

Tender Document for Supply of Orchid Pots



**Regional Plant Resource Centre
Nayapalli, Bhubaneswar-751015
Government of Odisha,
Forest and Environment Department**

**CHIEF EXECUTIVE
REGIONAL PLANT RESOURCE CENTRE
BHUBANESWAR**



REGIONAL PLANT RESOURCE CENTRE

Nayapalli, Bhubaneswar-751015, Orissa

Forest & Environment Department

Government of Orissa

No. 1680 /RPRC

Date: 3.9.2021

Tender Call Notice for Supply of Orchid Pots

Sealed tenders are invited from reputed manufacturers (Principal)/Authorized Agents/ Distributors/Dealers engaged in supply of Orchid Pots having valid GST registration for supply of the listed materials. The technical specifications, other terms and conditions and formats are available in the website www.rprcbbsr.in, which can be downloaded for use. Interested parties may submit their tender through only Speed Post/ Registered Post/Courier service, which should reach the undersigned on or before **Dt. 20.09.21(5.30 PM)** positively. The sealed quotation should be superscribed with “**Tender for Supply of Orchid Pots** ”. Incomplete tenders and tender documents received after the due date and time will not be considered. The undersigned reserves the right to reject any or all the tenders without assigning any reasons thereof. Addendum/ Corrigendum/ Cancellation if any required will be published in RPRC website only.

Sd/-

Administrative Officer

Terms and Conditions for Supply of Orchid Pots

1. Sale of Tender paper:

The tender papers, containing the detailed specifications of the materials, list of documents to be submitted etc. will be available at Regional Plant Resource Centre, Bhubaneswar from **Dt. 04.09.21** (during working days and office hours only), on payment of a non-refundable tender fee (**Details of which to be submitted for each item separately as enclosed at Annexure-I**) in cash or in shape of pay order/demand draft drawn in favour of **Chief Executive, Regional Plant Resource Centre (RPRC), payable at Bhubaneswar**. The same can also be downloaded from our website www.rprcbbsr.in and in such a case, the cost of tender paper is to be enclosed in shape of D.D./Bankers Cheque drawn in favour of **Chief Executive, RPRC, payable at Bhubaneswar** along with the tender. In case of any bid amendment and clarification, responsibility lies with the tenderers to collect the same from the notice board/ website of RPRC before last date of submitting the tender document. Non-payment of cost of tender paper will amount to rejection of the tender.

2. The last date:

The last date of receipt of tender documents in this office only by Speed Post/ Registered Post/ Courier Service is **Dt. 20.09.21 (up to 5.30 PM)**. The Technical bids will be opened by the Tender Committee of RPRC on **Dt. 21.09.21 (at 11.00 AM)** in presence of the authorised representatives of the tenderers who wish to be present at that time. The date of opening of the financial bids of technically qualified tenderers shall be communicated to them in due course of time.

3. Bid system:

a) The tender should be submitted in **two bid system** i.e., **“Technical Bid” and “Financial Bid”**. The technical bid contains documents as per the tender terms along with cost of tender paper in appropriate shape. The technical documents need to be submitted matching all the specification of the make and models along with original brochure of the model. In addition, the documents regarding the eligibility criteria of the participating firm mentioned below. The technical bids containing information on price, directly or indirectly, will be liable for rejection. The technical bid and financial bid required to be submitted in two separate envelopes clearly mentioning on top of the envelope **“Technical Bid” and “Financial Bid”** respectively and both of these should be placed in a big envelope marked with **“Tender for**

Supply of Orchid Pots ”,

- b) Name and Specification of the materials are given in Annexure-II.
- c) General description of the quoted materials should be as per Annexure-III.
- d) Financial bid contains only the price bid as per Annexure-IV. Total Quoted Price (INR) should be based on F.O.R. delivery up to RPRC, Bhubaneswar. Price should be ‘Single Consolidated’. Plus, break up prices against all taxes, freight, packing, transit insurance, forwarding, custom clearance, transportation, installation & training etc. should be clearly mentioned separately indicating percentage and amount in price quotation.
- e) Quoted Price (INR) for Optional Items should have ‘individual rate’.
- f) The clearing & forwarding etc. of the materials will be done by the tenderer only. RPRC will provide necessary documents, if required.
- g) The rates quoted by the tenderer shall be valid for a period of 90days from the date of submission of tender.

4. Eligibility Criteria

- a) Submission of price (INR) as per prescribed format (**Annexure IV**).
- b) Copy of Valid GST registration certificate.
- c) Tender paper cost (Original money receipt of tender paper). Tender paper cost needs to be submitted separately for each material.
- d) Alternative price for any item will not be allowed, for which tender would be rejected.
- e) Copy of PAN to be submitted.
- f) Undertaking that the tenderer has not been blacklisted by any Govt. Organization/Institution.
- g) Undertaking that the quoted item qualifies the required technical specification.
- j) The tenderer (in case of authorized agent/distributor/dealer of reputed manufacturer) should have sufficient credential in supplying of related materials at least last 5 years of their establishment in India (evidenced with relevant documents) i.e. work order & completion certificate .

5. Validity of Tender:

- a) The tender shall remain valid for a period of 90 days after the last date as specified in the tender.

b) Notwithstanding the above, the purchaser reserves the right to accept or reject any bid and to cancel the bidding process and rejects all bids at any time prior to the issue of Purchase order. Mere qualification of the technical specifications asked in the bid may not be accepted by the committee. It is totally depending on the realization of the approving authority of the centre.

6. Issue of Purchase Order:

a) The purchase order will be placed on the qualified tenderer whose bid will be selected by the purchaser prior to expiry of the bid validity period. The terms of the accepted offer shall be incorporated in the purchase order.

b) The delivery should be completed within 20 days from the date of receipt of the confirmed purchase order as per the quality and specification of the equipment other wise the order stands automatically cancelled.

c) The packaging should be done in such a way that the quality of the material is not damaged and RPRC will not held responsible for receiving the damaged materials.

d) At the time of inspection if any item is found not as per the order, the tenderer will replace the same immediately otherwise payment will not be released for defective items.

e) Irrevocable Letter of Credit (LC) for 100% cost of the equipment shall be opened in the supplier's Bank for imported equipment and 70% of the cost of the equipment shall be released on receipt of despatch documents through Bank; balance, 30% shall be paid on successful installation and demonstration of the equipment in RPRC Lab for three months.

f) In case 100% payment is requested by a foreign Principal against despatch of goods, its Indian agent has to submit a Bank Guarantee equivalent to 10% of the invoice cost.

g) Any effort by a tenderer to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the tenderer's offer.

h) If the selected tenderer fails to execute the order the same will be debarred to participate in future tendering process and action would be taken to blacklist the tenderer.

i) Any legal dispute arising out of this is subject to Bhubaneswar jurisdiction only.

Sd/-

**Chief Executive
Regional Plant Resource Centre
Bhubaneswar**

Annexure-I

REQUIRED PAPER COST FOR DIFFERETN MATERIALS

Sl. No.	Scientific Equipments	Tender Paper Cost in Rs.
1.	Orchid Pots Large	400/-
2.	Dendrobium Pots Large	400/-
3.	Dendrobium Pots Small	400/-
4.	Orchid Pots Small	400/-

Annexure-II

Sl. No.	Equipments	Technical Specifications	Quantity in no.
1.	Orchid Pots Large	8" top dia , holes on all side, good quality plastic, black.	3, 000
2.	Dendrobium Pots Large	5" dia, holes on all sides, good quality, black color.	5,000
3.	Dendrobium Pots Small	3.5" dia, 3" height, holes on all sides, black, good quality	10,000
4.	Orchid Pots Small	4" dia, regular pots, black, good quality	10,000

Annexure-III

GENERAL DESCRIPTION OF THE MATERIALS QUOTED BY TENDERER

Name of manufacturer	Make and model	Catalogue No.	Technical specification	Warranty period	Name of Tenderer

Annexure-IV

FINANCIAL BID: DETAILED TECHNICAL SPECIFICATION AND PRICE				
Item Serial No.	Part No.	Specification	Quantity	Basic Price (In Rs.)
Single consolidated Price for Main System				
Less discount, if any				
GST indicate item wise				
Freight, packing, transit insurance, forwarding, custom clearance, transportation, installation etc.				
(Should be provided separately for each item)				
TOTAL PRICE (F.O.R, RPRC, Bhubaneswar)				