



Regional Plant Resource Centre

FOREST , ENVIRONMENT & CLIMATE CHANGE DEPARTMENT, GOVERNMENT OF ODISHA
NAYAPALLI, BHUBANESWAR-751015,INDIA, PHONE::91 674 2552002,2557925,FAX:91 674 2550274
E-mail: rprcbbsr@gmail.com. Website:www.rprcbbsr.in

T(F&G)10/2026No. 1046 /RPRC

Date: 28.7.2026

Request for Proposal for supply of Robust-Quality Earthen Pots (various sizes, Ten Thousand numbers) for plant saplings

Sealed tenders are invited from reputed Agencies/Firms/Service Providers/Individuals having requisite experience in supply of Robust Quality Earthen Pots (various sizes) for plant saplings for Selection of an Agency for the supply of Robust-Quality Earthen Pots (various sizes) for plant saplings for Regional Plant Resource Centre (RPRC), Bhubaneswar.

The detailed Tender Document containing the scope of work, eligibility criteria, terms and conditions, bid formats, and other relevant information is available on the Office Notice Board and the official website. Interested Bidders may submit their sealed tenders to the undersigned on or before 17.08.2026 (up to 4:00PM).

The tenders will be opened on 18.08.2026 at 03:00 AM in the presence of the bidders or their authorized representatives, if they so desire.

Incomplete tenders, or tenders received after the stipulated date and time, shall be summarily rejected.

The undersigned reserves the right to accept or reject any or all the tenders, wholly or partly, without assigning any reason thereof, and the decision of the competent authority shall be final and binding.

Memo No. 1047/RPRC

Copy to Chairman Tender Committee to upload in RPRC Website/ Notice Board, RPRC

Chief Executive

Date: 28.7.2026

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 Robust-Quality Earthen Pots (Various Sizes) for Plant Saplings

Two-Bid System (Technical Bid & Price Bid) | Supply Period: August 2026 to October 2026 (FY 2026-27)

Tender Ref. No.: RPRC/PROC/EARTHEN-POTS/2026-27/_____ Date: ____/07/2026

1. Notice Inviting Tender (NIT)

The Chief Executive, Regional Plant Resource Centre (RPRC), Bhubaneswar invites sealed competitive bids under the two-bid system (Technical Bid and Price Bid) from eligible suppliers, firms, manufacturers, self-help groups and individual potters for supply of approximately 10,000 (Ten Thousand) robust-quality earthen pots of 8" & 10" sizes for plant saplings, to be delivered at the RPRC Bhubaneswar field/site during August 2026 to October 2026. Pots are required to be supplied on a trip basis by mini truck and delivered at the RPRC Bhubaneswar field/site.

2. Important Dates & Bid Particulars

Sl.	Particulars	Details
1	Availability / issue of tender document	From 28.07.2026 (downloadable)
2	Last date & time for submission of bids	17.08.2026 up to 04:00 PM
3	Opening of Technical Bids	18.08.2026 at 3:00 PM
4	Opening of Price Bids (technically qualified bidders only)	Will be intimated separately
5	Earnest Money Deposit (EMD)	Rs. 10,000 by DD (Drawn In favour of Chief Executive, RPRC, Bhubaneswar)
6	Tender Processing Fee	Rs. 1000 by DD (Drawn in favour of Chief Executive, RPRC, Bhubaneswar).
7	Bid validity period	90 days from date of opening of Technical Bid

Sl.	Particulars	Details
8	Supply / delivery period	August 2026 to October 2026
9	Place of submission / opening	Office of the Chief Executive , RPRC, Ekamra Kanan, Nayapalli, Bhubaneswar – 751015

3. Scope of Supply

Supply and delivery, on a trip basis by mini truck at the RPRC field/site, of well-burnt earthen (terracotta) pots in the following sizes and approximate quantities:

Sl.	Size	Approx. top diameter × height	Approx. Qty (nos.)
A	Medium (Standard Size)	20–22 cm × 20 cm	3,200
B	Large	28–30 cm × 25 cm	6,800
	Total (approximate)		10,000

Note: Quantities and sizes mentioned by dia. × height are indicative and may vary by $\pm 25\%$ at the quoted rates as per actual requirement.

4. Eligibility Criteria

- The bidder should be a supplier / manufacturer / firm / SHG / individual potter dealing in earthen / terracotta pots.
- Valid PAN & GST registration are mandatory; In case the bids are silent on the GST charge, the quoted rates shall be treated as inclusive of all taxes.
- Capacity to supply approximately 10,000 pots within the stipulated period and to arrange delivery by mini truck at the RPRC Bhubaneswar field/site.
- The bidder must not be blacklisted/debarred by any Government department or PSU or other Government entity as on the date of bid (self-declaration enclosed).

5. Technical Bid Requirements (Envelope-A)

The Technical Bid shall be submitted in a separate sealed envelope superscribed “Technical Bid – Earthen Pots” containing:

- (1) Covering letter / bid forwarding letter on bidder’s letterhead.
- (2) Self-attested copy of PAN and GST registration.
- (3) Udyam / MSE / NSIC registration certificate, if claiming EMD exemption.
- (4) EMD of Rs.10,000 by Demand Draft / Banker’s Cheque/EFT in favour of “Regional Plant Resource Centre, Bhubaneswar” payable at Bhubaneswar (unless exempted).
- (5) Tender processing Fee is Rs. 1000/-.
- (6) Duly filled Technical Compliance Checklist (Section 6) and signed Bidder’s Declaration (Section 16).

Important: The Technical Bid must NOT contain any price/rate. Quoting of price in the Technical Bid shall render the bid liable to rejection.

6. Technical Compliance Checklist

Sl.	Requirement	Compliance (Yes/No)	Remarks
1	Pots are well-burnt terracotta, uniformly baked, free from cracks / air-holes / breakage		
2	Proper drainage hole(s) at the bottom of each pot		
3	Uniform shape, colour and adequate wall thickness; able to withstand normal handling & transport		
4	Willing to supply 8" & 10" size earthen pot.		
5	Willing to deliver on trip basis by mini truck at RPRC field/site		
6	Willing to replace broken / defective pots free of cost		
7	Sample pot(s) can be produced for inspection on demand		

7. Price Bid Format (Envelope-B)

The Price Bid shall be submitted in a separate sealed envelope superscribed "Price Bid – Earthen Pots", in the format below. Rates shall be quoted in Indian Rupees, firm for the entire supply period, and inclusive of cost of pots, loading/unloading, transport by mini truck and delivery at the RPRC field/site:

Sl.	Size	Approx. Qty (nos.)	Rate per pot (Rs.) excl. GST (in figures)	GST %	Rate per pot (Rs.) incl. GST	Total Amount (Rs.)
A	Medium (Standard Size)	3,200				
B	Large	6,800				
	Grand Total (incl. GST)	10,000				

Rate per pot of Standard (Medium) size, in words: Rs. _____ only.

Note: The rate quoted for the Standard (Medium) size shall be the basis for determining the lowest evaluated bidder (L-1). Conditional or incomplete price bids are liable to rejection.

8. Delivery Schedule

Supply shall commence within 7 days of issue of the Supply Order and be completed in lots, against indents/call-offs of RPRC, on a trip basis by mini truck, with entire supply delivered at the RPRC field/site by 31 October 2026. RPRC may regulate the pace and quantity of each lot as per nursery requirement.

9. Quality & Acceptance Criteria

- Pots shall be well-burnt terracotta, uniformly baked, of uniform shape/colour, free from cracks, air-holes and breakage, with proper drainage hole(s) and adequate wall thickness to withstand normal handling and transport.

- Each lot shall be inspected by an authorized RPRC officer at the time of delivery. Broken, cracked, under-burnt or defective pots shall be rejected and replaced free of cost; rejected pots shall be removed by the supplier at its own cost.
- Acceptance of supply shall be subject to inspection and certification by RPRC. Counting of accepted pots (excluding rejected/broken pots) shall be the basis for payment.

10. Payment Terms

100% payment shall be released against the actual accepted quantity, on submission of a proper bill / GST invoice, after inspection and acceptance by RPRC, normally within 30 days. No advance payment shall be made. Payment shall be made by electronic transfer after deduction of applicable statutory dues.

11. GST & Statutory Compliance

- The supplier shall be solely responsible for payment of GST and other applicable taxes on the supply and shall raise a tax invoice in compliance with the GST law. Quoted rates shall be deemed to include all taxes and duties except GST shown separately.
- Income-tax (TDS) shall be deducted at source under Section 194C of the Income-tax Act, 1961 where applicable, and any other statutory deduction shall be made as per law.
- As the total contract value does not exceed Rs. 2,50,000, TDS under Section 51 of the CGST/OGST Act, 2017 is not applicable to this procurement.

12. Evaluation Method

- (1) Stage 1 – Technical evaluation: Technical Bids shall be opened first and evaluated against the eligibility criteria (Section 4) and the Technical Compliance Checklist (Section 6).
- (2) Stage 2 – Price evaluation: Only the Price Bids of technically qualified bidders shall be opened. Bidders not technically qualified shall not be considered for price-bid opening.
- (3) Selection (L-1): The technically qualified bidder quoting the lowest shall be treated as L-1 and selected. Rates for the other sizes shall be taken from the L-1 bidder's quoted price bid. RPRC reserves the right to verify the reasonableness of rates.

Note: In case of the requirement of different sizes of pots the overall L-1 offer as per the quantities given in this RFP shall be treated as the successful bidder

13. Award of Contract

A Letter of Award / Supply Order shall be issued to the selected (L-1) bidder, who shall confirm acceptance and commence supply as per the delivery schedule. The offer/quoted rates shall remain valid for 90 days and shall be firm for the entire supply period (no price escalation).

14. Penalty for Delay / Non-Supply

- For delay in supply, liquidated damages at 0.5% of the value of the delayed/undelivered quantity per week or part thereof shall be levied, subject to a maximum of 10% of the order value.
- On failure to supply or persistent default beyond the above limit, RPRC may cancel the order, forfeit the Security Deposit, and procure the balance quantity from any other source at the supplier's risk and cost, recovering any excess expenditure from the supplier.

15. General Terms & Conditions

- Bids must be submitted in two separate sealed envelopes (Technical & Price), placed inside a single outer sealed envelope superscribed with the Tender Ref. No. and "Supply of Pots".
- Quoted rates shall be firm and fixed for the entire supply period; no escalation on any account shall be allowed.
- The quantity may vary by $\pm 25\%$ at the quoted rates as per actual requirement of RPRC.
- Sub-letting or assignment of the supply order without prior written consent of RPRC is not permitted.
- EMD of unsuccessful bidders shall be refunded after finalization of the tender; EMD of the successful bidder which will be retained for Security Deposit shall be refunded after satisfactory completion of supply. No interest shall be payable on EMD.
- RPRC reserves the right to accept or reject any or all bids in full or in part, or to cancel the tender, without assigning any reason. Conditional bids are liable to rejection.
- All disputes shall be settled amicably; failing which, the same shall be subject to the jurisdiction of the courts at Bhubaneswar, Odisha, and governed by applicable law.

16. Bidder's Declaration

I / We hereby declare that:

- (1) I/We have read and understood all the terms and conditions of this tender and agree to abide by them unconditionally.
- (2) The information furnished in the bid is true and correct to the best of my/our knowledge and belief.
- (3) I/We am/are not blacklisted or debarred by any Government department, PSU or agency as on the date of this bid.
- (4) I/We agree to supply pots conforming to the specified quality and to replace defective/broken pots free of cost, and to abide by the quoted rates which are firm for the entire supply period.

Signature & Seal of Bidder: _____

Date: _____

Name & Designation: _____

Name of Firm: _____

Mobile: _____
