



ସହକାରୀ ନିର୍ଦ୍ଦେଶକ ରେଶମଶିଳ୍ପ କାର୍ଯ୍ୟାଳୟ, କେନ୍ଦୁଝର

OFFICE OF THE ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR

At-Park Lane, Po/Dist.- Keonjhar-758001

E Mail - adskeonjhar@yahoo.com / ads-keonjhar@gov.in

TENDER CALL NOTICE

Bid Reference No. 1659 Dated- 13.09.25

Assistant Director of Sericulture, Keonjhar invites "Tender" in two bids i.e. Technical Bid and Financial bid in sealed cover along with requisite documents from interested and reputed suppliers/ Manufacturers/ SSI Units/ Semi. Govt units for supply of Neem Based Insecticides, Anti-Termite Biocontrol treatment, FYM/Compost for Asan/Arjun Plantation maintenance under MGNREGS For the year 2025-26 .

The bid documents can be downloaded from the website: <https://kendujhar.odisha.gov.in>. The bidder has to submit the cost of bid document fee (Non-Refundable) i.e., Rs 1000/- in shape of DD favouring of the Assistant Director of Sericulture, Keonjhar with the technical bid.

The last date of receipt of the sealed offers in the office at Assistant Director of Sericulture, Keonjhar is up to **5.00PM on dtd. 22.09.2025** by Speed Post /Registered Post/ Courier only. The **Technical Bids** will be opened at **11.00A.M on dtd.23.09.2025** and the **Financial Bids** will be opened at **3.00P.M on dtd.23.09.2025** in presence of the bidders or their authorized representatives. Without the authorization letter, the representative of bidder will not be allowed to attend the opening of the bid.

The bidders must submit documents as specified along with technical bid in conformity with the detail terms & conditions in Tender.

The authority reserves the right to accept or reject any or all the offers without assigning any reason thereof.

Complete address for submission of bids

The Assistant Director of Sericulture, Keonjhar, O/o-Assistant Director of Sericulture, Keonjhar, At-Park Lane, Po/Dist. Keonjhar-758001 (Near New Court)


**Asst. Director of Sericulture,
Keonjhar**

Memo No 1655 /Date 13.09.25

Copy submitted to the District e-Governance Manager, Collectorate, Keonjhar for kind information with a request to upload the same on the web portal of the district for wide publication.

Null
13/9/25

Assistant Director of Sericulture,
Keonjhar

Memo No 1656 /Date 13.09.25

Copy submitted to the Deputy Director Sericulture, Keonjhar for favour of kind information.

Null
13/9/25

Assistant Director of Sericulture,
Keonjhar

Memo No. 1657 /Date 13.09.25

Copy submitted to the Director of Textiles & Handloom, Odisha, Bhubaneswar for kind information.

Null
13/9/25

Assistant Director of Sericulture,
Keonjhar

Memo No 1658 /Date 13.09.25

Copy to Notice Board for wide Publication.

Null
13/9/25

Assistant Director of Sericulture,
Keonjhar

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SECTION-I

Instruction to Bidders

A. General Information:

The Asst. Director of Sericulture, Keonjhar requires Neem Based Insecticides, Anti-Termite Biocontrol treatment , FYM /Compost for Asan/Arjun Plantation maintenance under MGNREGA for the year 2025-26.

B. Eligibility Criteria

Sl. No.	Eligibility criteria	Supporting documents to be Furnished along with the Technical Bid
	State government PSU/Semi Government Cooperative Organisations/Corporation bodies	Registration Certificate Copy
2.	The bidder must have previous experience for supplying Organic Manure to Central/ State Government/Autonomous bodies.	Copies of the work order from the previous authorities.
3	Must have average annual financial turn over more than Rs.50,00,000.00 during the last three financial year 2022-23 to 2024-25.	Copy of Income Tax Return Acknowledgement certificate, last Financial years i.e. 2024-25.
4	The Bidder should not have been blacklisted by any Central/State Government, or any other public sector undertaking.	An undertaking to this effect to be furnished as per the prescribed format (Form-T2) in Rs. 10 Non-Judicial Stamp Paper duly attested by The Public Notary.
5	Must not have any pending judicial proceedings for any criminal offence against the Organisation . proprietor/Director/Persons to be deployed by the Service Provider.	An undertaking to this effect to be furnished by the bidder as per the prescribed format (Form-T3) in 10 Rs. Non-Judicial Stamp Paper duly attested by The Public Notary.
6	Must have GST no of the Firm	Last GST clearance certificate must be submitted for June Quarter of FY 2025-26.
7	Other Statutory Documents	Copies of: <ul style="list-style-type: none"> • PAN card of the Organisation. • GST Certificate of Organisation .
8	Enclose quality certificate from Govt. Laboratory of their product.	Copy of the Certificate.

C. Submission of Bid:

The proposal complete in all respect as specified must be accompanied with a non-refundable amount of **Rs. 1000/-** towards Bid Processing Fee and EMD of **Rs. 19,950/-** (2% of the estimated cost) in form of Demand Draft in favor of **the Asst. Director of Sericulture, Keonjhar** drawn in any scheduled commercial bank and payable at Keonjhar. The bid should be sent through Speed Post/Registered Post/Courier/by hand on or before **22.09.2025 by 5.00 PM** .

The authority will not be responsible for any postal delay. Bids without bid processing fee and EMD shall be rejected. Bids submitted after due date will be summarily rejected. EMD of unsuccessful bidders will be returned without interest after the award of Contract.

The bid has been invited under two bid systems i.e. Technical Bid and Financial Bid. The bidders are advised to submit two separate envelopes super scribing "**Technical Bid**" and "**Financial Bid**". Both sealed envelopes must be kept in a third sealed envelope super-scribing "**TENDER FOR ORGANIC MANURE**".

D. List of Documents for submission:

Bidders are required to furnish the following documents along with the Technical Bid:

- a) Covering letter on the bidder's letter head.
- b) Demand Draft in support of Bid processing fee as applicable.
- c) Demand Draft in support of EMD as applicable.
- d) Copy of Certificate of Incorporation of the Firm /agency
- e) Copy of GST certificate and GST last return certificate bearing UDIN no.
- f) Copy of PAN card
- g) Copies of IT returns for 2024-25.
- h) Copies of the Annual Turnover statements for the last 3 years.
- i) Copies of work orders from the previous organizations for supply of organic manure.
- j) Undertaking regarding non-blacklisting (On stamp paper)
- k) Undertaking regarding non-pending of any judicial proceedings (On stamp paper)
- l) Enclose quality Certificate from Govt.Laboratory of their product.

Any deviation from the prescribed procedures /require information/formats/conditions shall result in out-right of the bid. Any conditional bid shall be out rightly rejected.

All entries along with the pages in the bid document should be legible, filled in clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.

The Technical Bid will be opened on dated. **23.09.2025 at 11.00 A.M.** in presence of the authorized representative of the bidder who wish to be present on the spot at that time. Financial bid of the Technically qualified bidders shall be opened on dated. **23.09.2025 at 3.00 PM** in presence of the authorized representatives.

The EMD shall be forfeited if the successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the bid.

To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

The bidder having the lowest evaluated financial bid and with quality product(L-1) would be considered for award of the contract subject to fulfillment of the terms and conditions of the bid documents. In case the lowest bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the second lowest (L-2) bidder for award of contract at L-1 price. The quality of the product along with price will be taken in to consideration. However, the decision of the Committee and authority shall be final during the overall selection process.

The authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.

SECTION-II

Schedule of Requirement

The Assistant Director of Sericulture, Keonjhar requires following Organic Manure like Neem Based Insecticides, Anti termite Biocontrol, Compost/FYM for Asan/Arjun Plantation under MGNREGA for the year 2025-26.

The supply must be made as per the quantity and specification mentioned below and should be completed within 30 days from the receipt of order failing which the order will be treated as cancelled. The bills may be raised in favor of the concerned Secretary, TRCS of Keonjhar district with original challans and way bill in support of the delivery of materials. (details intimate in due course of time)

REQUIREMENT OF ORGANIC MANURE

Sl. No.	ITEMS
1	Neem Based Insecticides
2	Anti termite Biocontrol
3	Compost/FYM

TECHNICAL BID EVALUATION

Technical evaluation of the bid will be done to determine whether the bids complied with the prescribed eligibility condition and the requisite documents/information have been properly furnished by the bidder or not. Bids qualified the technical evaluation stage, will be considered for opening of the financial bids. The financial bids shall be opened in the presence of the tender committee and bidders representatives who choose to attend. **Quality and Least cost selection** Method will be followed during the tender process to determine the selected bidder. The tender inviting authority will award the deal to the bidder whose bid has been determined as the lowest and best quality/brand product.

SECTION-III

GENERAL TERMS AND CONDITIONS

1. The bidder will keep their quoted price list in the sealed envelope marked with 'Financial Bid' and 'Technical paper in separate sealed envelope marked with 'Technical Bid'
2. Any deviation from the prescribed procedures/ required information/formats/conditions shall result in out-right rejection of the Tender.
3. The bidder or his authorized representative shall produce a sealed sample packet of their materials before the Selection Committee.
4. All documents should be legible, filled in clearly and signed by the authorized representative.
5. The Earnest Money Deposit of the unsuccessful bidder will be returned after finalizing the lowest bidder, as prompt as possible without any interest and sent to them by post.
6. The Earnest Money Deposit of the successful bidder will be returned through post after completion of supply and PDI without any interest.
7. After opening and verification of technical bid, qualified bidders will be selected for Financial Bid.
8. The bidder should quote the rate of all items inclusive GST and transportation charges.
9. The Supplier should deliver the items at the destination at his own cost in good condition & within the stipulated period.
10. The bidder is required to quote rate for all items. The bidder who has not quoted the price of all items, will be rejected. There will be no bidding for single or some items.
11. Any deviation in quality, quantity and due time will not be accepted and supply order may cancel.
12. The payment will be processed after submission of way bills, Chalan, Bills.
13. The payments will be made after Post Delivery Inspection by the designated committee.
14. The authority reserves the right to reject any or all tenders and terminate the tender process without assigning any reason thereof.
15. All disputes shall be under the jurisdiction of the court at Keonjhar.

Declaration

I Shri Son/Daughter/Wife of Shri _____
Proprietor/Director/Authorized signatory of _____
(Name of the Bidder) competent to sign this declaration and execute this tender.

I have carefully read and understood all the terms and conditions of the tender and undertake to a bid by them

The information and documents furnished along with the tender are true and authentic to the best of my knowledge of any false information/ fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorized Representative with seal)

Place.....

Date.....

SECTION-IV

TECHNICAL BID

COVERING LETTER

(BIDDER LETTER HEAD)

{Location, Date}

To

The Assistant Director of Sericulture, Keonjhar
At-Park Lane, Po/Dist.- Keonjhar-758001

Sub:- Tender for Neem Based Insecticides, Anti termite biocontrol, Compost/FYM-regd.

Dear Madam/Sir,

I, the under signed to participate in the tender process to supply Tender for Neem Based Insecticides, Anti termite biocontrol, Compost/FYMin accordance with your Tender Notice No -----Dated-----We are here by submitting our proposal ,which includes Technical Bid and Financial Bid sealed in separate envelopes.

I hereby declare that all the information and statement provide in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 90 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally under take to accept all the terms and conditions as stipulated in the document, in case any provision of this tender is found violated, then your office shall have the rights to reject our proposal including for feature of the earnest money deposit absolutely.

Yours faithfully

Authorized signatory
With Date and Seal

Name and Designation: _____

Address of the Bidder: _____

(FORM-T1)

1	Name of the Bidder	
2	Details of Bid processing Fee and Earnest Money Deposit (Demand Draft Details)	DD No.
		Date-
		Amount (Rs)
		Drawn on Bank
3	Name of the Director/Proprietor	
4	Full Address of Registered Office	Postal Address
		Mobile No:
		FAX No.
		e-Mail Address:
5	Name & Telephone number of the Authorized person signing the bid	Name & Designation
		Mollie No.
6	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code:
7	PAN No. (Attach self-attested copy)	
8	GST registration no. (Attach self-attested copy)	
9	Acceptance to all the terms & conditions of the tender (Yes/No)	
10	Power of Attorney/authorization letter for signing of the bid documents.	
11	Submit an undertaking that no criminal case is pending with the police at the time of submission of bid.	
12	Kindly mention the total number of pages in the tender documents.	

Financial turnover of the bidder for the last financial years (*)

Financial year	Turnover Amount (In INR)	Average Turn over (In INR)
FY 2024-25		

*From the date of issue of tender.

FORM-T2

UNDERTAKING

✘ [On the stamp paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting]

I, hereby under taking that, our organization has not been blacklisted/ debarred by any of the central/ state Government Department/ Office or by any public sector undertaking (PSUs) and blacklisted by any authority during the recent past.

Yours faithfully

Authorized Signature
[In full and initials]

Name & Designation of the Signatory:

Name of the Bidder and Address:

FORM-T3

UNDERTAKING

[On the Bidder's letter head regarding not have any pending judicial proceeding or any criminal offences]

I, hereby undertake that there is no criminal case pending in any court of law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/We further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours faithfully

Authorized Signature
[In full and initials]

Name of the Designation of the Signatory: _____

Name of the Bidder and Address: _____

SECTION-V

FINANCIAL BID

(Keep this sheet in separate sealed envelope)

COVERING LETTER

(BIDDER LETTER HEAD)

{Location, Date}

To

The Assistant Director of Sericulture,Keonjhar
At-Park Lane, Po/Dist.- Keonjhar-758001

Sub:- Tender for Neem Based Insecticides,Anti termite biocontrol,Compost/FYM-regd.

Dear Madam/Sir,

I, the under signed to participate in the tender process to supply NeemBased Insecticides,Anti termite biocontrol, Compost/FYM in accordance with your Tender Notice No _____/Dated ____ We are here submitting our rate for different items in separate sealed envelopes.

Yours faithfully

Authorized signatory
With Date and Seal

Name and Designation: _____

Address of the Bidder: _____

RATE FOR ORGANIC MANURE

Sl. No.	ITEMS	Unit (in Kg/Liter)	Price Quoted per unit (in Rs.)	Remarks
1	Neem Based Insecticides			
2	Anti termite Biocontrol			
3	Compost/FYM			

Authorized signatory
With Date and Seal

SECTION-VI

BID SUBMISSION CHECKLIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering letter in Bidder letter Head		
2	Bid processing Fee		
3	EMD		
4	Copy of incorporation/Registration Certificate of the Bidder		
5	Copy of PAN		
6	Copy of GSTIN		
7	Copies of income Tax clearance Certificate for the last three Assessment years		
8	TECHNICAL BID duly filled in (Covering letter, FORM-11,12 and T3)		
9	Financial details of the bidder along with all the supportive Documents such as copies of Income/Expenditure statement and Balance Sheet for the 3 years		
10	Power of Authority in favour of the person signing the bid On behalf of the bidder.		
11	List of completed/on-going assignments of similar nature Along with the copies of work orders for the respective assignments from the authorities.		
12	Undertaking for not have been black-listed by any Central/ State Govt./any Autonomous bodies during their cent past (FORM-T2)		
13	Undertaking for not having any police case pending against The bidder (FORM-T3)		
FINANCIAL BID (ORIGINAL)			
1	Covering letter in Bidder letter Head		
2	Duly Filled in Items Rate Format		

It is to be ensured that;

- All information has been submitted as per the prescribed format only.
- Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with index page.
- All pages of the proposal need to be sealed and signed by the authorized representative.

Authorized Signatory [in full and initials]

Name and Designation with Date and Seal.....