



ସହକାରୀ ନିର୍ଦ୍ଦେଶକ ରେଶମଶିଳ୍ପ କାର୍ଯ୍ୟାଳୟ ,କେନ୍ଦୁଝର

OFFICE OF THE ASSISTANT DIRECTOR SERICULTURE: KEONJHAR

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

E-Mail:-[ads-keonjhar@gov.in](mailto:ads-keonjhar@gov.in)/[adskeonjhar2025@gmail.com](mailto:adskeonjhar2025@gmail.com)

## TENDER CALL NOTICE

Bid Reference No. 1242 Dated. 24.05.2026

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 "UTILITY ITEMS (Gum Boot, Torch Light, Umbrella, Secateur) FOR TASAR SECTOR in Keonjhar Zone" .

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 **5.00 PM on dtd. 22.06.2026** by Speed Post /Registered Post/ Courier only. The **Technical Bids** will be opened at **11.00 AM on dtd.23.06.2026** and the **Financial Bids** will be opened at **3.00 PM on the same day** 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

P.T.O

Memo No 1243 /Date 29.05.2026

Copy submitted to the District e-Governance Manager, Collectorate, Keonjhar for kind information & request to upload the Tender Call Notice in the official website for wide publication.

*Mull*  
*29/5/26*  
Asst. Director of Sericulture,  
Keonjhar

Memo No 1244 /Date 29.05.2026

Copy submitted to all the Committee members for favour of kind information.

*Mull*  
*29/5/26*  
Asst. Director of Sericulture,  
Keonjhar

Memo No 1245 /Date 29.05.2026

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

*Mull*  
*29/5/26*  
Asst. Director of Sericulture,  
Keonjhar

Memo No 1246 /Date 29.05.2026

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

*Mull*  
*29/5/26*  
Asst. Director of Sericulture,  
Keonjhar

Memo No 1247 /Date 29.05.2026

Copy to Notice Board for wide Publication.

*Mull*  
*29/5/26*  
Asst. Director of Sericulture,  
Keonjhar

## **BIDDING DOCUMENT**

### **“SUPPLY OF UTILITY ITEMS FOR TASAR SECTOR”**

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# **SECTION-I**

## **Instruction to Bidders**

### **A. General Information:**

1. Sericulture zone under **Asst. Director of Sericulture, Keonjhar** requires Utility items for Tasar Sector.
2. Some of the items intended to be purchased are exclusively meant for Sericulture. So, the bidders should have bear some knowledge on Sericulture or related activities.

### **B. Eligibility Criteria**

<b>Sl. No.</b>	<b>Eligibility criteria</b>	<b>Supporting documents to be Furnished along with the Technical Bid</b>
1.	The bidder should be registered under appropriate authority, such as <ul style="list-style-type: none"><li>• Registered under Companies Act 2013</li><li>• Registered under the Indian Partnership Act.1932</li><li>• Registered under the Indian Trusts Act 1882</li><li>• Registered under Societies Registration Act 1860</li><li>• Registered under the Limited Liability Partnership Act 2008</li></ul>	Certificate of Incorporation /Registration
2.	The bidder must have previous experience for supplying sericulture or similarly products to Central/ State Government/ Autonomous bodies.	Copies of the work order from the previous authorities.
4	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 3 Financial years i.e. ,2022-23,2023-24, 2024-25.
5	The Bidder should not have been blacklisted by any Central/State Government, or any other public sector undertaking or a corporation as on bidder the date of this RFP.	An undertaking to this effect to be furnished as per the prescribed format (Form-T2) in 10 Rs. Non-Judicial Stamp Paper duly attested by The Public Notary.
7	Must not have any pending judicial proceedings for any criminal offence against the 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.

8	Must have GST no of the Firm	Last GST clearance certificate must be submitted for fourth Quarter of FY 2024-25, so as to qualify for financial stage. (GST R1 AND GST R3B) Bearing UDIN Number.
9	Other Statutory Documents	Copies of: <ul style="list-style-type: none"> <li>• PAN card of the proprietor</li> <li>• GST Certificate of firm</li> </ul>

### 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.51,000/-** ( 2% of the estimated cost) in form of Demand Draft in favour 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 so as to reach the authority by **5.00 PM on 22.06.2026.**

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 “**Bid Document for UTILITY ITEMS FOR TASAR SECTOR.**”

### D. List of Documents for submission:

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

- a) Covering letter along with power of attorney 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 return for last three assessment years.
- h) Copies of the Annual Turnover statements for the last 3 years.
- i) Copies of work orders from the previous organizations for supply of sericulture or related items during last 3years.
- j) Undertaking regarding non-blacklisting (On stamp paper)
- k) Undertaking regarding non-pending of any judicial proceedings (On stamp paper)

Any deviation from the prescribed procedures /required 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. **23.06.2026 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 **the same date at 3.00 PM** in presence of the authorized representatives. **All the bidder should produce a sample of their quoted items before the Selection Committee at the time of opening.**

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:**

Asst. Director of Sericulture, Keonjhar requires following materials for its supply to different Primary Tasar Cooperative Societies of the district.

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 Asst. Director of Sericulture, Keonjhar with original challans and way bill in support of the delivery of materials.

#### **List of Utility Items for Tasar Sector**

<b>Sl. No</b>	<b>Particulars</b>	<b>Quantity required (in Nos.)</b>	<b>Specification</b>
1	Gum Boot	1700	Size of shoe 6 to 10, Colour- Black, the Sole & heel shall be of anti-slip, leak proof shoe, ISI certified
2	Secateur	1700	Blade material - Stainless Steel, Blade Size-225 mm Blade handle - Stainless Steel ,soft PVC grip/non slip plastic grip with Safety lock,
3	Umbrella	1700	Big Size
4	Torch light	1700	Rechargeable LED touch, ISI certified

#### **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

#### Terms & 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. All documents should be legible, filled in clearly and signed by the authorized representative.
4. After opening and verification of technical bid, qualified bidders will be selected for Financial Bid.
5. **The bidder should produce a sample of all their quoted items before the Selection Committee.**
6. The bidder should quote the rate of all items inclusive GST and transportation charges.
7. The Supplier should deliver the items at the destination at his own cost in good condition.
8. 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.
9. The Suppliers should supply the item within the stipulated period of order given and mention quantity as mentioned in the order. The place of delivery shall be intimated at the time of work order.
10. Any deviation in quality, quantity and due time will not be accepted.
11. The payment will be processed after submission of way bills, Challan, Bills.
12. The payments will be made after Post Delivery Inspection by the designated committee.
13. 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.
14. The Earnest Money Deposit of the successful bidder will be returned through post after completion of supply and PDI without any interest.
15. 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.
16. The authority reserves the right to reject any or all tenders and terminate the tender process without assigning any reason thereof.
17. 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

[Name and Designation of  
Tender Inviting Authority]  
[Office Address and location]

Sub:- Tender of Utility Items for Tasar Sector.

Dear Sir/Madam,

I, the under signed to participate in the tender process to supply of **UTILITY ITEMS FOR TASAR SECTOR** in 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	Please 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 3 financial years .

Financial year	Turnover Amount (In INR)	Average Turn over (In INR)
FY 2022-23		
FY 2023-24		
FY 2024-25		

**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 black listed by any authority during the recent past.

Yours faithfully

Authorized Signature [In full and initials]

Name of the Signatory: \_\_\_\_\_

Name of the Bidder and Address: \_\_\_\_\_

**FORM-T3**  
**UNDERTAKING**

[On the Bidder's letter lead 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 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

[Name and Designation of  
Tender Inviting Authority]  
[Office Address and location]

Sub: - Tender of Utility Items for Tasar Sector.

Dear Sir/Madam,

I, the under signed to participate in the tender process to supply **UTILITY ITEMS FOR TASAR SECTOR**. In accordance with your Tender Notice No \_\_\_\_\_ Dated \_\_\_\_\_

We are here by 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: \_\_\_\_\_

<b>Sl No.</b>	<b>Particulars</b>	<b>Specification</b>	<b>Rate per Unit (in Rs.)</b>	<b>Brand/ Company</b>
1	Gum Boot	Size of shoe 6 to 10, Colour- Black, the Sole & heel shall be of anti-slip, leak proof shoe, ISI certified		
2	Secateur	Blade material - Stainless Steel Blade Size-225 mm Blade handle - Stainless Steel , soft PVC grip/non slip plastic grip with Safety lock,		
3	Umbrella	Big Size		
4	Torch light	Rechargeable LED touch, ISI certified		

Authorized signatory  
With Date and Seal

**SECTION-VI**  
**BID SUBMISSION CHECKLIST**

Sl. No.	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL BID (ORIGINAL)</b>			
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		
10	TECHNICAL BID duly filled in (Covering letter, FORM-T1,T2 and T3)		
11	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		
12	Power of Authority in favour of the person signing the bid On behalf of the bidder.		
13	List of completed/on-going assignments of similar nature Along with the copies of work orders for the respective assignments from the authorities.		
14	Undertaking for not have been black-listed by any Central/ State Govt./any Autonomous bodies during their cent past (FORM-T2)		
15	Undertaking for not having any police case pending against The bidder(FORM-T3)		
<b>FINANCIAL BID (ORIGINAL)</b>			
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.....