



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) 06/2026No. 896/RPRC.

Date: 02.7.2026

Open Tender Call Notice for Supply of Cow Dung.

Sealed tenders are invited from reputed Cow Dung 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. 897 /RPRC.

Date: 02.7.2026

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


21/7/2026
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 Cow Dung for Field Application – FY 2026-27

RFP No.:

Dated:

1. Notice Inviting Tender (NIT)

The Director, Regional Plant Resource Centre (RPRC), Bhubaneswar invites sealed competitive bids under a **two-bid system (Technical Bid and Price Bid)** from eligible suppliers for **supply of fresh cow dung on tractor-trip basis** for field application / plant growth at the RPRC field/site for a period of about two (02) months during FY 2026-27. The estimated requirement is about **700 (Seven hundred) CUM**. This procurement is undertaken in accordance with the Odisha General Financial Rules (OGFR) and applicable Government of Odisha procurement instructions.

2. Important Dates

Sl.	Particulars	Date & Time
1	Date of issue / availability of tender document	03.07.2026
2	Last date & time for submission of bids	23.07.2026, up to 5:00 PM
3	Date & time of opening of Technical Bid	24.07.2026, at 3.30 PM
4	Opening of Price Bid (technically qualified bidders)	To be intimated separately
5	Place of submission / opening	O/o The Chief Executive, RPRC, Nayapalli, Bhubaneswar-751015
6	Mode of Tendering	Open Tender, Two- Bid (sealed) system

3. Scope of Supply

1. Supply of good quality **cow dung** (Gobar), free from soil, stone, plastic, slurry water and other foreign/inert matter, suitable for field application and plant growth.
2. Cow dung must be well-decomposed and in field-usable condition.

3. Supply shall be made on **tractor-trip basis**. One "tractor trip" means one fully loaded standard agricultural tractor-trolley of minimum net capacity 100 cft (approx. 2.8 cubic metre). Partially loaded trolleys shall be measured/pro-rated or rejected at the discretion of RPRC.
4. Delivery to be made at the **RPRC field/site at Nayapalli, Bhubaneswar** (or as directed), including loading, transportation, unloading and spreading at the designated point. Estimated requirement ≈ 500 trips over about 02 months; actual quantity may vary.

4. Eligibility Criteria

- The bidder shall be an individual / firm / dairy owner / farmer / SHG / cooperative / registered supplier able to supply cow dung in and around Bhubaneswar.
- The bidder must possess a valid PAN; GSTIN; and a bank account for NEFT/RTGS payment.
- The bidder should have adequate sourcing capacity (cattle/dairy/farm tie-up) and access to tractor-trolley(s) to ensure regular supply during the contract period.
- The bidder should not be blacklisted/debarred by any Government of Odisha / Government of India department or PSU as on the date of bid submission.

5. Technical Bid Requirements (Envelope-A)

The Technical Bid shall contain the following documents/information (self-attested copies):

Sl.	Document / Requirement	Enclosed (Yes/No)
1	Bidder profile: name, address, contact no., e-mail	
2	Copy of PAN	
3	Copy of GST registration	
4	Proof of sourcing capacity / tractor-trolley availability (self-declaration)	
5	Cancelled cheque / bank details for NEFT/RTGS	
6	Earnest Money Deposit (EMD) proof, as per Clause 12	
7	Signed Bidder Declaration (Clause 16)	

*Note: The Technical Bid shall **not** contain any price/rate. Quoting rate in the Technical Bid shall render the bid liable for rejection.*

6. Price Bid Format (Envelope-B)

The bidder shall quote an all-inclusive firm rate per tractor trip in the format below:

Sl.	Item Description	Unit	Est. Qty	Rate per CUM (₹) in figures	Rate in words
1	Supply of good quality cow dung delivered at RPRC field/site, all-inclusive	Per CUM	700		

The quoted rate shall be **inclusive of cost of cow dung, loading, transportation, unloading, spreading and all incidental charges and taxes (if any)**. Evaluation and selection (L1) shall be on the basis of the quoted rate per tractor trip. The estimated quantity (700 CUM) is indicative; payment shall be for actual trips supplied and accepted.

7. Delivery Schedule

- Supply shall commence within 10 days of issue of the supply/work order and as per RPRC's day-to-day/weekly requirement.
- Quantity per day/week shall be supplied as per the indent communicated by RPRC. The supplier shall arrange supply on the dates intimated by RPRC.

8. Quality / Acceptance Criteria

- Cow dung shall be free from soil, stones, plastic, glass, excess water/slurry and inert/foreign matter, and suitable for field application/plant growth.
- Each trip shall be inspected at site by the authorized officer of RPRC. Material not conforming to quality or under-loaded trolleys may be rejected wholly or measured on pro-rata basis, and shall be removed by the supplier at his own cost.
- Acceptance shall be recorded through a site measurement/acceptance entry (trip register) duly signed by the RPRC representative; such record shall be the basis of payment.

9. Payment Terms

- Payment shall be made on the basis of the number of trips actually supplied and accepted, at the contracted rate per trip.
- Bills shall be submitted (monthly or on completion) along with the signed trip register / acceptance record. Payment shall be released through NEFT/RTGS only normally within 30 days of submission of a complete and verified bill.
- Applicable statutory deductions (income-tax TDS, labour cess, GST-TDS if any, as applicable etc.) shall be deducted at source. No advance/mobilisation payment shall be made.

10. GST & Statutory Compliance

Cow dung (organic manure / dung in its natural form) is, in general, **exempt from GST**; accordingly bidders ordinarily need not load GST on the supply. However, if the bidder is GST-registered and any tax/cess is legally leviable on the supply, the same must be clearly indicated in the Price Bid; otherwise the quoted rate shall be deemed inclusive of all taxes. The bidder shall comply with all applicable statutory provisions (PAN/GST/Income-tax/labour laws). Bidders are advised to satisfy themselves about the applicable tax position; RPRC shall deduct/recover taxes as required by law.

11. Evaluation Method & Award of Contract

1. The Technical Bid (Envelope-A) shall be opened first. Bids meeting the eligibility and technical requirements shall be treated as technically qualified.
2. Price Bids (Envelope-B) of only the technically qualified bidders shall be opened. The bidder quoting the lowest evaluated rate per tractor trip (L1) shall be selected.
3. In case of a tie at L1, selection shall be by lottery/draw in presence of the bidders. The contract/supply order shall be awarded to the successful (L1) bidder. RPRC reserves the right to award for the full or part requirement.

12. Earnest Money Deposit & Performance Security

- **EMD of ₹24,000 (Rupees Twenty Thousand only)** shall be furnished by Demand Draft / NEFT in favour of "Chief Executive, RPRC, BBSR ", or a Bid Security Declaration as applicable and valid for UDYAM registered MSME Units. EMD of unsuccessful bidders shall be refunded after finalization; no interest is payable.
- The successful bidder shall furnish a Performance Security / Security Deposit of **3% of the contract value**, valid till satisfactory completion, refundable after successful execution. EMD may be adjusted towards the said Security Deposit.
- **Cost of bid Rs.1,000/-**

13. Penalty for Delay / Non-Supply

- For failure to supply the indented quantity on the scheduled date, liquidated damages of ₹500 per defaulted trip per day of delay (subject to a maximum of 10% of the value of the defaulted supply) may be levied.
- On persistent default/non-supply, RPRC may procure the material from the open market at the supplier's risk and cost, and recover the excess cost from the supplier's bills/security.

- Repeated default may lead to termination of the contract, forfeiture of EMD/Performance Security and debarment, without prejudice to other remedies.

14. General Terms & Conditions

- Rates shall remain firm for the entire contract period. Conditional/incomplete bids are liable to rejection.
- RPRC reserves the right to accept/reject any or all bids, in whole or in part, or to cancel the tender at any stage, without assigning any reason and without any liability.
- The contract is not transferable; sub-letting/assignment.
- The supplier shall be solely responsible for safety, labour, statutory compliance and any third-party liability during execution.
- Any dispute shall be subject to the jurisdiction of courts at Bhubaneswar, Odisha. Force majeure conditions shall apply as per standard practice.

15. Bidder Declaration

I/We hereby declare that I/we have read and understood all the terms and conditions of this RFP/Tender Document and agree to abide by the same. The information furnished is true and correct. I/We am/are not blacklisted/debarred by any Government department/PSU. I/We agree to supply fresh cow dung (not more than 07 days old) of acceptable quality on tractor-trip basis at the rate quoted and at the RPRC field/site, and to abide by the quality, delivery, payment and penalty terms herein.

Signature of Bidder: _____ Date: ____/____/2026

Name & Designation: _____ Name of Firm: _____

Address & Mobile No.: _____ Seal: _____

Regional Plant Resource Centre, Bhubaneswar

Note: Blank fields (dates, RFP number, designations) are to be filled in by RPRC at the time of issue. This document is to be issued under the office seal and signature of the competent authority.

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: _____