ବନଖଣ୍ଡ ଅଧିକାରୀ ତଥା ବନ୍ୟପ୍ରାଣୀ ତତ୍ତାବଧାରକଙ୍କ କାର୍ଯ୍ୟାଳୟ, ମାଲକାନଗିରି ବନଖଣ୍ଡ,ମାଲକାନଗିରି ।
OFFICE OF THE DIVISIONAL FOREST OFFICER-CUM-WILDLIFE WARDEN,
MALKANGIRI FOREST DIVISION, MALKANGIRI.
E-Mail- dfo.malkangiri@odisha.gov.in

Bid Identification No. 01 **DFO, MKG 01 / 2026-27**

Letter No. 1181 **/ 1F, Dated, Malkangiri the** 06/07/2026

NOTICE INVITING TENDER

Sl No	Name of the Work	Procurement of Different Planting materials for Planting Season – 2026-27
1	Estimated Cost	**Depending upon funds availability**
2	Period & time of completion	**15 days from the date of issue of orders**
3	Date & time of availability of the bid document in the portal	**07.07.2026 to 17.07.2026**
4	Last date/Time for receipt of bids in the portal	**Up to 5.00 PM of 17.07.2026**
5	Date & Time of bid opening	**11.00 AM on Dated. 18.07.2026**
6	Name & Address of the officer inviting Bid officer inviting Bid	**Divisional Forest Officer, Malkangiri Forest Division.**

Others can see the details from Notice inviting Tenders, available in website- https://malkangiri.odisha.gov.in Corrigendum if any, shall only be published in the above website.

Memo No. 3524 **/ Dated** 06/07/26

Copy submitted to The Deputy Director, Information and Public Relation Department (Adv) & Deputy Secretary to Govt. of Odisha, Bhubaneswar, E-mail – ipr.advt@gmail.com with a request to publish the tender Notice in two nos. of leading Oriya Daily and in one English daily at an early date for wide circulation of the tender call notice. Since, the date of receipt of bids starts from dtd. 07.07.2026, it is requested that the "Invitation for Bids" may be published on or before dtd 08.07.2026. The soft copy containing the above tender call notices (DTCN) is enclosed herewith for the purpose. The Complimentary copy of the News Papers containing the tender call notice may be sent to this office for reference and record.

Divisional Forest Officer,
Malkangiri Forest Division.

ବନଖଣ୍ଡ ଅଧିକାରୀ ତଥା ବନ୍ୟପ୍ରାଣୀ ତତ୍ତାବଧାରକଙ୍କ କାର୍ଯ୍ୟାଳୟ, ମାଲକାନଗିରି ବନଖଣ୍ଡ,ମାଲକାନଗିରି ।
OFFICE OF THE DIVISIONAL FOREST OFFICER-CUM-WILDLIFE WARDEN,
MALKANGIRI FOREST DIVISION, MALKANGIRI.

E-mail ID- *dfo.malkangiri@odisha.gov.in*

Bid Identification No. 1 / 2026-27 DFO, Malkangiri

Letter No. 118 **/1F, Dated, Malkangiri the** 05th July, 2026

NOTICE INVITING TENDER

The Divisional Forest Officer, Malkangiri Forest Division invites **Sealed Tender through offline**, in **Double Cover System**, only in "OFF LINE" mode for Procurement of Various Planting Materials as in **ANNEXURE-I** for the Planting season 2026-27 from eligible Firms/ Vendors / Suppliers registered with the State Government registered, Central Government / M.E.S. / Co-operative Societies/ SHG / VSS other Licensing Authorities for supply of the Planting materials enlisted on production of definite proof from the appropriate authority. The bidders should have the following pre-requisite for supply of the articles as mentioned below.

PRE-REQUISITE FOR SUPPLY OF MATERIALS

01. The Bidders / Vendors / Suppliers should have valid GST Registration with the competent authority.
02. The Bidders / Vendors / Suppliers should have Permanent Account Number (PAN) registered with competent authority.
03. The bidders must submit a proof of identify (Voter ID, Adhar Card, Driving Licence)
04. The Bidders / Vendors / Suppliers have authorization from the concerened Dealer / Firm / Company to supply the goods / materials in case of Firms, Individuals etc. VSS and SHG can directly participate in the bid.
05. The Bidders / Vendors / Suppliers must have a valid Bank Accounts number in any Bank
06. The Bidders / Vendors / Suppliers must have operational area within the State of Odisha
07. The bidders supplying Chemical Insecticide must have a Chemical License from the Agriculture Department or the Dealer / Firm / Agent from whom the material is procured by the firm must have the Chemical License from the Agriculture Department

TERMS AND 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 Division Office, Malkangiri with proper acknowledgement. The sample should be deposited at least in one KG pack or as per Unit Pack to be supplied.
03. The selected tenderer should supply the planting materials in good condition within 10 days from the date of placing order.
04. Delivery of the materials should be made in Range headquarters i.e. at ***Malkangiri, Mathili, Balimela, Kalimela, Motu & Chitrakonda*** 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 / Qntals cost. In case transportation cost is not quoted, then the base price quoted will be considered per KG / Qntals including transportation cost as NIL.
08. Copy of GST clearance and Income Tax of last financial years should be accompanied along with the tender documents
09. Payment will be made through RTGS after receipt of all the materials ordered with checking of quality and quantity of the materials.
10. The tenderer should clearly mention the Bank A/c Number, Bank Address and IFSC Code in which the payment will be made.
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 Malkangiri Forest Division including transportation.
15. The rate of successful bidder may be valid till next tender.
16. The undersigned reserve the right to reject / cancel any or all the tenders without assigning any reasons thereof and terminate the order in case of changes in the Government procedure of policy of instruction / direction and other exigencies.
17. The payment will be made through RTGS after receipt of delivery challan, verification physical quantity and quality of the article by the purchase Committee.
18. All legal disputes shall be subject to the jurisdiction of the District Court, Malkangiri.
19. The undersigned reserves the right to accept or reject the tender without assigning any reason thereof.
20. The Tender will be finalized by the Tender Committee of the Division taking into consideration the price quoted and quality of the Product and due comparison in the GeM Portal of Government of India, if ever available. Mere quoting lowest price for the product does not entitle a bidder for selection compromising the quality as decided by the Tender committee.
21. The decision of the Tender committee will be final and binding in any stage of the Tender Process.
22. 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: https://malkangiri.odisha.gov.in
23. The bidder shall have to deposit the cost of tender paper @ Rs. 1000/- for participation in the bid in shape of Bank Draft / Banker's Cheque etc in favour of Divisional Forest Officer, Malkangiri Forest Division. The Tender cost is non-refundable in nature.
24. The Successful Bidder(s) shall have to deposit Security Amount @ 5 % of the total amount of tender in shape of Bank Draft / Bankers Cheque etc in favour of **the Divisional Forest Officer, Malkangiri 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.
25. The Bid documents will be available in the website https://malkangiri.odisha.gov.in from **07.07.2026 to 17.07.2026 up to 5.00 P.M.**
26. Bids shall be received "**OFF LINE**" on or before **5.00 PM of dt 17.07.2026.**
27. Bids received shall be opened at **11.00 AM on 18.07.2026** 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.
28. Bidders are to submit the **TECHNICAL BID (ANNEXURE-II) and FINANCIAL BID (ANNEXURE-III)** 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 or sent through the Postal or courier service.
29. The Authority will not be held responsible for any postal delay or other inconvenience during bidding process.
30. 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.

31. The intending bidders are required to furnish their e-mail address and cell phone number to inform them any message relating to the tender.
32. The Bidders / Vendors / Suppliers have to submit a Undertaking with their bidding documents as in ANNEXURE-IV.
33. The bidders have to deposit their sample of product 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.
34. 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.
35. In case any bidder / vendor / supplier are 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 Section Officer of the office of Malkangiri Forest Division on payment of Rs. 1000/- on submission of Bank Draft / Bankers Cheque and submit the same in the Drop Box, Post / **Regd Post** / Courier Service etc so as to reach the undersigned on or before **5.00 PM of 17.07.2026.**
36. 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 2026-27 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.
37. Once opened, no tenderer will be allowed to withdraw from the tender process till its finalization.
38. Conditional tenders are not accepted and liable for rejection.
39. 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.
40. The rate offered should be inclusive of all charges and delivery at Ranges of Malkangiri Forest Division (Per unit cost of Planting materials be quoted inclusive of all taxes as applicable.)
41. 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.
42. The contractor will be personally held responsible for the quality and quantity of the planting material supplied to the Division.
43. 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.
44. 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.
45. 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, Malkangiri 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.
46. The Purchase Committee reserves the right to accept or reject the lowest bid without assigning any reason for such acceptance / rejection.
47. 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 month.
48. The rejected Planting Materials, if any must be removed within a week of the written or verbal notice.
49. Canvassing in any form whether direct or implied will led to disqualification.
50. Applicable taxes (TDS) as per prevailing rate and rules would be deducted from the bill amount of the suppliers.
51. 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 are same.

52. The authority reserve the right to accept or reject any or all bidders without assigning any reason thereof and modify any or all the terms and conditions as deemed proper in the interest of Government.
53. 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.

LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE TENDER PAPERS

1. Detailed address of the Re-seller / Firm / Traders with Mobile No for contact.
2. GST Registration Certificate with the competent Authority.
3. Permanent Account Number (PAN) No
4. Valid Account Number with details of Bank of the Firm / Trader.
5. GST Clearance Certificate of the Firm / Trader upto Last Quarters / Year.
6. Income Tax Return of Last years of the Firm / Individuals
7. Undertaking regarding supply of the article for which selected within ten days from the date of purchase order, failing which the bid will be cancelled automatically.
8. Bank Draft / Banker's Cheque of RS. 1000/- in favour of Divisional Forest Officer, Malkangiri Forest Division towards Tender Fees
9. Authorization of the Firm / Agent / Dealer / Company etc for carrying out supply in case of Individuals, Firm etc.
10. Undertaking in Annexure-IV

IMPORTANT DATES

01	Date of commencement of Bid	**07.07.2026**
02	Last Date of receipt of Bid in Postal mode or in the Drop Box in the Office	**17.07.2026 (5.00 PM)**
03	Date of Opening of Bid	**18.07.2026 (11.00 AM)**

PRINCIPLE OF FINALIZATION OF THE BID

1. The finalization of Bid will be done in a cost effective way by the tender committee.
2. Quoting a lowest price in the category will not entitle the bidder to be declared as L1 Bidders.
3. Rate will be compared by the Tender Committee with reference to quality of the materials.
4. Quoting less price for the same brand will be treated as a valid ground for selection of L1 Bidder.
5. Quality of the materials will be evaluated by the Tender Committee and associated expert committee.
6. Similarly, only quality will not be a qualification for winning the bid as the bid is also cost effective with reference to quality. Abnormally high cost beyond the cost norm of the Forest and Environment Department may not be considered by the Tender Committee
7. The decision of the Tender Committee will be final and binding on all bidders in the process.
8. The Tender Committee reserves the right for negotiation of price of the materials as per principle between the competitive bidders.

Divisional Forest Officer,
Malkangiri Forest Division.

Memo No 3525 / Dated 06/07/26 /

Copy submitted to the Regional Chief Conservator of Forests, Koraput Circle, Koraput for favour of kind information.

Divisional Forest Officer
Malkangiri Forest Division

Memo No 3526 / Dated 06/07/26 /

Copy forwarded to the Chief Conservator of Forests (IT & GIS), O/o the Principal Chief Conservator of Forests, Odisha, Bhubaneswar for favour of kind information and necessary action.

Divisional Forest Officer
Malkangiri Forest Division

Memo No 3527 / Dated 06/07/25 /

Copy submitted to the Principal Chief Conservator of Forests & HoFF, Odisha / Principal Chief Conservator of Forests (Wildlife) & Chief Wildlife Warden, Odisha Bhubaneswar for favour of kind information.

Divisional Forest Officer
Malkangiri Forest Division

Memo No 3528 / Dated 06/07/25 /

Copy along with its enclosure forwarded to the e-Governance Manager, Collectorate, Malkangiri for favour of information and necessary action. He is requested to publish the same in District website i.e., https://malkangiri.odisha.gov.in

Divisional Forest Officer
Malkangiri Forest Division

Memo No 3529 / Dated 06/07/25 /

Copy forwarded to all Divisional Forest Officers (T&NT) for information and necessary action.

Divisional Forest Officer
Malkangiri Forest Division

Memo No 3530 / Dated 06/07/25 /

Copy forwarded to all Forest Range Officer, Malkangiri Forest Division for information and necessary action. They are requested to ensure regarding exhibition of the tender notice in the notice board for wide circulation.

Divisional Forest Officer
Malkangiri Forest Division

ANNEXURE-I

PLANTING MATERIAL TO BE PROCURED

Sl. No	Name of the Planting Materials
	BIO-FERTILIZER AND INSECTICIDE CATEGORY
01	Bio-Fertilizer (Any Good Brand in the market)
02	Organic Manure (Any Good quality product well known to Forest, Agriculture and Horticulture Department)
03	Neem Cake / Neem Powder Form / Neem Oil / Liquid
04	NPK Base Bio-fertilizer (Composition of NPK to be mentioned)
	CHEMICAL FERTILIZER AND INSECTICIDE CATEGORY
05	UREA – Granular / Liquid / Nano Urea
06	Pesticide like Themet, Chloropyriphous both in Dust / Liquid Form
07	NPK Fertilizer Chemical

ANNEXURE – II

TECHNICAL BID FOR SUPPLY OF PLANTING MATERIALS TO MALKANGIRI FOREST DIVISION DURING THE YEAR 2026-2027

(Last Date :- 17.07.2026 – Time :- 5.00 PM)

01	Name of the Tenderer (Individual / Firm / Dealer / Suppliers / Trader / VSS)	
02	Name of the Owner / Lease / Sister Concern	
03	Name of the authorized representative	
04	Present address for communication	
05	Contact Mobile No. with Whatsapp	
06	E-Mail ID	
07	Adhar Card No. (A copy to be submitted)	
08	PAN Card No. (A copy to be submitted)	
09	GSTIN Regd No. (A copy to be submitted)	
10	Authorization from the Dealer / Company / Agent in case of individuals or firm (Not applicable to Co-operative Societies / VSS and SHG)	
11	Bank Draft / Banker's Cheque Details in support of Tender Fees of Rs. 1000/-	

DECLARATION

I declare that, the particulars furnished above are true to the best of my knowledge and I shall accept all the terms and conditions of this tender without any objections. I have also submitted all the required documents as asked for in the tender process.

Full Signature of the Tenderer

Place :-
Date :-

ANNEXURE-III

(FINANCIAL BID)
FOR SUPPLY OF PLANTING MATERIALS TO MALKANGIRI FOREST DIVISION DURING THE YEAR 2026-27

(Last Date: - 17.07.2026 Time :- 5.00 PM)

Sl.No	Name of the Planting Material	Technical Specification	Rate quoted by the Firm inclusive of all taxes and transportation to point (in Rs)
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
13			
14			
15			

Full Signature of the Tenderer

Place :-

Date :-

ANNEXURE – IV

UNDERTAKING

I ..... S/o / D/o / W/o.....
..... AT ..... PO
..... PS..... Dist ..... do hereby undertake that I have read all the terms and conditions of the Tender Paper and agrees to it and submitted the tender for supply of planting materials to Malkangiri Forest Division for the financial year 2026-27. Further, I undertake that, I do not have any criminal proceedings pending against me and I never defaulted in supply of planting materials / items of any other works in previous occasion.

I / We also note that, non-submission of this certificate will render my / our tender liable for rejection.

Place :

Date

Signature with seal of the
Proprietor / Vendor / Supplier