertilizer & Granular Insecticides etc. for use in the Plantations to be taken up in Brahmapur Forest Division, under various schemes during the current financial year 2025-26. The tender application is available in the website of odishaforest.in/ ganjam.nic.in/ and can be obtained from the O/o the Divisional Forest Officer, Berhampur Forest Division on payment of **Rs 6000/- (Rupees Six Thousand)** only or in shape of non-refundable Demand Draft drawn in favour of the Divisional Forest Officer, Berhampur Division. Only the Technical bids shall be opened at **10.30 A.M. of 16.06.2025**. The Financial bids shall be opened after evaluation of the technical bids by the Tender Selection Committee. Final selection of the bidder shall be done based on the quality and cost of the materials. The undersigned reserves the right to reject any or all tender without assigning any reasons thereof.


Divisional Forest Officer
Brahmapur Division

TENDER DOCUMENT

Tender Notification No. 01/2025-26/01F- Dated 28.05.2025

FOR SUPPLY OF FERTILISER/LIQUID UREA/ GRANULAR INSECTICIDE TO BRAHMAPUR DIVISION, BRAHMAPUR, DIST-GANJAM, ODISHA FOR THE YEAR 2025-26

It has been decided to procure Fertilizer, Liquid Urea and Granular Insecticide of approved quality through sealed tenders. The Reputed Registered Dealer/Manufacturer/ Individuals expressing interest shall download the tender application form from the odishaforest.in/ganjam.nic.in/. The Cost of the Tender paper is **Rs. 6,000/- (Rupees Six Thousand)** only which shall be deposited in shape of Demand Draft drawn in favour of the Divisional Forest Officer, Brahmapur Forest Division payable at Brahmapur while submitting the tender.

The tenderer has to furnish all required documents & rate of the material, taxes separately in the application form. The tenderer has to submit the **Technical Bid and Financial Bid in two separate closed covers. Name of the item should be super scribed on the top of the envelop.**

Eligibility: -

1. The invitation to participate in the Tender Document is open to Reputed Registered Dealer/ Manufacturer/ Individuals.
2. The Tenderer must not have been banned or black listed by any Government organization.
3. There must not be any adverse action pending against the Tenderer

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|--|---|--|----------|
| A. SALE OF TENDER DOCUMENT | : | 30.05.2025 | 10.00 AM |
| B. LAST DATE FOR SUBMISSION OF TENDER DOCUMENT | : | 13.06.2025 | 05.00 PM |
| C. OPENING OF TECHNICAL BID | : | 16.06.2025 | 10.30 AM |
| D. OPENING OF FINANCIAL BID | : | After Approval of the Technical Bid by the Tender Selection Committee | |


Divisional Forest Officer
Brahmapur Division

TERMS & 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 Divisional Forest Office, Berhampur Division with proper acknowledgement. The sample should be deposited at least in 1 KG pack or as per Unit Pack to be supplied.
03. The selected tenderer should supply the Fertilizer, Liquid Urea and Granular Insecticides (expiry date of the supplied items at least one year from the date of supply) within 10 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 /Qntl cost. In case transportation cost is not quoted, then the base price quoted will be considered per KG / Qntl including transportation cost as NIL.
08. Copy of **GST Filed and Income Tax Returns Filed for last three financial years (2022-23, 2023-24 & 2024-25)** should be accompanied along with the tender documents.
09. Payment will be made through **WAMIS/IFMS** Soft after receipt of all the materials ordered with checking of quality and quantity of the materials. ***The payment under WAMIS/IFMS 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. (copy of the Bank Pass Book first page shall be attached with technical Bid)
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 Berhampur Forest Division including transportation.
15. The rate of successful bidder may be valid till next tender.
16. All legal disputes shall be subject to the jurisdiction of the Civil Court, Berhampur only.
17. 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.

18. The decision of the Tender committee will be final and binding in any stage of the Tender Process.
19. 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: odishaforest.in/ganjam.nic.in
20. The bidder shall have to deposit the cost of tender paper @ **Rs. 6000/-** for participation in the bid in shape of Demand Draft only **in favour of Divisional Forest Officer, Berhampur Forest Division**. The cost of tender form is non-refundable in nature.
21. The Successful Bidder(s) shall have to deposit Security Amount @ 5% of the total amount of tender in shape of TDR in favour of **the Divisional Forest Officer, Berhampur Forest Division** 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.
22. The Bid documents will be available in the website www.odishaforest.in/Ganjam.nic.in from **30.05.2025 - 10.00 AM**.
23. Bids shall be received "**OFF LINE**" on or before **13.06.2025 - 5.00 PM**.
24. Bids received shall be opened at **10.30 AM on 16.06.2025** 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.
25. Bidders are to submit the **TECHNICAL BID [Forms A (I), A (II), A (III)] and FINANCIAL BID (Form- B)** in a two Separate Sealed Cover quoting price in **FINANCIAL BID** for the article intend to supply Planting Materials and both the cover to be enveloped in one Cover and dropped in the Drop Box.
26. The Authority will not be held responsible for any other inconvenience during bidding process.
27. The Addendum/Corrigendum if any will be hosted in the district website only and bidders have to access the same from time to time during the bidding process.
28. The intending bidders are required to furnish their e-mail address and cell phone number to inform them any message relating to the tender.
29. Selection will be made on cost effective basis i.e. lowest price for the same brand.
30. The bidders have to deposit their sample of product with recently obtained **test report (the test report/certificate should not be dated earlier than 31st December 2024) of the product from any National/State Govt. Laboratory**, 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.
31. 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.

32. In case any bidder / vendor / supplier is not able to get tender documents online in the District Web Site due to any sort of unforeseen technical fault he/she may obtain the same from Head Clerk of the office of Berhampur Forest Division on payment of **Rs. 6000/-** of submission of Bank Draft and submit the same in the Drop Box.
33. 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 Planting materials for the current financial year 2025-26 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.
34. Once opened, no tenderer will be allowed to withdraw from the tender process till its finalization.
35. Conditional tenders are not accepted and liable for rejection.
36. 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.
37. The rate offered should be inclusive of all charges and delivery at Ranges of Berhampur Forest Division (Per unit cost of Planting materials be quoted inclusive of all taxes as applicable.)
38. 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.
39. The contractor will be personally held responsible for the quality and quantity of the planting material supplied to the Division.
40. 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.
41. 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.
42. 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, Berhampur 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.
- 43. The Purchase Committee reserves the right to accept or reject the lowest bid without assigning any reason for such acceptance / rejection.**
44. 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 months.
45. The rejected Planting Materials, if any must be removed within a week of the written or verbal notice.
46. Canvassing in any form whether direct or implied will led to disqualification.
47. Applicable taxes (TDS) as per prevailing rate and rules would be deducted from the bill amount of the suppliers.

48. The authority reserves the right to place order of supply, fully or partly to one or more bidders in respect of Planting Materials where ordered rate is same.
49. 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.
50. All legal dispute shall have the jurisdiction to the District of Ganjam only.

Date:

Full Signature of the Tenderer/Bidder

Place:

DOCUMENTS TO BE SUBMITTED.

1. Departmental Receipt issued from Brahmapur Forest Division in support of purchase of Tender Form or DD of **Rs. 6,000/- (Rupees Six Thousand only)** in favour of Divisional Forest Officer, Berhampur payable at Berhampur.
2. Self-attested copy of Valid GST Registration Certificate.
3. Self-attested copy of valid PAN Card.
4. Self-attested copy of GST filed for the year 2022-23-,2023-24 & 2024-25 (Provisional)
5. Self-attested copy Income Tax Return Filled for last three years i.e 2022-23, 2023-24 & 2024-25 (provisional)
6. A recent test report from any National/State Govt authorized Laboratory regarding the quality of Fertilizer/ Liquid Urea/Granular Insecticides and to be produced by the Tendering Dealer / Manufacture / Supplier / Individual. The test report/certificate should not be dated earlier than 31st December 2024.
7. Copy of Work order from Government organization of similar nature of work completed earlier, if any (at least two).
8. Certificate for Authorized Dealer/ Manufacturer/ Supplier/ Individual.

Place:

Name & Signature of the Tenderer with seal

Date:

FORM-A(I)
TECHNICAL BID FOR SUPPLY OF NPK DURING 2025-26
TO BRAHMAPUR FOREST DIVISION, BRAHMAPUR

1. Name of the Bidder/Organization _____
2. Detailed Address of Bidder _____
3. E-mail ID _____
4. Telephone/Mobile No. _____
5. PAN No. _____
6. SRIN/TIN /GST No. _____
7. Period of clearance of VAT/GST _____
8. Detail address of the Fertilizer production site/Unit. _____
9. Annual turnover of Fertilizer (in MT) of the tendering Agency _____

Sl. No	Name of the site of stock of NPK	Quantity of NPK available (in MT)	Capacity of the Tenderer to supply NPK within 15 days' time period (in MT)
1			
2			
3			

10. The Qualitative aspect of the NPK (Please submit in the following tabular statement).

Sl No	Specification of the NPK, the tenderer intends to supply	Remarks
1	Ph	
2	EC (dSm-1)	
3	Organic Carbon (%)	
4	Nitrogen (%)	
5	Carbon: Nitrogen Ratio	
6	Total P ₂ O ₅ (%)	
7	Total K ₂ O ₅ (%)	

Certified that the information provided above is true and the organization has never been debarred or black listed by any Government Organization.

Date:

Name & Signature of the Tenderer with seal

Place:

FORM-A(II)
TECHNICAL BID FOR SUPPLY OF LIQUID UREA (N46) DURING 2025-26
TO BRAHMAPUR FOREST DIVISION, BRAHMAPUR

1. Name of the Bidder/Organization _____
2. Detailed Address of Bidder _____
3. E-mail ID _____
4. Telephone/Mobile No. _____
5. PAN No. _____
6. SRIN/TIN /GST No. _____
7. Period of clearance of VAT/GST _____
8. Detail address of the Fertilizer production site/Unit. _____
9. Annual turnover of Fertilizer (in MT) of the tendering Agency _____
- 10: Present Capacity of the bidder to supply of Fertilizer (in MT) _____

Sl. No	Name of the site of stock of Liquid Urea N46	Quantity of Liquid Urea N46 available (in MT)	Capacity of the Tenderer to supply Liquid Urea N46 within 15 days time period (in MT)
1			
2			

11. The Qualitative aspect of the Liquid Urea N46 (Please submit in the following tabular statement).

Sl No	Specification of the Liquid Urea N46, the tenderer intends to supply	Remarks
1	Ph	
2	Nitrogen %	
3	Pesticides (in mm)	
4	Bulk Density (g/cc)	

Certified that the information provided above is true and the organization has never been debarred or black listed by any Government Organization.

Date:

Name & Signature of the Tenderer with seal

Place:

FORM-A(III)

**TECHNICAL BID FOR SUPPLY OF GRANULAR INSECTICIDE DURING 2025-26
TO BRAHMAPUR FOREST DIVISION, BRAHMAPUR**

1. Name of the Bidder/Organization_____
2. Detailed Address of Bidder_____
3. E-mail ID_____
4. Telephone/Mobile No._____
5. PAN No._____
6. SRIN/TIN /GST No._____
7. Period of clearance of VAT/GST_____
8. Detail address of the Insecticide production site/Unit_____
9. Annual turnover of Insecticide (in MT) of the tendering Agency_____

Sl No	Name of the site of Stock of Granular Insecticides	Quantity of Granular Insecticides	Capacity of the Tenderer to supply Granular Insecticides within 15 days' time period (in MT)

The insecticide proposed must be FAO/ WHO recommended

Certified that the information provided above is true and the organization has never been debarred or black listed by any Government Organization.

Date:

Place:

Name & Signature of the Tenderer with seal

FORM-B

**FINANCIAL BID FOR SUPPLY OF FERTILIZER
DURING 2024-25 TO BRAHMAPUR FOREST DIVISION, BRAHMAPUR**

1. Name of the Bidder/Organization _____
2. Detailed Address of Bidder _____
3. E-mail ID _____
4. Telephone/Mobile No. _____

Name of the Item	Unit Cost	Tax per unit cost of materials (In Rs.)	Transportation charges per Kg./lt (In Rs.)	Total Cost (Col.2+3+4) (In Rs.)
1	2	3	4	5
NPK	In Rs/Kg			
Liquid Urea	In Rs/lt			
Granular Insecticides	In Rs/Kg			

(Tenderer can quote for any or all of the items)

Certified that the information provided above is true to the best of my knowledge.

Date:

Place:

Name & Signature of the Tenderer with seal