



**OFFICE OF THE DIVISIONAL FOREST OFFICER, PHULBANI FOREST DIVISION**  
Phone-06842-253617 Cell-9437065299  
e-mail: dfo\_phulbani@yahoo.co.in / dfo.phulbani@odisha.gov.in

No. 3065 /Dated. 10.07.2025

To

The District e-Governance Manager  
Kandhamal, Phulbani

Sub:-

Publication of short tender call notice for procurement of **Neem Coated urea** during the year 2025-26 in Phulbani Forest Division.

Sir,

Please find herewith the copy of advertisement for procurement of **Neem Coated urea** in Phulbani Forest Division during 2025-26 through sealed bid .

Encl:-

As above.

Yours faithfully,

  
Divisional Forest Officer  
Phulbani Forest Division

No. 3066 /Dated. 10.07.2025

Copy forwarded to the Collector & District Magistrate, Kandhamal for kind information .

  
Divisional Forest Officer  
Phulbani Forest Division

Memo No. 3067 /Dated. 10.07.2025

Copy forwarded to all Divisional Forest Officers (T&NT) Odisha for information and display in their Office Notice Board for wide publicity.

  
Divisional Forest Officer  
Phulbani Forest Division

Memo No. 3068 /Dated. 10.07.2025

Copy forwarded to all Range Officers, Phulbani Forest Division for information and display of the notice in their Range Notice Board for wide publicity.

  
Divisional Forest Officer  
Phulbani Forest Division

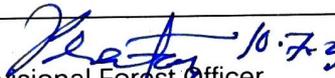
OFFICE OF THE DIVISIONAL FOREST OFFICER, PHULBANI FOREST DIVISION  
Phone-06842-253617(Off), Cell-9437065299, Email: dfo.phulbani@odisha.gov.in

Short Tender Notice

No.04/DFO/PLB/2024-25 , Dated

The Divisional Forest Officer, Phulbani Forest Division, Phulbani in the District of Kandhamal on behalf of Governor of Odisha invites Short Tender Notice for procurement of 03 MT Neem Coated Urea as mentioned below of approved quality for use in plantations of 2025-26.

1	Cost of Tender Paper	:	Rs.1180 /-( Rupees One thousand one hundred eighty)only Non refundable to be attached along with Tender paper in shape of Demand Draft drawn in favour of DFO,Phulbani Forest Division
2	Material required	:	03 MT Neem Coated Urea
3	Mode of download Tender Paper	:	Online from NIC ,Kandhamal website <a href="http://kandhamal.odisha.gov.in">http://kandhamal.odisha.gov.in</a>
4	Cost of EMD to attach with Tender paper	:	Rs.10,000/-in shape of Demand Draft purchased in favour of DFO,Phulbani Forest Division on any Nationalised Bank
5	Date of uploading Tender paper	:	10.7.2025
6	Last Date of submission of Tender paper	:	19.7.2025 ( 5 PM)
7	Mode of submission of Tender paper	:	Regd Post/Speed Post/Messenger
8	Date of Opening of Tender Paper	:	21.7.2025 (11 AM)
9	Other Details	:	As mentioned in DTCN
10	Online /website details	:	<a href="http://kandhamal.odisha.gov.in">http://kandhamal.odisha.gov.in</a>
11	Any Addendum /Corrigendum /Cancellation	:	Shall be mentioned in above websites
12	Authority to accept/reject any tender	:	Divisional Forest Officer, Phulbani Forest Division

  
Divisional Forest Officer  
Phulbani Forest Division

## TENDER DOCUMENT

In pursuance of the approved Action Plan of afforestation programme for the year 2025-26 in Phulbani Forest Division it is required to procure **03 MT Neem Coated urea** for use in plantation sites of different Forest Range of this Division under CAMPA & IGC schemes.

### Eligibility of person to submit tender :-

1. The invitation to participate in the Tender is open to all who manufactures and sells above materials of approved quality.
2. The Tender shall be submitted in off line mode in two parts namely Technical Bid & Financial Bid. **Separate Bid for different items shall be submitted.**
3. Interested person/agency shall download detail tender application from the NIC website(<http://kandhamal.odisha.gov.in>) and shall be submitted in sealed covers i.e. one for Technical Bid and other is Financial Bid clearly superscribed in the covers.
4. For participation in the tender, participation fee of Rs.1180/- in shape of Demand Draft purchased in favour of DFO,Phulbani Forest Division in any Nationalised bank which shall be attached in the Technical bid of the tender paper and participation fee is non-refundable.
5. Separate bid for different materials as mentioned above shall be submitted.
6. Besides participation fees, the Tenderer has to attach EMD of Rs.10000/- (Rupees Ten Thousands) only in shape of Demand Draft in favour of DFO,Phulbani , which shall be refunded to un-successful tenderers immediately after closure of tender.
7. The supplier must not have been banned or black listed by any Government organization.
8. There must not be any adverse action pending against the supplier on the quality of the product.
9. The supplier must have valid GST Registration, PAN and Tax clearance certificate up-to 31.3.2025.
10. The Self Help Group(SHG) are also eligible to participate in the tender. The SHG group has to deposit Rs.1180/- in shape of Demand draft in favour of DFO,Phulbani Forest Division to participate in the Tender.

### Terms & Conditions

1. The Tender shall be submitted in two sealed cover i.e. One Technical Bid and the other is Financial Bid. The item for which the Tender is submitted should be clearly superscribed on the Bid Seal Cover.
2. The successful tenderer shall also furnish a security deposit @1% of the total bid amount duly pledged in favour of the Division Forest Officer, Phulbani Forest Division in shape of Demand draft only drawn on any nationalized bank at Phulbani. This Security deposit shall be returned after complete delivery of the materials.
3. The tenderer or his authorized representative shall **produce sample of their material before the tender selection committee.**
4. The Technical bid/Financial Bid shall be opened on 21.7.2025. Financial Bid shall be opened after approval of Technical Bid.
5. **Selection of the material shall be based solely on quality of the produce submitted by the bidder in sample packet and evaluated by the Tender Selection Committee.**
6. The bidder shall submit an undertaking to the effect that if selected, the material supplied by the bidder shall be of same quality as produced before the Tender Selection committee as sample packet, failure in adhering to this condition, the supply order issued by the authority shall be cancelled and EMD shall be forfeited to State.
7. The material should strictly confirm to the specification of FCO 1985 as per sheet enclosed.
8. The cost of material furnished in the bid document shall be inclusive of transportation Charges and Taxes admissible if any.
9. All payments to the Tenderer shall be made after completion of delivery of approved quality of materias after adjusting the EMD and Security Deposit.
10. All documents and Original Tender paper should be signed by the Tenderer with date.
11. **The Decision of the Tender Selection Committee of Phulbani Forest Division shall be final & binding.**

Place  
Date

Signature of the Tenderer

**DOCUMENTS TO BE SUBMITTED ALONG WITH ORIGINAL TENDER PAPER**  
**( to be attached in chronological order as mentioned below)**

1. Demand Draft in Original purchased in favour of DFO ,Phulbani Division on any nationalized bank towards the cost of EMD of Rs.10000/- (Rupees Ten Thousands) only.
2. Cost of Tender paper Rs.1180/- ( including GST) in shape of DD purchased in favour of DFO ,Phulbani Division on any nationalized bank.
3. Copy of valid GST Registration Certificate.(self attested)
4. Copy of valid PAN Card.(self attested)
5. Copy of Income Tax/GST clearance certificate as on 31.03.2025.(self attested)
6. Certificate from Orissa University of Agriculture & Technology, Bhubaneswar /Any govt. agency affiliated to ICAR/Other competent laboratory of Govt. in proof of all parameters mentioned in the Original Tender Document( Technical Bid) of at least 2 samples of Organic materials not later than 1 month.
7. Copy of Work order of similar nature of work completed earlier, if any.

Certified that I have attached all required documents as mentioned above.

Place

Date

Signature of the Tenderer

**Application Form(TECHNICAL BID)**

(For Supply of **Neem Coated urea** to Phulbani Forest Division during the year 2025-26)  
(Last Date:-19.7.2025 .- Time:-5 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 SHT)	
11	Bank Draft/ Banker's Cheque Details in support of Tender Fees of Rs.1180/-	
12	Bank Draft/ Banker's Cheque Details in support of EMD of Rs.10000/-	

**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:-

**Application Form(FINANCIAL BID)**  
**(For Supply of Neem Coated urea to Phulbani Forest Division during the year 2025-26)**  
**(Last Date:19.7.2025 Time:-5 PM .)**

Name of Firm & detail Address-

Sl. No.	Name of the Planting Material	Company/ Brand Name	Technical Specification	Unit	Rate quoted by the Firm inclusive of all taxes and transportation to point (in Rs.)
1	2	3	4	5	6

**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:-

### SPECIFICATION OF NEEM COATED UREA

(i)	Moisture Percent by weight	Maximum 1.0
(ii)	Total Nitrogen Percent by weight	Minimum 46.0
(iii)	Biuret, Percent by weight	Maximum 1.5
(iv)	Benzene Soluble Content, Percent by weight	Minimum 0.035
	Particle size	Not less than 90 percent of the material shall pass through 2.8 mm IS Sieve & not less than 80 percent by weight shall be retained on 1mm IS sieve.

### **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:-

**SELF DECLARATION BY THE TENDERER**

1. Certified that I have read and understood the tender terms and conditions relevant to Tender Notice No. \_\_\_\_\_ dated \_\_\_\_\_ and I have submitted the Technical Bid and Financial Bid in accordance with the terms and conditions of above notification.
2. The information furnished in the Technical Bid and Financial Bid are true to the best of my Knowledge , If any information furnished is found not to be true at any point of time I shall be held solely responsible for any legal action framed against me.
3. My agency/Firm/Supply unit has not been black listed by any Govt. Agency/Undertaking / Authority to deal with the product for which this tender is processed.

Place

Signature of the Tenderer

Date