

**OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER,  
KANDHAMAL, PHULBANI**

Ph No.06842-253631  
e-Mail ID: [cdvo.plb@gmail.com](mailto:cdvo.plb@gmail.com)

Tender Notice No. 304...../ CDVO PLB Dt. 03.02.2023...../

**OPEN TENDER INVITATION FOR PROCUREMENT OF INPUTS FOR  
BACKYARD AZOLLA CULTIVATION AND CROP RESIDUE ENRICHMENT PROGRAMME.**

Tenders are invited in sealed cover in two bid system for the suppliers/firms or private individual towards purchase of the following input items on rate contract basis, by the Chief District Veterinary Officer, Kandhamal towards implementation of Backyard Azolla Cultivation (women farmers) & Enrichment Crop Residue Programme through Livestock farmers of Kandhamal District under State Sector Plan scheme 2022-23. The Chief District Veterinary Officer, Kandhamal intends to procure the following items through tender as below.

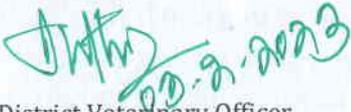
**PART-A BACKYARD AZOLLA CULTIVATION**

Sl. No.	Name of the Items	Quantity to be procurement
1	Silpaulin sheet size 9' X 9' Gauge-120, GSM UV protected.	600 Nos.
2	Single super phosphate (SSP)	600 kg
3	Neem based pesticide liquid 100ml	300 Nos. (100 ml each)
4	Plastic bucket 10 Ltr. Capacity	300 Nos.
5	Strainer (Plastic)	300 Nos.

**PART-B CROP RESIDUE ENRICHMENT PROGRAMME**

Sl. No.	Name of the Items	Unit of packing	Total Quantity to be Procured in Kg
1	Urea	10 kg.	3000 Kg
2	Common Salt	10 kg.	3000 Kg
3	Dicalcium phosphate	20 kg.	6000 Kg
4	Grounded Maize	15 kg.	4500 Kg
5	Jaggery /Molasses	15 kg.	4500 Kg

The Bidders have to submit Technical bids and financial Bids in Separate envelope. The Technical bid and financial bids packed in separate envelope duly mentioned and enclosed in a sealed envelope can be submitted to the undersigned through Register post/Speed post or can be dropped in sealed dropped box kept for the purpose at O/o- CDVO, Kandhamal, The tenders can be submitted from 11 A.M of 03.02.2023 to 22.02.2023 up to 11 A.M. The Technical bids of the tender will be opened on 22.02.2023 at 3.30 P.M by the District level Tender evaluation Committee in presence of bidder or his authorised representative at O/o- CDVO, Kandhamal. Tender paper can be downloaded from Collectorate, Kandhamal website [kandhamal.nic.in](http://kandhamal.nic.in). Other detail information about this tender is available on this website. The processing fee of **Rs.1000/-** in shape of bank draft should be enclosed with requisite documents in the Technical bid. The security money in shape of demand draft drawn from any schedule commercial bank in favour of "Chief District Veterinary Officer, Kandhamal" payable at SBI Main Branch, Phulbani which is non refundable. The bidder has to submit all the required tender documents mentioned in section VI. Non submission of any document and tender submitted in any inappropriate manner may be liable for rejection.

  
Chief District Veterinary Officer  
Kandhamal

**SECTION- I**  
**IMPORTANT EVENTS OF THE TENDER**

Sl. No.	Particulars of Important Events	Date	Time
1	Date and time of release of Bids	02.02.2023	03.00 P.M
2	Date of start of submission of tender papers	03.02.2023	11 A.M
3	End time of submission of tender documents	22.02.2023	11 A.M
4	Date and time of opening of Technical bid	22.02.2023	3.30 P.M

1. Sealed tenders will be received by **dt.03.02.2023 at 11 A.M to 22.02.2023 at 11 A.M** by the Authorised Officer at Office of the Chief District Veterinary Officer, Kandhamal through Courier/Speed post/Regd. Post only (not by hand) for the purchase and participation in the open tender for supply of input items as mentioned above. The bidder can also tender the bid documents by dropping in the Drop Box kept at Office of the Chief District Veterinary Officer, Kandhamal by dt.03.02.2023 at 11 A.M to 22.02.2023 at 11 A.M. Any tender received after the due date and time will be rejected/returned to the sender unopened.
2. The bidder(s) shall have to submit their tender in separate sealed envelopes i.e. one for Technical bid by super scribing cover "A" and financial bids by super scribing cover "B" (Separate sealed covers). The Technical bid and financial bids should be put in to a third cover which should be super scribed as **Tender for supply of inputs for Azolla cultivation and Crop residue enrichment programme**. On this cover the name and address of sender and receiver need to be clearly mentioned.
3. The sealed tenders "Cover A" (Technical bid) submitted by the bidders will be opened at the Office of the Chief District Veterinary Officer, Kandhamal by the Tender Evaluation Committee in Presence of bidders of their authorised representative. In situation of absence of participation of bidder/authorised representative during the process of opening of Technical bid cannot be stopped. The bidder will have no right to claim any sort of imposition to make the process null and void. But due to any unexpected untoward situation, if the process of opening of technical bid has to be stopped, the notice for next date of opening the technical bid will be displayed in the office notice board and also it will appear in the official website of Collectorate, Kandhamal. The Technical bids will be opened on dt.22.02.2023.
4. No tender documents shall be accepted after the expiry of scheduled date and time.
5. The details of items and specification which one can appreciate to submit bid are mentioned at **Annexure- IV**.
6. Rate should be quoted in Indian Currency (with paisa in to decimals only) both in words and figures against each item as payments will be made in Indian currencies only. The tenderer shall not quote the rate for any item other than the item specified in the list.
7. The GST shall be charged as per the guide lines given by the Finance Dept. Govt. of Odisha/India from time to time. TDS of 2% of GST will be made as per rule.
8. The interested bidder can download the entire tender document from the website **kandhamal.nic.in**.
9. All the sheets of technical bid along with bid document shall be serially numbered and should bear the dated signature with seal of the tender. Any deviation will liable for rejection of bid.
10. **Tender EMD/Security Deposit**  
The firms desirous to participate in the bid process shall have to submit EMD in shape of demand draft of **Rs.1000/- (one thousand only)** drawn at any Nationalised Bank in favour of Chief District Veterinary Officer, Kandhamal payable at SBI, Main Branch, Phulbani. The demand draft or Govt. money receipt of **Rs.1000/-** is to be attached with the technical bid documents.
  - (i) Sample of Azolla Materials i.e. Silpolin Sheet, Bucket & Strainers should be shown during Tender opening day & kept the above items by this office whose quotation approved.

## 11. ELIGIBILITY CRITERIA

- (i) Registered distributor/suppliers/firms or private individual under OST Act. Any of the above entitles if registered as medium and small enterprise under MSME Development Act, 2006 in Odisha can avail the benefits of MSMEs as applicable.
- (ii) In the case of the other State Registered suppliers/firms or private individual, they are required to supply the goods through billing by a Branch Office/Sale Depot having OST, RC in the State of Odisha as per the circular of Finance Department, Govt. of Odisha.
- (iii) Bidders need to have experience for one year in supplying of the above inputs to State govt./Central GOVT./State or Central Govt. PSUs. In support of experience the bidder has to submit experience certificate or copy of the bills of the product supplied along with documents submitted for technical bid.
- (iv) Annual turnover: - The bidder should have audited annual average turnover of Rs.60 Lakh per year for the last three years i.e. during 2019-20, 2020-21, 2021-22.
- (v) Shall have PAN Card and valid GST registration.
- (vi) Valid /up to date TAX (IT & GST) return certificate. GST should be cleared up to financial year 2021-22 (31<sup>st</sup> March 2022).
- (vii) Non-conviction certificate from the competent authority.
- (viii) Bidder who has been blacklisted either by the tender inviting authority or by any State Govt. or Central Govt. organization or PSU is not eligible to participate in the tender for the item. The Tender Inviting Authority's contractual right to inspect, test and if necessary reject the goods after the goods arrival at the final destination shall have no bearing of the fact that the goods have previously been inspected and cleared by Tender Inviting Authority's inspector during sample verification as mentioned above.

## 12. COVER- B (FINANCIAL BID)

- (i) The financial bid format giving the quoted rate for all inputs should be sent in a separate sealed covers here after called **Cover "B" (Financial Bids)**.
- (ii) The price of the item should be quoted inclusive of packing, forwarding, freight (Door delivery) and inclusive of GST if any (Should be mentioned clearly as basic price + GST). The rate should be quoted for each item both in figures and words. Only two decimal points (Paisa) will be taken into consideration ignoring the rest digits. In case of difference in words and figures, words will be taken into consideration for evaluation.
- (iii) The Tender should quote the price of each item of inputs. The quoted rates should be final and shall not be subject to any escalation during the validity of rate contract. The bidder should submit/furnish a certificate in the tender to the effect that the price quoted by them is not more than the open market price. However, in circumstances when the price decreases during the contract period, the approved supplier should ethically intimate the same to the purchasing authority and decrease the price accordingly.
- (iv) The Cover "B" of the bidder whose tender qualified technically in Cover "A" will only to be opened.

## 13. REJECTION OF THE TENDER

The tender paper (Whole/part) will be rejected, if any of the following documents are wanting/not found with the tender bid.

- (i) Non submission of relevant documents as mentioned in Section VI.
- (ii) Sealed price bid (Quoted rate) without signature and seal.
- (iii) Any pre-condition by the bidder contradicting to the tender terms and conditions or non-compliance to product specification.

#### 14. EVALUATION

- (i) Tenders will be evaluated as per the requirement of the bid and the financial bid (Cover- B) shall be opened only for those bidders who will qualify in the technical.
- (ii) The cost of the unit item including Taxes/GAT will be evaluated as (Base price + GST).
- (iii) If the approved lowest eligible supplier fails to supply items within the stipulated period of rate contract to meet the need the tender inviting authority reserves right to procure the same from the L2/L3 suppliers at L1 rate, if they agree to supply at L1 approved rate of negotiated rate.

#### 15. PERFORMANCE SECURITY

The bidder shall have to submit performance security @5% of the supply order value of approved items within 7 days of issue of letter of intent (LOI) in form of Demand Draft drawn in favour of Chief District Veterinary Officer, Kandhamal payable at Kandhamal Irrevocable Bank Guarantee from any Nationalised Bank in favour of the Chief District Veterinary Officer, Kandhamal in the format as given in Document No- D18 with validity for a period of 24 months from the date of execution of it.

#### 16. NOTIFICATION OF AWARD/LETTER OF INTENT (LOI)

- (i) Within the bid validity period, the Tender Inviting Authority will notify the list of successful bidder(s) in tender before issuing the Letter of Intent (LOI).
- (ii) The successful bidder(s), upon receipt of the LOI, shall deposit the prescribed performance security within 10 (Ten) days.

#### 17. DELIVERY

Supply shall be completed within 30 days from the date of issue of purchase order or as mentioned in the purchase order. Delivery shall be made at the stock store of CDVO, Kandhamal.

#### 18. PAYMENT

100% payment shall be made after submission of stock entry certificate(s) from the concerned authority and as per the availability of funds. Under no circumstances the supply should be interrupted as regards to payment.

#### 19. PENALTIES

If any product after use found to be "Not of Satisfactory Quality/Not as per parameter/Gives adverse reaction upon consumption" such item will be declared as "Not of Satisfactory Quality" on the basis of the concerned user institutions. The said product shall be freezed. The supplier has to replace fresh stock equal to the purchased quantity and take back the freezed stock at his own cost. In case the supplier fails to replace the stocks, the Performance Security shall be forfeited.

#### 20. MISCELLANEOUS CONDITIONS

- (i) The tender documents should be clearly written/type without any correction, interpolations and overwriting. Each page of the tender should be page numbered with the dated signature of the bidder. If any information or documents furnished by the bidder found to be misleading/incorrect at any stage, their tender will be rejected.
- (ii) The approved rate and supplier will be valid for one year from the date of approval. In case of any unavoidable situation, the tender inviting authority may extend the rate contract till finalization of new rate contract for greater interest of public at large.



Tender Inviting Authority

 Chief District Veterinary Officer  
Kandhamal

**SECTION VI**

**CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH THE TECHNICAL BID (COVER- A)**

<b>Sl. No.</b>	<b>Doc. No.</b>	<b>Name of the Document</b>	<b>Page No.</b>
1	D1	Duly filled tender application form in (Annexure- I) with authentic signature and seal of bidder of authorised person with check list.	
2	D2	BD towards Ernest Money Deposit (EMD)/Security Deposit for Category A.	
4	D4	Copy of PAN card and GST Registration Certificate.	
5	D5	Copy of IT Return for last three years.	
6	D6	Copy of Proof of Registration certificate of GST with cleared up to financial year 2021-22 (31 <sup>st</sup> March 2022).	
8	D8	Copies of the Annual Audited Statement/Annual Report for 2019-20, 2020-21 & 2021-22 (Provisional statement of account shall not be considered).	
9	D9	Annual turnover certificate at least for Rs. 10 Lakh per year from 2019-20, 2020-21 & 2021-22.	
11	D11	Copy of valid License/C&F agent (As the case may be) from the competent Authority.	
14	D14	Declaration from bidder for not being Derecognized, debarred or Black listed in the format in Annexure.....	
15	D15	List of items quoted in the format in Annexure- II.	
17	D17	Bid Security Declaration.	
18	D18	Bank Guarantee format for performance security.	
<b>DOCUMENTS TO BE SUBMITTED IN SEALED COVER "B" (FOR PRICE BID)</b>			
19	D19	Price BID for supply of each inputs (Annexure- III).	

**ANNEXURE- I: DOCUMENT NO. D1  
Tender Application Form**

Sl. No.	Details of the Bidder (In capital letters only)			
1	Name of the Bidder			
2	Bidder type (Please Tick)	Manufacturer/Distributor/Wholesaler/Individual Supplier		
3	Participated for Category:	Cover "A"	Cover "B"	Cover "C" (A+B)
	Separate price bid submitted	Yes/No	Yes/No	Yes/No
4	Address with Phone No. & Email ID			
5	Name of Contact Person & Designation			
6	Mobile No./Landline No.			
7	Email ID			

**DOCUMENTS SUBMITTED**

Sl. No.	Documents details	Submitted (Yes/No)	If Yes Page No.	Remarks if any
1	Tender processing Fees/EMD/Security Deposit details: Transaction No.: Date: Amount:			
2	List of items quoted Category- A (Annexure- II)			
3	Valid license from competent authority			
4	Annual Audited Statement for last three years			
5	Annual turnover statement			
6	Copy of PAN Card			
7	Copy of GST Registration Certificate			
8	Copy of latest IT Return & GST Payment Certificate			
9	Proof of supply			

**CERTIFICATE**

Certificate that the information furnished above are true and correct to the best of my knowledge and belief. In case any information given above is or are found to be incorrect at any time, I undertake the liability to be proceeded with any manner.

Certified that I shall not claim for any compensation for submission of Tender.

Date

Official Seal

Signature of the bidder/Authorized signatory

**DOCUMENT NO. D9**  
**PERFORMANCE STATEMENT**

(For the period of last one year)

(Please furnish order copies of the client serially, the names of which are mentioned below)

Name of Bidder:

Name of Manufacturer:

Name of the Item:

Sl. No.	Order placed by	Order No. & Date	Item Name	Specification & Quantity	Total value of product	Bill No. & Date of supply

(Attach copy of bills of supply)

Signature and Seal of Bidder

**DOCUMENT- D9**  
**ANNUAL TURNOVER STATEMENT**

The annual turnover of M/S \_\_\_\_\_ Address \_\_\_\_\_ who is a Wholesaler/Distributor/C&F Agent for the last three year are given below and certified that the statement is true and correct.

Sl. No.	Year	Turnover in Rupees (Rs.)	Annual Average Turnover (Rs.)
1	2019-20		
2	2020-21		
3	2021-22		

Place:

Signature of the Auditor with Date

**DOCUMENT NO- D14**  
**(RUPEES 20 NON JUDICIAL STAMP PAPER)**  
**DECLARATION FORM**

I/We \_\_\_\_\_ (Name & Designation)

Having my/our firm at \_\_\_\_\_

Do hereby declare that I/We have carefully read all the terms & conditions of tender of the Chief District Veterinary Officer, Kandhamal, Odisha for the supply of inputs for Azolla cultivation. I will abide with all the terms & conditions set for in the tender paper Reference No. \_\_\_\_\_.

I/We do hereby declare that, I/We have not been de-recognised/debarred/blacklisted by any State Govt./Union Territory/Govt. of India/Govt Organisation/Govt. Veterinary Institutions for supply of Not of Standard Quality (NSQ) items/Part supply/non supply.

That I am not a defaulter in supply of any item to Chief District Veterinary Officer, Kandhamal or any other indenting officers of the State of Odisha after being lowest responsive bidder in past three years.

I/We further declare that I/We possess valid License/Import License bearing No..... valid up to ..... I/We do hereby declare that I/We will supply the approved items as per the terms, conditions & specifications of the tender document. I/We further declare that my/our performance deposit will be forfeited if I/we fail to supply any item after getting order from the purchaser. I/we further declare that we will supply the ordered items only.

I/We agree that the Tender Inviting Authority can debar/blacklist me/us for a period of three years if any information furnished by us proved to be false at the time of inspection/verification and not complying with the Tender terms & conditions.

Signature of the Bidder

Date:

Name & Address of the Firm:

Affidavit before Executive Magistrate/Notary Public

**ANNEXURE- II: DOCUMENT NO. D15**  
**List of items for which bidder desires to participate**  
**(Inputs for Azolla Cultivation / Crop Residue Enrichment programme)**

Name & Address of the Firm.....

Sl. No.	Name of the item	Specification

Seal and Signature of Bidder

**DOCUMENT NO. D. 17**  
**(To be submitted with Technical Bid)**  
**BID SECURITY DECLARATION FORM**  
**(Rule 170 of General Financial Rule 2017)**

**Bid Ref. No.** \_\_\_\_\_ **Date.** \_\_\_\_\_

To

The Chief District Veterinary Officer, Kandhamal, Odisha

I/We the undersigned, declare that:

I/We accept that I/We may be suspended to submit bids for contract(s) with you for a period of one year from the date of bid opening if I am/we are in a breach of any obligation under the bid conditions, because I/We.

a) Have withdrawn/modified my/our bid during validity specified in the form of bid.

Or

b) Having been notified of the acceptance of our bid by the purchaser during the period of bid validity, I fail or refuse to execute the contract, or I fail or refuse to submit the performance security of the amount specified in the bid.

Signature of Bidder

Date:

Seal, Name & Address of the firm

**DOCUMENT NO. D-18**  
**Model Bank Guarantee Format for Performance Security**  
**[Ref. Para 22 (i)]**

To  
The Chief District Veterinary Officer, Kandhamal, Odisha

WHEREAS \_\_\_\_\_ (Name & address of the supplier) (here in after called "the supplier") has undertaken in pursuance of contact No. \_\_\_\_\_ Dated \_\_\_\_\_ to supply \_\_\_\_\_ (description of goods and services) (Here in after called "the contract"). And WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligation in accordance with the contract.

AND WHEREAS we have agreed to give the supplier such a bank guarantee, NOW THEREFORE we hereby affirm that we are guarantors and responsible to you on behalf of the supplier, up to a total of \_\_\_\_\_ (Amount of the guarantee in words and figures) and we undertake to pay you upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (Amount of guarantee) as aforesaid, without your needing to prove or to show ground or reasons for your demand or the sum specified therein. We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the term of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid until the .....day of .....20.....

We the.....Branch..... undertake not to revoke the guarantee during its currency except with the previous consent of the CHIEF DISTRICT VETERINARY OFFICER, KANDHAMAL in writing. We the .....Branch..... further agree that a mere demand by CHIEF DISTRICT VETERINARY OFFICER, KANDHAMAL, is sufficient for us..... Branch At..... to pay the amount covered by the Bank Guarantee without reference to the agency and protest by said agency cannot be a valid ground for us..... Branch to decline payment to CHIEF DISTRICT VETERINARY OFFICER, KANDHAMAL.

(Signature of the authorized officer of the Bank)

Name and designation of the officer  
Seal, Name & Address of the Bank and address of the  
Branch

**CORRIGENDUM**

**Annexure- IV**

**PART-A**

Sl. No.	Name of the Input	Specifications
1	Silpaulin sheet size 9'X9' -Gauge-120,GSM UV protected (2 nos.)	
2	Single super phosphate (SSP)	
3	Neem based pesticide liquid 100ml	
4	Plastic bucket 10 ltr. Capacity	
5	Strainer	

**PART-B**

Sl. No.	Name of the Items	Unit of packing	Total Quantity to be Procured in Quintal
1	Urea		
2	Common Salt		
3	Dicalcium phosphate		
4	Grounded Maize		
5	Jaggery /Molasses		

**ANNEXURE- III: DOCUMENT NO- D19**

**PRICE BID**

**(Supply of inputs for Azolla cultivation & Crop Residue Materials)**

Name & Address of the firm.....

Sl. No.	Sl. No. in the list	Name of the item	Unit pack size	Cost quoted per unit excluding GST in (Rs.)	GST (Rs.)	Total cost including GST (In Rs.)	Remark

Seal and Signature of Bidder