

OFFICE OF THE DIVISIONAL FOREST OFFICER, PHULBANI FOREST DIVISION  
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### Short Tender Notice

No.01 /DFO/PLB/2024-25 , Dated 03.7.2025

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 20 MT granular Vermicompost 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	:	20 MT granular Vermi compost
3	Mode of download Tender Paper	:	Online from NIC ,Kandhamal website <a href="http://www.kandhamal.nic.in">www.kandhamal.nic.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	:	04.7.2025
6	Last Date of submission of Tender paper	:	14.7.2025 ( 5 PM)
7	Mode of submission of Tender paper	:	Regd Post/Speed Post/Messenger
8	Date of Opening of Tender Paper	:	15.7.2025 (11 AM)
9	Other Details	:	As mentioned in DTCN
10	Online /website details	:	<a href="http://www.kandhamal.nic.in">www.kandhamal.nic.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

 03.7.25  
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 **20 MT granular vermi compost** for use in plantation sites of different Forest Range of this Division under CAMPA & IGC schemes.

### Eligibility of person to submit tender for vermicompost :-

1. The invitation to participate in the Tender is open to all who produces and sells pure granular vermicompost/ castings of approved quality with production unit within the State of Odisha.
2. Interested person/agency shall download detail tender application from the NIC website([www.kandhamal.nic.in](http://www.kandhamal.nic.in)) and shall be submitted in sealed covers i.e. one for Technical Bid and other is Financial Bid clearly mentioned in the covers.
3. 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.
4. 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.
5. The supplier must not have been banned or black listed by any Government organization.
6. There must not be any adverse action pending against the supplier on the quality of the product.
7. The supplier must have valid GST Registration, PAN and Tax clearance certificate up-to 31.3.2025.
8. The Self Help Group(SHG) producing vermi compost 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 15.7.2025. 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 cost of material furnished in the bid document shall be inclusive of transportation Charges and Taxes admissible if any.
8. All payments to the Tenderer shall be made after completion of delivery of approved quality of vermi compost after adjusting the EMD and Security Deposit.
9. All documents and Original Tender paper should be signed by the Tenderer with date.
10. **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 towards the cost of EMD of Rs.10000/- (Rupees Ten Thousands) only.
2. Copy of valid GST Registration Certificate. (self attested)
3. Copy of valid PAN Card. (self attested)
4. Copy of Income Tax/GST clearance certificate as on 31.03.2025. (self attested)
5. 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 vermi compost not later than 1 month.
6. 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

Signature of the Tenderer

Date

**Application Form(TECHNICAL BID)**  
(For Supply of Vermi Compost to Phulbani Forest Division-2025-26)

1. Name of the Tenderer  
(Individual/Agency/Firm/Dealer/Trader/SHG)
  
2. Detailed Address:
  
3. Phone No./ Mobile No.
4. E-mail id,if any:
5. Name and designation of Authorised person with mobile No:-
  
6. GST Registration Number
7. PAN No.
8. Whether Income Tax Return filed for last 3 years. If yes,  
Please attach the documents.
9. Whether the vermicompost is 100% pure worm castings( Yes/No)
10. Stock of vermicompost available with the tenderer( in MT)
11. Detailed Location of the vermicompost production unit-
12. The production period of the present stock of vermicompost:-
  
13. If, EMD of Rs.10,000/- deposited and attached in the  
Financial Bid, Please mention the Demand Draft No. & Date
  
14. Material used for preparation of Vermi compost
  
15. Sample produced before the Tender Selection Committed on dated-(Yes/No)

Place

Signature of the Tenderer

Date

**Application Form( FINANCIAL BID)**  
(For Supply of Vermi Compost to the Phulbani Forest Division-2025-26)

1. Name of the Person/Agency/Firm:-
2. Detailed Address:
3. Phone No./ Mobile No.
4. E-mail id,if any:-
5. Name of Authorised person with mobile No:-
6. Cost of 1 Kg of vermicompost (in Rs)-
- 7.Addition of taxes, if any, per Kg (in Rs)-
8. Addition of transportation charges,if any,per kg( in Rs)
- 9.Total cost of 1 kg of vermicompost inclusive of all taxes, transportation charges(in Rs)

Place

Signature of the Tenderer

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

Additional Terms & conditions

1. The Purchaser reserves the right to increase or decrease the quantity to be ordered upto 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up-to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

2. Delivery and unloading is to be done at Range Headquarters of Phulbani Forest Division

3. Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings should not be bankrupt. Bidder to upload undertaking to this effect with bid.

**Mandatory Additional Terms and conditions**

4. The bidder shall have production Centre/ factory within State of Odisha. GPS coordinates of the production Centre/ factory shall be provided in the bid for physical verification of the production Centre/ factory by the technical team of the Division. The team shall also verify the quality as the Specification for Vermi compost as per FCO, 1985 mentioned above.

5. The production Centre/ factory for L1, L2, L3 bidder shall be verified.

6. Order shall be placed to any of the L1, L2, L3 bidder after physical verification of the quality and the production Centre/ factory of the firm by the technical team.

7. The rates quoted should be inclusive of loading and unloading charges at the Range Headquarters of Phulbani Forest Division.

8. Testing report as specified in the Fertilizer Control Order from ICAR Institutions / OUAT or any NABL accredited Laboratory.

9. Copies of GST return (Jan-Mar, 2025), Income Tax return ((AY 2025-26) along with copies of PAN and GST registration shall be submitted along with the technical BID.

10. The purchase order will be placed phase wise and subject to the feedback from the Range Officers.

**Signature of the Tenderer**

**Place**

**Date**