



Regional Plant Resource Centre
Nayapalli, Bhubaneswar-15, Odisha
Forest, Environment & Climate Change Department,
Govt. of Odisha, Tel No.0674-2557925
E.mail:rprcbbsr@gmail.com , website:www.rprcbbsr.in

T(F&G) 05/2026No. 906/RPRC.

Date: 02.7.2026

Open Tender Call Notice for Supply of Fertilizers, Bio-fertilizers & Insecticides.

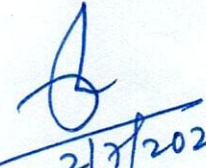
Sealed tenders are invited from reputed Fertilizers, Bio-fertilizers & Insecticides Suppliers (Principals/Authorized Agents/ Distributors/Dealers/Individuals/Supplier) for Supply of Cow Dung for Field Application. The detail technical specifications, other terms and conditions and formats are available in the office notice board / Website on or before Dt.23.07.2026 (before 05.30 PM) positively. The tenders will be opened on Dt.24.07.2026 at 03.30 PM. 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.

CHIEF EXECUTIVE

Memo No. 907 /RPRC.

Date: 02.7.2026

Copy to Chairman Tender committee to upload in RPRC website / Notice board, RPRC/ All Nursery vendors


2/7/2026
CHIEF EXECUTIVE



REGIONAL PLANT RESOURCE CENTRE

Forest, Environment & Climate Change Department, Government of Odisha
Nayapalli, Bhubaneswar- 751015, India,
E-mail: rprcbbsr@gmail.com Website: www.rprcbbsr.in

REQUEST FOR PROPOSAL (RFP) / TENDER DOCUMENT

Supply of Fertilizers, Bio-fertilizers & Insecticides

For the Financial Year 2026–27 — Two-Bid System (Technical Bid & Price Bid)

Tender Reference No.	
Date of Issue	03.07.2026
Estimated Value (ceiling)	Rs. 9,00,000/- (Rupees Nine Lakhs only), inclusive of all taxes & delivery
EMD	Rs.18,000/-
Mode of Tendering	Open Tender, Two-Bid (Sealed) System
Issuing Authority	The Chief Executive, Regional Plant Resource Centre, Bhubaneswar

1. Notice Inviting Tender (NIT)

The Chief Executive, Regional Plant Resource Centre (RPRC), Bhubaneswar, invites sealed bids under the Two-Bid System (Technical Bid and Price Bid) from eligible, bona fide and licensed suppliers/dealers for the supply of plant fertilisers, soil inputs (organic manure, bio-fertilisers, micronutrients) and plant-protection chemicals (pesticides/insecticides/fungicides/herbicides/bio-pesticides) for use at the RPRC field/site, Bhubaneswar, during the Financial Year 2026–27, up to a total ceiling value of Rs. 9,00,000/- (Rupees Nine only) inclusive of all taxes and delivery.

Bid documents may be downloaded free of cost from the RPRC office / the office notice board / the RPRC website. Completed bids in sealed envelopes must reach the office of The Chief Executive, RPRC, Bhubaneswar, on or before the date and time notified below. **Bids received late, by e-mail/fax, or in open/unsealed condition shall be summarily rejected.**

The authority reserves the right to accept or reject any or all bids, in whole or in part, or to cancel the tender process at any stage, without assigning any reason and without incurring any liability whatsoever.

2. Important Dates

Event	Date / Time
Date of issue / publication of tender	03.07.2026
Mode of submission	By speed Post/ By Registered Post/Dropping in the Tender Box
Last date & time for submission (receipt) of sealed bids	23.07.2026, up to 4:00 PM
Date & time of opening of Technical Bids	24.07.2026, at 4:30 PM
Date of opening of Price Bids (technically qualified bidders only)	To be intimated to qualified bidders
Validity of bids	90 days from the date of opening of Technical Bids
Place of submission & opening	Office of The Chief Executive, RPRC, Nayapalli, Bhubaneswar

Bidders or their authorized representatives may remain present at the time of opening of bids. If the scheduled date is a holiday, opening shall take place on the next working day at the same time and venue.

3. Scope of Supply

The scope covers supply and delivery, at the RPRC field/site at Bhubaneswar, of the following indicative basket of fertilisers, soil inputs and plant-protection chemicals. The aggregate solid fertiliser/soil-input requirement is approximately 5 MT (5,000 kg); plant-protection chemicals are quantified separately. Quantities are indicative estimates for FY 2026–27 and may vary by up to $\pm 25\%$ as per actual requirement, subject to the overall ceiling of Rs. 9,00,000.00

Sl.	Item / Indicative Specification	Unit	Est. Qty
1	NPK	Kg	1031
2	Urea	Kg	111
3	Chlorpyriphos	Kg	103
4	Bio-insecticides	Kg	1200
5	Jivamruta	Ltr	1440

4. Eligibility Criteria

To be eligible, the bidder must satisfy ALL of the following on the date of bid submission:

- The bidder shall be a manufacturer, or an authorized dealer/distributor/stockiest, of fertilizers and/or plant-protection chemicals, with a registered place of business in Odisha for ease of delivery and after-sales service.
- Valid Fertiliser Dealer/Sale License under the Fertiliser (Control) Order, 1985 (FCO), for the fertiliser/soil-input items quoted.
- Valid Insecticide/Pesticide Dealer License under the Insecticides Act, 1968 and the Insecticides Rules, 1971, for the plant-protection items quoted.
- Valid GST Registration Certificate (GSTIN) and Permanent Account Number (PAN).
- Average annual turnover of not less than Rs. 3,00,000 in during the last three financial years (2022–23, 2023–24, 2024–25).
- Experience of having supplied fertilisers and/or pesticides to at least one Government / institutional / reputed private buyer (supporting work order or invoice to be enclosed).
- The bidder shall not be blacklisted / debarred by any Government Department, PSU or autonomous body as on the date of submission.

A bidder may quote for fertilisers only, pesticides only, or both. In such case, the bidder must hold the license(s) relevant to the category/categories quoted.

5. Technical Bid Requirements (Envelope-A)

The Technical Bid (Envelope-A, sealed and superscribed "TECHNICAL BID") shall contain self-attested copies of the following, page-numbered and indexed:

- Covering letter on the bidder's letterhead, with bid reference and validity.
- Bank Draft/ Banker's Cheque/ UTR Details
- Bid Security Declaration (Annexure-I), in lieu of Earnest Money Deposit (EMD), for MSME Units and having valid registration with UDYAM.
- Copy of FCO Fertiliser Dealer/Sale License (for fertilisers quoted).
- Copy of Insecticide/Pesticide Dealer License under the Insecticides Act, 1968 (for pesticides quoted).
- Copy of GST Registration Certificate and PAN.
- Documentary proof of turnover (CA-certified statement / audited accounts with Auditor's Report and with UDIN) for the qualifying years.
- Proof of past supply experience -work order copy and completion certificate from the buyer.

- Manufacturer's Authorization Letter, where the bidder is a dealer of branded products.
- Duly filled and signed Technical Checklist (Section 6) and Bidder Declaration (Annexure-II).

The Technical Bid shall NOT contain any price/rate. Disclosure of price in the Technical Bid shall render the bid liable to rejection.

6. Technical Checklist (to be filled & signed by bidder)

Sl.	Document / Requirement	Enclosed (Yes/No)	Page No.
1	Covering letter on letterhead		
2	Bid Security Declaration (Annexure-I)		
3	EMD by Bank Draft/ Banker's Cheque/UTR reference		
4	FCO Fertiliser Dealer License (if fertilisers quoted)		
5	Pesticide Dealer License – Insecticides Act (if pesticides quoted)		
6	GST Registration Certificate & PAN		
7	Latest GST return / ITR acknowledgement		
8	Turnover proof (CA certificate / audited accounts with auditor' report and with UDIN)		
9	Past supply experience (work order / invoice)		
10	Manufacturer's Authorisation (for dealers)		
11	Signed Technical Checklist & Bidder Declaration (Annexure-II)		

Place & Date: _____ Signature & Seal of Bidder: _____

7. Price Bid Format (Envelope-B)

The Price Bid (Envelope-B, sealed and superscribed "PRICE BID") shall be submitted strictly in the format below. Rates shall be quoted per stated unit (per kg / per litre as applicable), for delivery at the RPRC field/site, Bhubaneswar. The basic rate shall be exclusive of GST; GST shall be shown separately at the applicable rate. All other charges (packing, forwarding, freight, loading/unloading, delivery) shall be deemed included in the basic rate.

Sl.	Item (as per Section 3)	Est. Qty	Basic Rate / Unit (Rs.)	GST %	Amount incl. GST (Rs.)
1	NPK	1031			
2	Urea	111			
3	Chlorpyriphos	103			
4	Bio-insecticides	1200			

Sl.	Item (as per Section 3)	Est. Qty	Basic Rate / Unit (Rs.)	GST %	Amount incl. GST (Rs.)
5	Jivamruta	1440			
6	Neem cake / soil conditioner (per Kg)	500			
7	Micronutrient mixture (per Kg)	100			
8	Bio-fertiliser consortia (per Kg)	200			
9	Insecticide (per Litre)	30			
10	Fungicide (per Kg)	40			
11	Herbicide (per Litre)	30			
12	Bio-pesticide (per Litre/Kg)	50			
	GRAND TOTAL (inclusive of GST & delivery) — evaluation basis	Rs.			

Grand Total in words (Rs.):

- Rates must be quoted for ALL items in the schedule; a bid that omits any item may be treated as non-responsive.
- Rates shall be firm and fixed for the entire FY 2026–27 and not subject to escalation.
- In case of any discrepancy between figures and words, the amount in words shall prevail; between unit rate and total, the unit rate shall prevail.
- Conditional, ambiguous or rate-with-rider bids are liable to rejection.

8. Delivery Schedule

- Supply shall be made on a call-off / as-required basis during FY 2026–27, against specific Supply Orders issued from time to time by the Director, RPRC.
- Each lot shall be delivered, F.O.R. destination, at the RPRC field/site, Nayapalli, Bhubaneswar, within 10 (ten) days of issue of each Supply Order, or such period as may be specified in the order.
- Delivery, loading, unloading and stacking at the designated point shall be the responsibility of, and at the cost of, the supplier.
- Goods shall be delivered in original sealed packing bearing batch number, date of manufacture, date of expiry, FCO/registration particulars and the manufacturer's name.
- Items having a shelf life shall have a minimum residual shelf life of 6 (six) months at the time of delivery.

9. Quality and Acceptance Criteria

- Fertilisers and soil inputs shall conform to the specifications of the Fertiliser (Control) Order, 1985 (FCO) and the relevant BIS standard, where applicable.
- Plant-protection chemicals (pesticides) shall be duly registered with the Central Insecticides Board & Registration Committee (CIB&RC) under the Insecticides Act, 1968, and shall bear a valid registration/label and batch details.
- The supplier shall furnish the manufacturer's batch test/analysis certificate for each lot supplied.
- All goods shall be subject to inspection and acceptance by an authorised officer/committee of RPRC. The authority may draw samples for independent testing at a recognised laboratory; the cost of testing shall be borne by the supplier if the sample fails.
- Goods found sub-standard, adulterated, damaged, expired, short in weight/measure, or not conforming to the ordered specification shall be rejected and shall be removed and replaced by the supplier at its own cost within 7 (seven) days, failing which the order may be cancelled and risk-purchase resorted to.

10. Payment Terms

- No advance payment shall be made.

- Payment shall be released against each lot, on 100% basis, within 30 (thirty) days of satisfactory receipt, inspection and acceptance of goods and submission of a proper GST tax invoice.
- Payment shall be made by account-payee cheque / electronic transfer (NEFT/RTGS) to the supplier's registered bank account.
- Income-Tax TDS and GST-TDS as applicable shall be deducted at source as per law, and TDS certificates issued accordingly.

11. GST and Statutory Compliance

The following statutory position (as rationalised with effect from 22 September 2025) shall apply. The bidder remains responsible for charging the correct rate as per the prevailing law on the date of supply:

- The supplier shall be GST-registered and shall raise a proper tax invoice showing GSTIN, HSN code and the rate/amount of GST item-wise, enabling Input Tax Credit / reconciliation.
- All statutory licenses (FCO and Insecticides Act) shall remain valid throughout the contract period; lapse of any license shall be a ground for termination.

12. Evaluation Method

Stage 1 — Technical Evaluation: Only Envelope-A (Technical Bid) shall be opened first. Bids shall be examined on a pass/fail basis against the eligibility criteria (Section 4) and the Technical Checklist (Section 6). Bids not meeting the eligibility criteria, or lacking the mandatory documents/licences, shall be declared technically non-qualified.

Stage 2 — Price Evaluation: The Price Bid (Envelope-B) of ONLY the technically qualified bidders shall be opened. Price bids of technically non-qualified bidders shall remain unopened.

Determination of L1: Selection shall be on the lowest-evaluated-cost (L1) basis. The technically qualified bidder quoting the lowest evaluated Grand Total (inclusive of GST and delivery, F.O.R. RPRC site) for the entire schedule shall be ranked L1 and considered for award. The estimated quantities in the schedule shall be used as the common basis for comparison across all bidders, ensuring a like-for-like evaluation.

In case of a tie at L1, selection shall be by lottery/draw in presence of the bidders who chose to be present. The contract/supply order shall be awarded to the successful (L1) bidder. RPRC reserves the right to award for the full or part requirement

13. Award of Contract

- A Letter of Intent / Supply Order shall be issued to the successful (L1) bidder.
- The successful bidder shall furnish a Performance Security equal to 3% of the awarded value, by Demand Draft / Bank Guarantee / FDR in favour of "Director, RPRC, Bhubaneswar", valid up to 60 days beyond the contract period; Performance security shall be refunded after satisfactory completion of all supplies.
- The contract shall be a rate contract valid for FY 2026–27, against which supply orders shall be placed as per requirement, subject to the overall ceiling of Rs. 9,00,000.00
- The authority reserves the right to split the order between categories (fertilisers and pesticides) to the respective L1 bidder of each category, if found more economical and in the public interest.
- The Earnest Money Deposit of the unsuccessful bidders shall be refunded without interest within 15 (fifteen) days from the date of award of contract or finalization of the tender, whichever is later, subject to completion of necessary administrative and e-procurement formalities.
- In the case of the successful bidder, the Earnest Money Deposit may, on written request of the successful bidder and subject to approval of RPRC, be adjusted against the required Performance

Security to the extent of the EMD amount available with RPRC. If the prescribed Performance Security exceeds the EMD amount, the successful bidder shall deposit the balance amount within the time stipulated in the Letter of Award.

- The EMD shall be liable for forfeiture in the event of withdrawal or modification of the bid during the bid validity period, failure to accept the Letter of Award, failure to execute the agreement, or failure to furnish the required Performance Security within the prescribed time.

14. Penalty for Delay / Non-Supply

- For delay in supply beyond the period stipulated in the Supply Order, liquidated damages shall be levied at 0.5% of the value of the delayed goods per week or part thereof, subject to a maximum of 10% of the value of the delayed lot.
- On failure to supply, or supply of rejected/sub-standard goods not replaced within the stipulated period, the authority may cancel the order, forfeit the performance security, effect risk-purchase from the open market or the next-lowest bidder at the supplier's risk and cost, and/or debar the supplier.
- Repeated default may lead to termination of the rate contract and blacklisting.
- The Performance Security shall be liable for forfeiture, either in full or in part, if the contractor fails to perform the contract satisfactorily or violates any contractual or statutory obligation. Such forfeiture may be resorted to in cases of failure to execute the agreement, delay in commencement of work, abandonment of supplies/services, serious security lapse, misconduct, negligence, non-payment of any statutory dues, submission of false documents, unauthorized subletting, or breach of any material term of the contract.
- Before forfeiture, RPRC shall normally issue a 7 days written notice and provide reasonable opportunity to rectify the default, wherever such default is capable of being cured. However, in cases involving fraud, forged documents, abandonment of work, serious security risk, statutory default or non-payment of wages, RPRC may invoke or forfeit the Performance Security immediately after recording reasons.
- Forfeiture of Performance Security shall be without prejudice to RPRC's right to recover additional losses, penalties, statutory liabilities or risk-and-cost expenses from pending bills or by any other lawful means.

15. General Terms and Conditions

- Submission: Two separate sealed envelopes (Envelope-A – Technical Bid; Envelope-B – Price Bid), each superscribed with its content and the tender reference, shall be placed in one outer sealed envelope superscribed with the tender reference, name of work, and due date, and addressed to the Director, RPRC, Bhubaneswar.
- Rates quoted shall remain firm and valid for 90 days from the date of opening and for the full contract period once accepted. The contract is extendable up to one year at the option of RPRC at the same rates, terms and conditions.
- Prices shall be inclusive of all charges; no claim on account of any omission shall be entertained.
- The supplier shall not sub-contract or assign the contract without prior written approval.
- The supplier shall comply with all applicable statutes, including the FCO 1985, the Insecticides Act 1968, GST law, labour laws and environmental norms.
- Force majeure: neither party shall be liable for failure due to events beyond reasonable control, duly notified within 7 days.
- Disputes shall be settled amicably; failing which, they shall be subject to arbitration under the Arbitration and Conciliation Act, 1996, and to the jurisdiction of the courts at Bhubaneswar, Odisha.
- The authority reserves the right to accept/reject any or all bids, to vary quantities by $\pm 25\%$, or to cancel the tender, without assigning any reason.

Annexure-I : Bid Security Declaration

(To be submitted on the bidder's letterhead, in lieu of EMD)

To,

The Chief Executive

Regional Plant Resource Centre, Bhubaneswar.

Sub: Bid Security Declaration — Tender Ref. No.

I/We, _____ the undersigned, declare that I/We understand that, in accordance with the provisions of the MSME Act and having valid registration with UDYAM, we are eligible from submission of EMD and we are hereby furnishing a Bid Security Declaration lieu of Earnest Money Deposit. I/We accept that I/We may be suspended/debarred from being eligible to participate in tenders of RPRC for a period of one year from the date of notification, if I/We withdraw or modify my/our bid during the period of validity, or, having been notified of acceptance, fail to furnish the performance security or to execute the contract within the stipulated time.

Signature & Seal of Bidder: _____

Date: _____

Place: _____

Annexure-II : Bidder Declaration

I/We hereby declare and confirm that:

1. I/We have read and understood all the terms, conditions and specifications of this tender and agree to abide by them unconditionally.
2. The information and documents furnished in the bid are true, correct and genuine; any concealment or misrepresentation shall render the bid/contract liable to cancellation.
3. I/We hold valid licences under the Fertiliser (Control) Order, 1985 and/or the Insecticides Act, 1968 for the items quoted, and a valid GST registration.
4. I/We have not been blacklisted or debarred by any Government Department, PSU or autonomous body as on the date of submission.
5. The rates quoted are firm and inclusive of all charges except GST, which is shown separately, and shall remain valid for the contract period.
6. I/We shall supply goods conforming to FCO/BIS/CIB&RC standards and shall replace any rejected goods at our own cost.

Name of Bidder / Firm: _____

Authorised Signatory: _____ Seal: _____

Date: _____