



Letter No: 294

Date: 09/06/2026

**TENDER CALL NOTICE**

Sealed tenders are invited from reputed Manufacturers, Authorized Dealers, Suppliers, for **supply, Installation, Testing and Commissioning of Organic Manure and Cocopeat Production Unit Equipment's & Machineries** at Subalia, Ganjam Block, Ganjam District.

Interested Bidders are requested to submit their sealed tender bids in the prescribed format to the undersigned at, ORMAS, Chatrapur, Ganjam as on 01.07.2026.

The detailed tender paper along with terms and conditions can be downloaded from ganjam.odisha.gov.in. The tenders will be opened on the scheduled date and time in the presence of the bidders or their authorized representatives at the designated venue. The Bidders shall submit Rs 1000/- in shape of a non-refundable demand draft drawn in favour of DSMS, Ganjam, Payable at chatrapur.

The undersigned reserves the right to accept or reject any or all tenders without assigning any reason thereof.

  
CDO-cum-EO,  
Zilla Parishad, Ganjam

**Encl.: Tender Specification & Documents**

Memo No. 295 / Date. 09/06/2026

Copy forwarded to the DIO, NIC, Ganjam for information and to upload the Quotation/Tender Call Notice for procurement, **supply**, Installation, Testing and Commissioning of Organic Manure and Cocopeat Production Unit Equipments & Machineries of requested to publish the tender notice on the NIC, Ganjam website for wide publicity.

  
CDO-cum-EO,  
Zilla Parishad, Ganjam



**Tender Form**

To

**The CDO- cum- EO,**  
ZillaParishad, Ganjam,  
Odisha – 761020

Sir,

In response to Tender Notice No. \_\_\_\_\_/ORMAS, Ganjam dated \_\_\_\_\_, I/We hereby submit my/our tender for the **Supply, Installation, Testing and Commissioning of Organic Manure and Cocopeat Production Unit Equipment's& Machinery**in accordance with the terms, conditions, specifications and requirements prescribed in the tender document.

I/We solemnly declare and undertake as follows:

**A. Tender Conditions & Acceptance**

1. I/We have carefully examined and fully understood all instructions, terms and conditions, specifications and requirements contained in the tender document, including all appendices and enclosures, and agree to abide by the same.
2. I/We agree to be bound by the communication of acceptance of this tender and undertake to execute the agreement and fulfill all contractual obligations as stipulated.
3. I/We understand that ORMAS, Ganjam reserves the right to accept or reject any or all tenders, wholly or partly, without assigning any reason thereof, and the decision of the competent authority shall be final and binding.

**B. Financial Offer**

4. I/We hereby offer to supply, install, test, commission and demonstrate the equipment's/machineries specified in the tender document (Appendix-III) at the rates quoted in the Financial Bid.
5. The rates quoted are inclusive of all applicable taxes, GST, transportation, loading, installation, commissioning, demonstration. No additional payment shall be claimed.
6. I/We agree that the quoted rates shall remain valid for a period of six (06) months from the date of execution of the agreement or as prescribed in the tender document. In case the validity period expires on a holiday, the offer shall remain valid up to the next working day.

**C. Earnest Money Deposit (EMD)**

7. As required under the tender conditions, I/We have deposited an Earnest Money Deposit (EMD) of Rs. 30,000/- (Thirty Thousand Rupees Only) through Demand Draft bearing No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ Bank, payable at Chatrapur, **in favour of DSMMS Ganjam.**



8. MSEs holding valid Udyam Registration shall be exempted from payment of EMD upon submission of documentary proof with the Technical Bid.

#### **D. Execution of Work**

8. I/We undertake to complete the supply, installation, testing and commissioning of the equipment's and machineries at Subalia, Ganjam Block, District-Ganjam, Odisha within 7 days from the date of issue of the Supply/Work Order or within such period as may be specified by ORMAS, Ganjam.

#### **E. Bid Submission**

9. I/We have submitted the tender in the prescribed manner comprising:
- o Envelope No. 1 – Technical Bid
  - o Envelope No. 2 – Financial Bid
  - o Envelope No. 3 – Main Cover containing both the above envelopes
10. I/We understand that the Financial Bid shall be opened only after successful evaluation of the Technical Bid and the decision of ORMAS, Ganjam in this regard shall be final and binding.

#### **F. Warranty & After-Sales Support**

11. I/We undertake to provide comprehensive warranty for a period of 1 year, free maintenance and servicing support during the warranty period and shall provide AMC (2 year ) services and spare parts after expiry of the warranty period, if required.

#### **Declaration**

12. I/We certify that:

a) I/We have not been blacklisted, debarred or declared ineligible by any Government Department, Statutory Body as on the date of submission of this tender.

b) I/We shall abide by all provisions of the tender document and the agreement to be executed.

#### **Enclosures**

The following duly signed documents are enclosed:

1. Tender Form duly filled and signed
2. GST and PAN
3. Demand Draft towards EMD
4. GST return from FY Jan 2024-March 2026
5. Income Tax Returns for last three financial years
6. Audited Financial Statements for last three financial years

**ORSMAS****Odisha Rural Development & Marketing Society, Ganjam****Panchayati Raj & DW Department, Govt. of Odisha****O/o- ZILLA PARISHAD GANJAM, CHATRAPUR-761020 Ph-06811-260139****E-Mail: dsmsganjam@gmail.com**

7. Product Catalogues/Brochures with Technical Specifications
8. Undertaking (Part-II of Appendix-I)
9. Financial Bid (Appendix-II) in separate sealed envelope
10. Tender Paper cost of Rs 1000/- should be deposited in form of Non-refundable Demand Draft in favour of DSMS Ganjam , payable at chatrapur.
11. Any other document(s) required under the tender conditions

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Yours Faithfully**

Signature of Authorized Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

GSTIN: \_\_\_\_\_

Registration No.: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Email ID: \_\_\_\_\_

Seal of Firm



**APPENDIX - I****TERMS & CONDITIONS**

(supply and installation of Organic Manure and Coco peat production unit Equipment & Machineries)  
**PART - I**

**A. Invitation of Tender**

1. Sealed tenders are invited from eligible manufacturers, authorized dealers, suppliers for the **Supply, Installation, Testing, Commissioning and Demonstration of Organic Manure and Cocopeat Production Unit Equipment's& Machineries** as detailed in Appendix-III.
2. The last date and time for receipt of tenders is 01.07.2026 up to 12:00 PM. The Bids shall be opened on 02.07.2026 at 4:00 PM at ZillaParishad, Mini Conference Hall in the presence of the bidders or their authorized representatives who may choose to attend. Representatives attending the opening shall produce a valid authorization letter from the bidder.

**B. Preparation and Submission of Bid**

3. Rates shall be quoted both in figures and words in the prescribed format (Appendix-II). Any overwriting, erasure or correction shall be duly authenticated by the authorized signatory.
4. The quoted rates shall remain valid for a period of six (06) months from the date of execution of the agreement or as may be specified in the tender document.
5. The bid shall be submitted under a three-envelope system as detailed below:

**5.1 Envelope No. 1 – withsuperscription “Technical Bid”**

The Technical Bid shall contain the following documents:

- a) Tender Form duly filled in and signed;
- b) Copy of PAN Card and GST Registration Certificate;
- c) Demand Draft towards Earnest Money Deposit (EMD) amounting of Rs 30,000/- (RupeesThirty Thousand only)
- d) Income Tax Returns for the last three (03) financial years;
- e) Audited Financial Statements for the last three (03) financial years indicating a minimum annual turnover of **Rs. 25.00 lakh per annum**;
- f) Detailed technical brochures, catalogues and specifications of the offered equipment and machineries;
- g) Undertaking in the prescribed format as per Appendix-I (Part-II);



h) GST return from FY Jan 2024- March 2026

i) Tender Paper cost of Rs 1000/- should be deposited in form of Non-refundable Demand Draft in favour of DSMS Ganjam , payable at chatrapur.

j) Any other document(s) required under the tender conditions.

### **5.2 Envelope No. 2 –withsuperscription“Financial Bid”**

The Financial Bid shall contain only:

a) Duly filled and signed Price Bid in the prescribed format (Appendix-II).

### **5.3 Envelope No. 3 – Main Cover**

a) Envelope No. 1 (Technical Bid) and Envelope No. 2 (Financial Bid) shall be sealed separately and enclosed in a single outer sealed envelope.

b) The outer envelope shall be superscribed with the Tender Notice Number, Name of the Work (Supply, Installation, Testing and Commissioning of Organic Manure and Cocopeat Production Unit Equipment's& Machineries) and the name and address of the bidder.

6. Bids which are incomplete, improperly sealed, or not accompanied by the required documents shall be liable for rejection.
7. The Financial Bid of only those bidders who qualify in the Technical Evaluation shall be opened for further consideration.

### **C. Technical Specifications and Scope of Supply**

7. The equipment and machineries offered shall strictly conform to the technical specifications prescribed in Appendix-III.
8. The bidder shall furnish complete details of make, capacity and technical specifications. Failure to furnish such details may render the bid liable for rejection.
9. The quoted rates shall be inclusive of all applicable taxes, GST, transportation, loading, installation, testing, commissioning and demonstration. No additional payment shall be claimed.
10. Successful installation, testing, commissioning and demonstration of the equipment at site shall be mandatory and form part of the scope of work.
11. I/We undertake to provide comprehensive warranty for a period of 1 year, free maintenance and servicing support during the warranty period and shall provide AMC (2 year ) services and spare parts after expiry of the warranty period, if required.

**D. Eligibility and Evaluation of Bids**

12. The Technical Bid shall be evaluated first to ascertain the bidder's eligibility, technical capability and responsiveness to the tender conditions.
13. Only those bidders whose Technical Bids are found substantially responsive and technically qualified shall be considered for opening of the Financial Bid. The decision of ORMAS, Ganjam regarding this will be final and shall be binding on the tenderer.
14. The bidder quoting the lowest price (L-1) and fulfilling all technical and commercial requirements shall be considered for award of contract.
15. The decision of ORMAS, Ganjam regarding technical evaluation, qualification of bidders and award of contract shall be final and binding on all bidders.

**E. Earnest Money Deposit (EMD)**

16. The tenderer shall have to deposit of Rs 30,000/- (Rupees Thirty Thousand Only) through Demand Draft (Nationalized Bank only) payable at Chatrapur in favour of DSNS, Ganjam.

**F. Delivery, Installation and Completion Period**

17. The successful bidder shall supply, install, test, commission and impart training of the equipment at Subalia, Ganjam Block, District-Ganjam, Odisha within Thirtydays(30) from the date of issue of the Supply/Work Order or within such period as may be specified by ORMAS, Ganjam.
18. The supplier shall ensure supply of the complete ordered quantity within the validity period of the contract.

**G. Payment Terms**

19. Payment shall be released subject to satisfactory supply, installation and certification by the authorized officer as follows:

Sl. No.	Milestone	Payment
1	Delivery of equipment at site in good condition	80%
2	Successful installation, testing, commissioning and demonstration	20%

**H. Rights of ORMAS, Ganjam**

20. ORMAS, Ganjam reserves the right to accept or reject any or all tenders, wholly or partly, without assigning any reason thereof.
21. The quantity mentioned in Appendix III of this tender is subject to variation according to actual requirement of this office. The quantity may vary in case of competitive market rates, the right to enhance or reduce the quantity of any tendered item(s) and right to accept/reject whole or part of the tender, without assigning any reason, whatsoever, is reserved by the undersigned. The decision of the undersigned shall be final and it shall be binding on the tenderer.


**ORMAS**

**Odisha Rural Development & Marketing Society, Ganjam**  
**Panchayati Raj & DW Department, Govt. of Odisha**  
**O/o- ZILLA PARIASHAD GANJAM, CHATRAPUR-761020 Ph-06811-260139**

E-Mail: dsmsganjam@gmail.com



22. The undersigned reserves the rights to accept or reject higher version of instrument/equipment etc. or any other items under the same terms and conditions and same price quoted by tenderer in Appendix-II.
23. As soon as the tenderer delivers the tender in the office of the undersigned, it shall be binding on him and he shall not be able to withdraw or amend the offer.
24. The Supply/Work Order shall be issued by the CDO-cum-EO, ZillaParishad, Ganjam to the successful bidder.

  
**CDO-cum-EO,**  
**ZillaParishad, Ganjam**

**ORMAS**

Odisha Rural Development & Marketing Society, Ganjam  
Panchayati Raj & DW Department, Govt. of Odisha  
O/o- ZILLA PARISHAD GANJAM, CHATRAPUR-761020 Ph-06811-260139  
E-Mail: dsmsganjam@gmail.com

**PART – II**

Undertaking to be given by the tenderer for “supply and installation of Organic Manure and Cocopent production unit Equipment & Machinerics”

Whereas, The CDO- Cum- EO, Zilla Parishad, Ganjam has called the tenders for supplies as per the enclosed Appendix No.-III.

I/We hereby offer our tender at the rates given in the enclosed Appendix -II duly filled in and signed by me/us and hereby also affix my/our signature(s) below this tender voluntary and full acceptance of all the terms and conditions of this tender, which shall be the agreement between the above tender calling authority and myself/us.

Signature of Supplier: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Full Address with Seal: \_\_\_\_\_





APPENDIX-II (Financial Bid)  
 Form of tender rate quoted by me/us for supply of Installation, Testing, Commissioning and Demonstration of Organic Manure and Cocopeat Production Unit Equipment's & Machinerics

(As per serial number 9 in Appendix-I)

SL NO	Name of the equipment	No of Units	Price
1	De fibering Machine	1	
2	Additional jail /Screener	1	
3	Willow Machine	1	
4	Spinning Machine(fibre convert to yan)	1	
5	Re winding Machine(convert into Cone)	1	
6	Block Lamination File(L sealer & Hot Chamber)	1	
7	Mini Coir Pith Block Making Machine (Brick Shape – 1 kg	1	

### APPENDIX-III

Technical Specification for supply and installation of Organic Manure and Cocopeat production unit Equipment & Machinerics.

SL NO	Name of the equipment	Specification	No of Units
1	Semi-Automatic De-fibering Machine	Motor: Minimum 15 HP, capable of processing approximately 4,000 coconut husks per 8-hour shift and producing approximately 400 kg coir fibre and 600 kg coir pith per 8 hr shift	1
2	Additional jail /Screener	Capacity: 500 kg/hr, 1 HP motor, screen size 5 mm, suitable for removal of dust and fine particles from coir fibre.	1
3	Willow Machine	Suitable for opening and cleaning coir fibre prior to spinning; minimum fibre processing capacity of 300 kg per 8-hour shift; equipped with 2 HP motor; complete with accessories.	1



4	Spinning Machine(fibre convert to yan)	Semi-automatic coir spinning machine with minimum production capacity of 40-60 kg coir yarn per 8-hour shift; equipped with 1-2 HP motor; suitable for spinning coir fibre into 2-ply yarn; complete with bobbins, spindle assembly, and accessories.	1
5	Re winding Machine(convert into Cone)	Suitable for rewinding coir yarn from bobbins into cones; production capacity 50-75 kg yarn per shift; equipped with 0.5-1 HP motor; adjustable tension control and cone holder arrangement.	1
6	Block Lamination File(l sealer & Hot Chamber)	Shrink wrapping machine comprising L-Sealer and Hot Air Shrink Chamber; sealing size minimum 450 mm x 550 mm; power consumption 3-5 kW; suitable for packaging coir pith blocks and coir products with PVC/POF shrink film.	1
7	Mini Coir Pith Block Making Machine (Brick Shape - 1 kg	Hydraulic compression type; capable of producing 1 kg coir pith blocks; production capacity 200-300 blocks per hour; hydraulic pressure 50-80 tons; equipped with 5-7.5 HP motor; complete with moulds and accessories.	1

**CDO-cum-EO,**  
**Zilla Parishad, Ganjam**