

TENDER DOCUMENT

Supply of Live Orchid Plants

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

Sd/-

**CHIEF EXECUTIVE
REGIONAL PLANT RESOURCE CENTRE
BHUBANESWAR**



REGIONAL PLANT RESOURCE CENTRE

Nayapalli, Bhubaneswar-751015, Orissa

Forest & Environment Department

Government of Orissa

No. 1260 /RPRC

Date. 27.06.2018

Tender Call Notice for Supply of Orchid Plants and Orchid Pots

Sealed tenders are invited from reputed registered Nurseries/ Firms /Producers having PAN/GST nos. for supply of authentic, healthy & disease free orchid plants and orchid pots. The list of species and varieties, size, quantity of plants to be supplied and specification of orchid pots along with other terms and conditions of supply and mode of payment can be downloaded from RPRC website (www.rprcbbsr.com). Interested parties may submit their tenders only through Speed Post/ Registered Post/Courier service, which should reach the undersigned on or before **Dt. 16.07.2018 (before 4.00 PM)** positively. 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.

-Sd-

Administrative Officer

Terms and Conditions for Supply of Orchid Plants

1. Sale of Tender paper: -

The tender papers, containing the detailed name and specifications of plants, list of documents to be submitted etc. will be available at Regional Plant Resource Centre, Bhubaneswar from **Dt. 28.06.2018** (during the office hours only), on payment of a non-refundable tender fee of **Rs. 427/- (including GST)** in cash or in shape of pay order/demand draft drawn in favour of Chief Executive, Regional Plant Resource Centre (RPRC), payable at Bhubaneswar for individual items. The same can also be downloaded from our website (www.rprcbbsr.com) 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. An **EMD of Rs. 22000/-** should be submitted in shape of Demand Drafts/ Bankers Cheque. 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 and EMD will amount to rejection of the tender.

2. The last date of receipt of tender documents in this office by Speed Post/ Registered Post/ Courier Service is **Dt. 16.07.2018 (before 4.00 PM)** positively. The bids will be opened by the Tender Committee of RPRC on **Dt. 17.07.2018 (at 11.00 AM)** in presence of the authorized representatives of the tenderers, who like to be present at that time.

3. Bid System:

a) The tender should be submitted in **single bid system**. The bid contains documents as per the tender terms along with EMD and cost of tender paper in appropriate shape. The envelope containing the documents should be written that “**Tender for Procurement of Orchid Plants**”

b) The name and specification of the orchid plants are given in **Annexure-I**.

c) General description of the quoted orchid plants should be as per **Annexure-II**.

d) Total Quoted Price (**INR**) should be based on **F.O.R.** delivery up to RPRC, Bhubaneswar. Basic price and cost of freight, packing, forwarding, transit, insurance, and transportation should be quoted separately.

e) The rates quoted by the tenderer shall be valid for a period of 180days from the date of submission of tender.

4. Eligibility Criteria

- A. Submission of price (INR) as per prescribed format (Annexure III).
- B. Tender paper cost (Original receipt of payment of cost of tender paper).
- C. Required EMD.
- D. Alternative price for any item will not be allowed, for which tender would be rejected.
- E. Copy of PAN and GST Registration to be submitted.
- F. Undertaking that the quoted item qualifies the required technical specification.
- G. Check list of documents submitted (Should be attached as **Annexure IV**)
- H. Copy of execution of orders from, at least 5 organizations /firm for having supplied orchid plants should be enclosed within the tender.
- I. The tendered have sufficient credential in supplying of orchid plants through at least last 5 years of their establishment in India (evidenced with relevant documents).

5. Validity of Tender:

- A. The tender shall remain valid for a period of 180 days after the last date as specified in the tender.
- B. Notwithstanding the above, the purchaser reserves the right to accept or reject any bids 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 depends on the realization of the committee members.

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 60 days from the date of receipt of the confirmed purchase order as per the quality and specification of the material.
- C. The packaging should be done in such a way that the quality of the materials is not damaged.
- 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. 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.
- F. If the selected tenderer fails to execute the order, the EMD would be forfeited and action would be taken to blacklist the tenderer.
- G. Any legal dispute arising out of this is subject to Bhubaneswar jurisdiction only.

Sd/-
(Chief Executive)
Regional Plant Resource Centre
Bhubaneswar

Annexure-I

Required Specifications

Name of the materials	Specification	Quantity in no.
1. Live orchid plants	<ul style="list-style-type: none">i. Height of the plants- 16"-24"ii. Number of leafs- 10-20 nosiii. Healthy rootsiv. Blooming size or with bloomv. The plant should be of good quality, well established.vi. Properly labelledvii. Growing on a pot for specific (3-5")viii. Ground orchids should be 2"-6" pots	7950 no.

Annexure-II

GENERAL DESCRIPTION OF THE EQUIPMENT QUOTED BY TENDERER

Name of The Producer if Any	Catalogue no if any	Specification	Warranty period	Name of Tenderer

Annexure-III

FINANCIAL BID: DETAILED TECHNICAL SPECIFICATION AND PRICE				
Item Serial No.	Part No.	Technical Specification	Quantity	Price (INR)
Basic price (of consignment)				
-Less discount, if any				
Taxes, if any				
Freight, packing, transit insurance, forwarding, transportation at RPRC, Bhubaneswar.				
TOTAL PRICE (F.O.R, RPRC, Bhubaneswar)				

TENDER DOCUMENT

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

Terms and Conditions for Supply of Orchid's Pots

1. Sale of Tender paper:

The tender papers, containing the detailed specifications of pots, list of documents to be submitted etc. will be available at Regional Plant Resource Centre, Bhubaneswar from **Dt.28.06.2018** (during the office hours only), on payment of a non-refundable tender fee (**indicated for each item 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 for individual items. The same can also be downloaded from our website www.rprebbsr.com 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. The cost of EMD (**Details of EMD to be submitted for each item is enclosed at Annexure-I**) should be submitted in shape of Demand Drafts/ Bankers Cheque. 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 and EMD will amount to rejection of the tender.

2. The last date of receipt of tender documents in this office by Speed Post/ Registered Post/ Courier Service is **Dt. 16.072018 (before 4.00 PM)** positively. The bids will be opened by the Tender Committee of RPRC on **Dt. 17.07.2018 (at 11.00 AM)** in presence of the authorised representatives of the tenderers who like to be present at that time.

3. Bid System:

a) The tender should be submitted in **single bid system**. The bid contains documents as per the tender terms along with EMD and cost of tender paper in appropriate shape. The envelope containing the documents should be written that “**Tender for Procurement of Orchid Pots**”

b) Name and Specification of the orchid pots are given in **Annexure-II**.

c) General description of the quoted orchid pots should be as per **Annexure-III**.

d) Total Quoted Price (**INR**) should be based on **F.O.R.** delivery up to RPRC, Bhubaneswar. Baric price and cost of freight, packing, forwarding, transit, insurance, and transportation should be quoted separately.

e) The rates quoted by the tenderer shall be valid for a period of 120days from the date of submission of tender.

4. Eligibility Criteria

- i. Submission of price (INR) as per prescribed format (Annexure IV).
- ii. Tender paper cost (Original receipt of tender paper). Tender paper cost need to be submitted separately for each material.
- iii. Required EMD.
- iv. Alternative price for any item will not be allowed, for which tender would be rejected.
- v. Copy of PAN to be submitted.
- vi. Undertaking that the tenderer has not been blacklisted by any Govt. Organization/Institution.
- vii. Undertaking that the quoted item qualifies the required technical specification.
- viii. Check list of documents submitted (Should be attached as **Annexure V**)
- ix. Copy of recent past performance (certificate/relevant doc.). (Should be attached as **Annexure VI**). At least 5 performance certificate need to be provided.
- x. The tendered (in case of authorized agent/distributor/dealer of reputed manufacturer) should have sufficient credential in supplying of pots through at least last 5 years of their establishment in India (evidenced with relevant documents).

5. Validity of Tender:

- i. The tender shall remain valid for a period of 90 days after the last date as specified in the tender.
- ii. Notwithstanding the above, the purchaser reserves the right to accept or reject any bids 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 depends on the realization of the committee members.

6. Issue of Purchase Order:

- i. 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.
- ii. The delivery should be completed within 60 days from the date of receipt of the confirmed purchase order as per the quality and specification of the material.
- iii. The packaging should be done in such a way that the quality of the materials is not damaged.
- iv. 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.
- v. 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.
- vi. If the selected tenderer fails to execute the order, the EMD would be forfeited and action would be taken to blacklist the tenderer.
- vii. Any legal dispute arising out of this is subject to Bhubaneswar jurisdiction only.

Sd/-
Chief Executive
Regional Plant Resource Centre
Bhubaneswar

Annexure-I

REQUIRED EMD FOR DIFFERENT EQUIPMENTS

Sl. No.	Scientific Equipments	Tender Paper Cost in Rs.	EMD price in Rs.
1.	Plastic Orchids Pots Large	472/- (Incl. Of GST)	5000/-
2.	Plastic Orchids Pots Medium	From Item no 1- 3 consider as one bid	
3.	Plastic Orchids Pots Small		
4.	Clay Orchid Pots Large		472/- (Incl. Of GST)
5.	Clay Orchid Pots Medium	From Item no 4- 6 consider as one bid	
6.	Clay Orchid Pots Small		

Sd/-
Chief Executive
Regional Plant Resource Centre
Bhubaneswar

Annexure-II

Required Specifications

Sl. No.	Name of the materials	Specification	Quantity in no.
2.	Plastic Orchid Pots Large	<ol style="list-style-type: none">i. 8” Top Diameterii. Colour- Blackiii. Materials- Plasticiv. Type- Perforated orchid potsv. Good quality	2000 nos
3.	Plastic Orchid Pots Medium	<ol style="list-style-type: none">i. 5” Top Diameterii. Colour- Blackiii. Materials- Plasticiv. Type- Perforated orchid potsv. Good quality	1000 nos
4.	Plastic Orchid Pots Small	<ol style="list-style-type: none">i. 3.3” Top Diameterii. Colour- Blackiii. Materials- Plasticiv. Type- Perforated orchid potsv. Good quality	1000 nos
5.	Clay Orchid Pots Large	<ol style="list-style-type: none">i. 18” Top Diameterii. Material- clayiii. Good qualityiv. Finely finishedv. Widely used for terrestrial orchids	100 nos
6.	Clay Orchid Pots Medium	<ol style="list-style-type: none">i. 10” Top Diameterii. Material- clayiii. Good qualityiv. Finely finishedv. Type- Perforated orchid potsv. Widely used for epiphytic orchids	1000 nos
7.	Clay Orchid Pots Small	<ol style="list-style-type: none">i. 7” Top Diameterii. Material- clayiii. Good qualityiv. Finely finishedv. Type- Perforated orchid potsv. Widely used for epiphytic orchids	1000 nos

Annexure-III

GENERAL DESCRIPTION OF THE POTS QUOTED BY TENDERER

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

Annexure-IV

DETAILED TECHNICAL SPECIFICATION AND PRICE OFFERED				
Item Serial No.	Part No.	Specification	Quantity	Price (INR)
Baric price (of consignment)				
Less discount, if any				
Taxes, if any				
Freight, packing, transit insurance, forwarding to transportation to RPRC, Bhubaneswar				
TOTAL PRICE (F.O.R, RPRC, Bhubaneswar)				