

OFFICE OF THE CDAO-CUM-PROJECT DIRECTOR ATMA MALKANGIRI

Mv-2, Malkangiri-764048, Odisha
Ph:06861-231381, E-Mail:ddamal.dag@nic.in

Letter No. 812

Date. 07.05.2021

Tender Call Notice

Sealed Quotations are invited from interested reputed Authorized suppliers/ Manufacturers for providing **Agave seedling/sapling** as per the specification given below under the "**Special Programme For Promotion of Integrated Farming in Tribal Areas**", Malkangiri by the nodal agency PD,ATMA in prescribed Gram Panchayats & Blocks of Malkangiri District. The evaluation forms & format of quotation completed in all respect should reach to the undersigned on or before by **29-05-2021 till 6:00 PM through Speed Post/Registered Post** and shall be **opened on Dated 31-05-2021 at 4.00 PM** in presence of the bidders or their authorized representatives.

The undersigned reserves the right to reject all or any of the quotation without assigning any reason thereof.

Name of the Items:-

| SL. No | Brief Description of the Items | Specification | Delivery period | Place of delivery | Installation Requirement if any |
|--------|---|---|---|--|---------------------------------|
| 1 | Agave (Agave tequila) seedling (4"to 6" height) | Agave seedling (4"to6" height) of 1 to 1.5 months healthy seedling. colour available - Natural Green | Within 15 days of receipt of Purchase Order | As per the required site of concerned Facilitating Agency. | NO |

INSTRUCTION TO BIDDERS

1. Sealed tenders are hereby invited from reputed, experienced and eligible suppliers for **Agave(Agave tequila)seedling** to our specific programme implementation sites. The terms and conditions of the tender are detailed in the tender form and its schedules. Please submit your rates in the tenders form if you are in a position to supply the requisite seedling in accordance with the requirements stated in the attached schedules.
2. The cost of tender document containing detailed specifications with terms & conditions has been priced **Rs.1000/- (Rupees one Thousand)** only which will be obtained directly from our office through cash deposit in the office or DD in favour of "**PD , ATMA , Malkangiri**", MV-2 AT/PO- Lathiaguda , Malkangiri -764048 , Odisha and payable at

Malkangiri. Tender documents are not transferrable and cost of tender document is not refundable. The undersigned will not be held responsible for any kind of postal delay or delay in delivery of the documents/or non-receipt of the documents (if any).

3. The original copy of the tender is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be subscribed as "Tender for supply of Agave seedling/sapling under Special Programme for Promotion of Integrated Farming in Tribal Areas and the tenderer shall place two envelopes clearly marked containing technical bid and financial bid separately in the main envelop.
4. All Tenders should be sent by **Speed Post/Registered Post**. Addressing to the **CDAO cum PD , ATMA , Malkangiri** , MV-2 AT/PO- Lathiaguda , Malkangiri -764048 , Odisha not later than on dated- **29-05-2021 before 6.00 PM**.

5. Bid Security (Earnest Money):

- a) Bid Security to be deposited 1% of the tender value in the shape of Demand Draft issued by a reputable nationalized bank duly pledged in favour of " **PD , ATMA , Malkangiri, under Special Programme for Promotion Of Integrated Farming In Tribal Areas** " Payable at Malkangiri.
- b) The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the demand draft no and date, failing which the tenders will not be opened.
- c) The tender will not be considered if earnest money is not deposited or insufficient earnest money is deposited with the tender.
- d) The tenderer will not resale from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited.
- e) Unsuccessful Tenderer's Earnest Money will be discharged or returned as promptly as possible as but not later than ninety days.
- f) The successful Tenderer's Earnest Money will be discharged upon successful supply of the requisite items/products.
- g) The Earnest Money may be forfeited if a Tenderer withdraws its tender during the period of tender validity specified by the Tenderer on the Tender form, or in case of a successful Tenderer, if the Tenderer fails to supply the requisite item(s)/product(s).
- h) Late Tenders: Any tender(s) received after the deadline for submission of tender will be rejected and returned unopened to the tenderer.

6. Opening of the Tenders:

- a) The tender will be opened on dated- **31-05-2021 at 4.00 P.M.** at the office of the "PD , **ATMA , Malkangiri**" , MV-2 AT/PO- Lathiaguda , Malkangiri -764048 , Odisha. If in the event of any kind of holiday falls on the specified dates of opening, the proceedings will take place on the next working day, at the same time & venue.
- b) Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would

be attending the opening of the tenders on tenderer's behalf should have a proper authorization to attend the tender meeting.

7. Period of validity of Tenders:

- a) Validity of Tenders shall be 6 months after the date of tender openings.
- b) A tender valid for a shorter period shall be rejected by the undersigned as non-responsive.

8. Tender Value:

- a) The total tender value is **Rs.5,00,000/-** (Rupees five lakh) only.
- b) The authority reserves all the right to increase or decrease the Tender Value.

9. Quotation of rate:

- a) The rate should be quoted keeping in view of supply the material as per specification, delivery at F.O.R **Nayakguda ,Udupa, Somnathpur, and Mathili** inclusive of all costs, GST etc, transportation charges, charges for loading & unloading of the materials, etc.
- b) The rates quoted for supply of material in tender should be given both in words and figures failing which the same is liable to be rejected. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.
- c) The rates quoted shall remain valid for six months and no enhancement whatsoever shall be claimed by the tenderer.
- d) Any other tax which is as per the rules of the Govt. shall be deducted at source from the bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.

10. Evaluation of financial Bid:

- a) The order shall ordinarily be awarded to the lowest evaluated bidder and whose bid has been found to be responsive and who is eligible and qualified to supply the sapling/seedling satisfactorily.
- b) The undersigned is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. You are however at liberty to Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.

11. Notification of Award:

- a) Prior to the expiration of the period of tender validity, the undersigned will notify the successful tenderer in writing by mail or any other form of communication. Formal letter of acceptance and order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the mail or other mode etc, should be acted upon immediately.
- b) Upon the successful Tenderer's furnishing of the acceptance the undersigned will promptly notify each unsuccessful tenderer and will discharge its Earnest Money Deposit (EMD).
- c) If tenderer does not accept the offer, after issue of letter of award by the undersigned within 10 days, the offer made shall be deemed to be withdrawn without any notice & earnest money will be forfeited.

12. Security Money:

- a) The security money equivalent to the extent of 10% of total estimate value of the tender has to be deposited by the successful tenderer for the contract in form of Bank guarantee/FDR from a nationalized bank drawn in favour of “ **PD , ATMA , Malkangiri , under Special Programme for Promotion of Integrated Farming In Tribal Areas.**
- b) Security deposit remains valid for a period of 6 months from the date of acceptance of the award. In the event of non-deposition of the same within 10 days after issue of letter of award by undersigned, the earnest money will be forfeited.
- c) The Security Deposit (as performance Security) shall be returned to the supplier on the expiry of the stipulated period.
- d) Failure of the successful Tenderer to accept the award and/or furnish the Security Deposit shall constitute sufficient grounds for the annulment of the award and forfeiture of the Earnest Money, in which event the undersigned may make the award to the next lowest evaluated tenderer or call for new tenders.
- e) No interest on security deposit and earnest money deposit shall be paid by the undersigned to the tenderer.

13. The Schedules of the tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tender.

14. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.

15. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tender and all other related documents must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such order and if, an enquiry it appears that the persons so signing had no authority to do so, the undersigned shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender

and the schedules to the tenders and annexure, if any, should be signed by the tenderer.

16. The undersigned reserves the right at the time of contract award to increase or decrease the quantity of sapling/seedling without any change in unit price or other terms and conditions.

17. Signing of Contract:

The Agency, on award of the tender should execute an agreement on with undersigned incorporating of the terms and conditions.

18. Resolution of Disputes - Arbitration:

- a) Decision of the undersigned shall be final for any aspect of the contract and binding to all parties.
b) Any disputes are subject to the jurisdiction to the court of Malkangiri.

19. The undersigned reserves the right to accept or reject any tender, and to annual tender process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderer of the grounds for the action.

20. Only those firms will be considered for financial bid who will qualify in the technical bid.

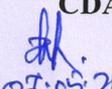
21. The tender being submitted by the firm, all pages along with enclosures must be numbered. The following self-attested documents are required to be enclosed with the tenders in a separate cover as technical bids. Only those firms providing the following documents would be considered eligible and also fill the page number for claiming the fulfillment of requisite conditions as given in the column item wise:

GENERAL TERMS AND CONDITIONS

1. The original copy of the tender is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be subscribed as "Tender for supply of **Agave seedling/Sapling under Special Programme for Promotion of Integrated Farming in Tribal Areas and address to "PD , ATMA , Malkangiri" , MV-2 AT/PO- Lathiaguda , Malkangiri -764048 , Odisha** and the tenderer shall place two envelopes clearly marked containing technical bid and financial bid separately in the main envelop.
2. The technical bids and financial bids may be submitted in separate envelopes to be sealed and put in a main cover.
3. The tenders will not be considered and summarily rejected if the firm do not enclose the following documents:
 - a) A copy of Latest GST Clearance certificate of current period/Latest Income Tax Returns.
 - b) A copy of PAN Card issued by the concerned authorities.
 - c) Financial Status of Firm: The firm must have a reputed one and financially sound to execute supplies. Minimum Rs. 20 lakhs turnovers per annum are required.

- d) Copies of supply orders executed to Central/State/Autonomous Bodies/Local Bodies may be submitted.
- e) Duly completed Questionnaires
4. Price schedule duly completed enclosed with Financial bidding documents & Price should be valid for 6 months from the date of opening of bids.
 5. The Tenderer after submission of his tender shall not reverse or modify the rates, terms and conditions of the tender, failing which the EMD deposited by him shall be forfeited.
 6. Any erasures or alterations that may have been in the Tender Form before it is received by the prospective tenderer(s) and also any further erasures or alterations(if any) that may be made the course of completing the form should be initialed by the Tenderer(s).
 7. Only in the event of the offer not being accepted, the EMD will be refunded after he had applied for the same. The request should be signed by the same person who signed the tender and its documents. However, he may authorize any agent under his signature to collect the refund of EMD from the undersigned.
 8. The EMD and Security Deposit shall not carry any interest.
 9. EMD in the shape of Cheques from the bidders will not be accepted in any case.
 10. Conditional tenders shall not be accepted.
 11. The entire tender documents should be returned in tact as per the serial page numbers and without removing any pages. In the event of space provided on the tender form(s) being insufficient for the required purpose, additional pages may be added. Each added page must be numbered consecutively and signed in full by the tenderer. In such case, reference to the additional pages must be made in the tender form(s). If any modification of the tender form/documents is considered necessary, it should be communicated by means of a separate letter along-with the tender.
 12. The tender is liable to be ignored if complete information required is not given therein or if the particulars asked in the tender and the documents connected with the tender are not furnished in complete. He is required to sign each and every page of this tender documents and additional sheets, if any as acceptance to the contents.
 13. Tenderer is required to specify whether he signs in the capacity of "sole proprietor" or "partner of the firm." In such case he must have the authority to refer to arbitration dispute concerning the business of the partnership.
 14. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been concerned on any partner, every partner of the firm must sign the tender and other related documents. A person signing the tender form or any other documents forming part of the tender on behalf of another person shall be deemed to warranty that he has authority to bind such other person. However, on enquiry if the person so signing had no authority to do so, the undersigned shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages.
 15. The rate quoted should be inclusive of cost of delivery at F.O.R **Nayakguda ,Udupa, Somnathpur, & Mathili , Dist- Malkangiri** inclusive of all costs, Goods

- and Service Tax, transportation charges, charges for loading & unloading the materials, etc.
16. Demand Draft/Banker's Cheque for EMD as mentioned in schedule should accompany the Tender document.
 17. All the rates/conditions should be quoted in the space provided in the tender form and for more information, additional pages may be added. Over writing on rates is not allowed. The tenderer should duly sign the changes, if any made in the tender documents.
 18. State and Central taxes and excise duty, if any, should be mentioned separately in the tender form.
 19. The undersigned at his discretion can change the terms and conditions mentioned in the tender document.
 20. Incomplete tender for want of valid GST Registration No., PAN No. etc and required amount of Bid security shall be liable to be rejected summarily and no correspondence in this regard shall be entertained.
 21. In all disputes, the decision of the undersigned will be final and binding on the supplier.
 22. The undersigned reserves the right to reject a part or entire tender without assigning any reasons.
 23. The purchaser of the form only should use the same and it is not transferable. The tender not submitted in prescribed form will be summarily rejected. This office reserves the right to reject all or any tender, lowest or otherwise without assigning any reason thereof.
 24. Performance security (Security Money) @10% of total contract value in the shape of Fixed Deposit Receipt (FDR) or Bank Guarantee only shall be deposited within 10 days from the date of issue of award of contract from any nationalized bank. FDR/BG should be valid for the period of 60 days beyond the contract period of 6 months from the date of opening of tender. No consignment will be accepted if the Security Money is not deposited by the contractor.
 25. Any bid security will not be linked to any pending amount in this office.
 26. Validity of offer should be strictly in accordance with the condition of tender and validity of offer should be for 6 months from the opening of tender.
 27. All the bills should be submitted in triplicate as per the details in the Purchase Order (PO) for payment.
 28. No part payment will be made. 100% payment will be made after receiving of the requisite items/goods.
 29. The applicable taxes (if any) will be deducted at source from the bills.


7-5-21
CDAO cum Project Director
ATMA, Malkangiri

07.05.21

Memo No. 813

Copy to the notice board of this office and Programme Secretariat, Malkangiri for information.

Date. 07.05.2021

Memo No. 814

Copy forwarded to the state consultant, SPPIF/State Coordinator Bhubaneswar for information.


CDAO-Cum-Project Director
ATMA, Malkangiri

Date. 07.05.2021

Memo No. 815

Copy forwarded to the SPMU cell, O/o DA&FP (O) Bhubaneswar for information.


CDAO-Cum-Project Director
ATMA, Malkangiri

Date. 07.05.2021

Memo No. 816

Copy forwarded to the DIO, NIC Malkangiri for information and request to web host the tender call notice in the District Website till 18.10.2020.


CDAO-Cum-Project Director
ATMA, Malkangiri

Date. 07.05.2021

Memo No. 817

Copy submitted to the Collector and District Magistrate Malkangiri for favour of kind information.


CDAO-Cum-Project Director
ATMA, Malkangiri

Date 07.05.2021

Memo No. 818

Copy submitted to the Director, NCDS Bhubaneswar for favour of kind information.


CDAO-Cum-Project Director
ATMA, Malkangiri

Date 07.05.2021

Memo No. 819

Copy submitted to the Director of Agriculture and Food Production, Odisha Bhubaneswar for favour of kind information.


CDAO-Cum-Project Director
ATMA, Malkangiri

Date 07.05.2021


CDAO-Cum-Project Director
ATMA, Malkangiri

Date 07.05.21

EVALUATION FORM

| | | |
|-----|---|--|
| 1. | Name of the Supplier | |
| 2. | Full address of Supplier's shop/showroom Telephone no. Fax no. E-mail address : | |
| 3. | Are you a dealer/reseller (Dealer Certificate to be attached) | |
| 4. | TIN and PAN No. (with copy of certificate) | |
| 5. | GST Certificate | |
| 6. | Registration certificate of the firm from Registrar of firms from Central/State Govt. of Registrar of companies under Companies Act. (If any) | |
| 7. | Up to date GST clearance certificate (Copy to be attached) | |
| 8. | Photocopy of Bank details along with name of bank, A/C No. and Address proof etc. | |
| 9. | Bid Security (EMD) in Shape of DD/Banker's Cheque. | |
| 10. | Turnover of Rs.20,00,000 per annum for last three financial years. (2017-18, 2018-19 and 2019-20). As an evidence/proof, copy of audited Balance Sheet certified by the Chartered Accountant and IT return/IT clearance certificate for last 2 years should be enclosed | |
| 11. | Product Literature / Leaflets, if any | |

I / We do hereby certify that the above mentioned particulars are true and correct.

Full Signature of the Bidder:

Name of the Bidder :-

Seal of the firm

Date:

DECLARATION BY THE BIDDER:

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the quotation document for which I/We have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions of the terms and conditions. This is also certified that our principal manufacturing firm have no objection in signing the purchase contract if the opportunity for the supply of the items against this quotation is given to me/us.

Date:-

Signature of the Bidder

Name:-

Seal of the firm

Total bid price (including Taxes and Other) in Rs. _____ (in numbers)
_____ (In
Words)

Note :

(a) In case of discrepancy between unit price and total price, unit price shall prevail.

I/We agree to supply the above goods in accordance with the technical specifications for total contract price of Rs. _____ (amount in figures) (Rs. _____ amount in words) within a period of 10 days from the receipt of purchase order.

(b) I/We agree to other terms and conditions of the tender and also confirm we will provide the materials as per the standard specified in the document.

Name of the Firm/Agencies:-

Address:-

Signature of the Bidder

Name:-

Date:-

Seal of the firm