



**OFFICE OF THE DIVISIONAL FOREST OFFICER, NAYAGARH DIVISION, NAYAGARH**  
At/Po- Nayagarh, Dist- Nayagarh, Odisha-752069, E-mail ID- [dfonayagarh2016@gmail.com](mailto:dfonayagarh2016@gmail.com), Phone No- 06753-252226

**NOTICE INVITING TENDER**

Sealed Tenders are invited from intending Contractors /Firm having valid Contractor License of Class-B & C for similar nature of works, GSTIN and PAN for digging of pits of size **45 cm x 45 cm x 45 cm** in Bald Hill Plantation site at Rasanga RL over 16 Ha, Bhuyan RL Kenduabida 14 Ha of (Gania Range) and Dhadi DPF over 10 Ha of (Odagaon Range) @ 1600 plants / ha for the plantation to be taken up during 2021-2022.

The application for tender containing General Bid information , terms and conditions for pitting works can be obtained from the Head Clerk, Office of the Divisional Forest Officer, Nayagarh Division or download from District website, Nayagarh i.e <https://nayagarh.nic.in> on payment of Rs.1000/- (Rupees one thousand) either in shape of cash or through Phone pay to 9040922923 (Tapan Tanaya Bhanja) or online transaction to Account No. 50200050636026 with IFSC No. HDFC0002874 to avoid physical contact during current COVID situation. The amount of Rs.1000/- towards Tender Cost / Participation cost in the process is non-refundable.

The Tender paper will be received either in tender box with Head Clerk at Office within Office Hour (7.00 AM to 1.00 PM) or via Speed Post/ **Regd. Post**/Courier Service on any working day only till **5.00 PM of 25.05.2021** and will be opened by the Tender Committee of the Office of the Divisional Forest Officer, Nayagarh Forest Division on **27.05.2021 12.00 Noon**. Tenderers are required to submit two sealed covers i.e. Cover-1 as Technical Bid and Cover-2 as Financial Bid. During opening of the sealed tender, the seal cover -1 will be opened first and the financial bid of successful / qualified technical bidders will be opened up latter. If two or more valid Tenderers are in equal quoted rate then lottery process will be held on same day in the office of the Divisional Forest Officer, Nayagarh Forest Division in presence of the contractor or their authorized representative.

For any query Please contact : Ph. No.9040922923 / 7978674735

Divisional Forest Officer,  
Nayagarh Division

## **SCOPE OF WORKS**

Name of work	Digging of Pits of Size 45 cm x 45 cm x 45 cm at the rate 1600 nos per ha in Bald Hill Plantation site at Rasanga RL over 16 Ha, Bhuyan RL Kenduabida 14 Ha and Dhadi DPF over 10 Ha @ 1600 plants / ha in Nayagarh Forest Division.
Specification of Works	Digging of 16,000 nos of Pits Size 45 cm x 45 cm x 45 cm spreading over 16 ha., 14 Ha & 10 Ha (Total 40 Ha)
Estimate Cost	Rs.39424.00 per ha inclusive of all mandatory taxes, overhead charges and cess etc.
Period of Works execution	Within 15 days from the date of Assignment

## **LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE TENDER PAPER**

1. Detailed address of the Contractor with Mobile No for contact and other technical specification in the prescribed format in Annexure-I
2. Certificate of Registration with the competent authority to carry out the work i.e. Class-B or C Contract License with valid GSTIN Registration.
3. Valid Account Number with details of Bank of the contractor.
4. GST Clearance Certificate of the Contractor upto Last Quarters/ Year.
5. Income Tax Return of Last Three years of the Contractor.
6. Undertaking regarding completion of the works within the stipulated time decided by the Tender Committee.
7. Proof of Experience for carrying out similar works during last years
8. Proof of Single work order of value not less than 10.0 Lakhs Two Job of Similar nature each of value not less than 5.0 Lakhs.

## **Term and Conditions:-**

1. The Tender documents i.e. technical bid and the financial bid should be submitted in separate sealed covers (Cover-1 containing Technical Bid and Cover-2 Financial Bid) through offline in the Tender Box in the Office in the prescribed format along with all relevant document. During opening of the Sealed cover, the sealed cover-1 i.e. the Technical Bid will be opened first. The name of those tenderers whose technical bid is successfully qualified in the scrutiny by the scrutiny committee will be considered for financial bidding. The tenderers who do not qualify the technical bidding will not be considered for financial bidding.
2. The Tender documents incomplete in any aspect is liable for rejection.
3. The Tenders received after the scheduled date and time is also liable for rejection.
4. The Price quoted is inclusive of all taxes as mandatory under Government of Odisha like GST, TDS etc.

5. The rate of successful bidder may be valid till next tender.
6. The undersigned reserve the right to reject / cancel any or all the tenders without assigning any reasons thereof and terminate the order in case of changes in the Government procedure of policy of instruction / direction and exigencies.
7. The payment will be made through FTO in IFMS Module or through NEFT/ RTGS after receipt of delivery challan and verification physical quantity and quality of the article by the undersigned or or any officer authorized by him.
8. All legal disputes shall be subject to the jurisdiction of the Civil Court, Nayagarh.
9. The Contractor / Bidder must submitted a willingness certificate for deposit of 10 % Bid security of the amount specified to him after finalization of the works duly pledged in favour of Divisional Forest Officer, Nayagarh Division.
10. The Divisional Forest Officer, Nayagarh will not be held responsible for any postal delay, if any, in the delivery of the documents or non-receipt of the same on or before time.
11. Bid document must be accompanied with a deposit proof of Rs. 1000. 00 (Non-Refundable) towards participation cost.
12. Additional Performance Security Deposit (APSD) shall be obtained from the bidder when the Bid amount is less than the estimated cost put to tender. In such an event only the success full bidder who has quoted less bid price/ rates than the estimated cost put to tender shall have to furnish the exact amount of deferential cost i.e. estimated cost put to tender minus the quoted amount as Additional Performance Security Deposit (APSD) in shape of deposit in favour of Divisional Forest Officer, Nayagarh within Seven days, otherwise the Bid shall be cancelled and the security deposit shall be forfeited. Further, proceedings for black listing shall be initiated against bidder as per the Government of Odisha, Work Department Office Memorandum, File No. 07556900012013-14299 / Dated.03.10.2017 of Amendment of para 3.5.5 (v) of OPWD Code.
13. 1% (One Percent) of gross bill of the bidder will be deducted to words the labour cess over and above the usual deduction.
14. While making final payment of works 2 % towards GST TDS and 2 % Income tax TDS will be deducted from the gross amount to be paid.
15. If the rate quoted by the bidder is less than 15 % of the tendered amount, then such bid shall be rejected as per amendment of Appendix- IX, Clasue-36 of OPWD Code Vol-II by inclusion.
16. If two or more valid tenders are in equal quoted rate then lottery will be held on dated. 27.05.2021 in the Office of the Divisional Forest Officer, Nayagarh Division in presence of the contractor or their authorized agents.
17. Bid for the works shall remain open for acceptance for a period of 45 (Forty Five) days form the last opening of Bids. If any bidder/ Tenderer withdraw his bid/ tender before the said period or make any modifications in the term and condition of the bid, the said earnest money shall be stand forfeited.
18. The tender Committee Nayagarh Forest Division reserve the right to reject all or any tenders without assigning any reason thereof.
19. The Office happens to be closed due to any reason the date of sale, receipt and opening will be made on the next working day at the same time.

### How to submit Tender Documents

1. The application for tender containing General Bid information , terms and conditions for pitting works can be obtained from the Head Clerk, Office of the Divisional Forest Officer, Nayagarh Division or download from District website, Nayagarh i.e <https://nayagarh.nic.in> on payment of Rs.1000/- (Rupees one thousand) either in shape of cash or through Phone pay to 9040922923 (Tapan Tanaya Bhanja) or online transaction to Account No. 50200050636026 with IFSC No. HDFC0002874 to avoid physical contact during current COVID situation. The amount of Rs. 1000/- towards tender cost / Participation cost in the process is non refundable.
2. Submit the Annexure-I (Technical Bid) and the Financial Bid duly filled in and signed along with all other pre-requisite under Terms and Conditions by hand / postal / courier before 25.05.2021 upto 1.00 PM.

Divisional Forest Officer,  
Nayagarh Division

**ANNEXURE –I**  
**TECHNICAL BID**

(Last Date:- 25.05.2021 –Time:-1.00 PM)

01	Name of the Contractor	
02	Name of the authorized representative	
03	Present address for communication	
04	Contact Mobile No.	
05	E-Mail ID	
06	Adhar Card No. (A copy to be submitted)	
07	PAN Card No. (A copy to be submitted)	
08	Contractor license Class-B or C for carrying out the similar civil works	
09	GST Registration No. (A copy to be submitted along with GST Clearance Certificate issued by the Competent Authority)	
10	Income Tax Return of last Three Years ending 2019-20	

**DECLARATION**

I declare that, the particulars furnished above are true to the best of knowledge and I shall accept all the terms and conditions of this tender without any objections. I have also submitted all the required documents as asked for in the tender process.

Full Signature of the Tenderer

Place:-

Date:-

## ANNEXURE –II

(FINANCIAL BID)

FOR DIGGING OF PITS IN BALD HILL PLANTATION SITES RASANGA RL OVER 16 HA, BHUYAN RL KENDUABIDA 14 HA AND ..... @ 1600 plants / ha in NAYAGARH FOREST DIVISION.TO BE TAKEN UP DURING THE YEAR 2021-2022  
(Last Date:-25.05.2021 –Time:-1.00 PM)

Sl. No.	Name of the Works	Rate quoted by the Contractor inclusive of all taxes (in Rs.)
01	Digging of 16,000 nos Pits Size 45 cm x 45 cm x 45 cm over 10 Ha @ 1600 nos per Ha.	

Full Signature of the Tenderer

Place:-

Date:-