

DEPARTMENT OF AGRICULTURE, ANIMAL HUSBANDRY & COOPERATION
ORGANIC FARMING AUTHORITY OF JHARKHAND
KRISHI BHAWAN CAMPUS, KANKE ROAD, RANCHI-834008

“INVITATION OF APPLICATION FOR EMPANELMENT OF MANUFACTURERS FOR THE SUPPLY OF ORGANIC FARM INPUTS (BIOFERTILIZERS/ BIOPESTICIDES/ SOIL CONDITIONER/ PLANT GROWTH ENHANCERS / OTHER APPROVED BIO-PRODUCTS IF ANY) IN JHARKHAND.”

Empanelment Documents:

- i. The Empanelment documents will be submitted in two parts namely;
 - (a) **Technical Part:** The technical document will be submitted as per **Annexure-I**, which contains details of manufacturers/organization etc., for the supply of **organic farm inputs** along with their specifications.
 - (b) **Product Specification Part:** The product specification part will contain the details of **organic farm inputs** along with their specifications as per **Annexure-II**.
 - (c) Declaration on stamp paper by the notary stating that the company has not been black listed in any regards as per **Annexure-III**.
- ii. Technical part should contain all such details as mentioned in the Technical Part.
- iii. Product Specification part should contain the product quality, specification and other supportive documents to ensure the quality and effectiveness of the product inside the Jharkhand State etc.
- iv. The envelopes should then be sealed in a third envelop marked as **“INVITATION OF APPLICATION FOR EMPANELMENT OF MANUFACTURERS FOR THE SUPPLY OF ORGANIC FARM INPUTS (BIOFERTILIZER/ BIOPESTICIDES/ SOIL CONDITIONER/ PLANT GROWTH ENHANCERS/OTHER APPROVED BIO-PRODUCTS IF ANY) IN JHARKHAND”**.

The firm should also super scribe on the top of the envelope the name of the firm, advertisement number.
- v. A complete set of Empanelment Documents may be purchased by interested eligible Organizations/Manufacturers on the submission of a written application to the **Chief Executive Officer, Organic Farming Authority of Jharkhand, Krishi Bhawan Campus, Kanke Road, Ranchi, Jharkhand-834008** upon payment of a non-refundable fee of **Rs. 2000/-** (Rupees Two Thousand only) in the form of **Demand Draft in favor of “Organic Farming Authority of Jharkhand”**, payable at Ranchi.

vi. The Empanelment Documents may be purchased personally during office hours on all working days from 10:00 AM to 05:00 PM.

It may also be downloaded from <http://organicjharkhand.in> in which case, the fee in the form of demand draft should be enclosed with the empanelment documents at the time of submission.

vii. The last date for submission of Empanelment documents is 28/10/2015 up to **16:00** hrs.

viii. Empanelment documents can be submitted by hand or by post. If the Empanelment Documents is sent by post, the **OFAJ** will not be responsible for delay in postal transit.

ix. Empanelment documents received after due date and time will be rejected.

x. Empanelment document submitted to the Office must be –

a. Page numbered and spirally binded.

b. Index must be attached with document.

c. Each paper attached with the document must be dully signed and stamped by the authorised person of the agency.

d. All documents must be submitted to the office with sealed envelope.

xi. The **Chief Executive Officer, Organic Farming Authority of Jharkhand** reserves the right to cancel/postpone the date of receipt and opening of the tenders without bearing any liability, whatsoever, consequent upon such decision.

Chief Executive Officer
Organic Farming Authority of Jharkhand
Ranchi

1.0. GENERAL INFORMATION:

1.1. All Applications should be addressed to the **Chief Executive Officer, Organic Farming Authority of Jharkhand** and sent to the following address:

**Chief Executive Officer,
Organic Farming Authority of Jharkhand,
Krishi Bhawan Campus, Kanke Road
Ranchi (Jharkhand).
Pin Code-834008.
Tel: 0651- 2230789; Fax: 2230793
e-mail: organicharkhand2012@gmail.com**

1.2. Empanelment is invited from interested manufacturer having at least five (5) years experience as per the Empanelment document.

1.3. The specifications mentioned in the empanelment document as per Annexure-I.

1.4. The Manufacturer shall be manufacturer of **Organic farm inputs** for which they shall enclosed a copy of organic attestation certificate.

1.5. The Manufacturer shall clearly state their production and marketing experience in **organic farm inputs** business along with a declaration with no. of years.

1.6. Minimum average annual turnover during last 3 years **as per Annexure-IV** should be not less than Rs. 50.00 lakh.

1.7. The manufacturer should neither be convicted by any court of law nor blacklisted by any Government concern nor any criminal case been pending against such concern by any Government **as per Annexure-III**.

1.8. Manufacturing agency must have an approval certificate for its **organic farm inputs** provided by an **APEDA accredited certification agency for minimum five years**.

2.0. SCOPE OF WORK:

2.1. The scope of work shall be complete supply of organic farm inputs F.O.R. destination.

2.3. The manufacturer will be laid down the on field trials in each district of project area.

3.0. DEPOSIT OF REGISTRATION FEE:

3.1. REGISTRATION FEE Rs. 25000.00 (Rs Twenty Five Thousand only) in the form of account payee bank demand draft in favour of **“Organic Farming Authority of Jharkhand”** payable at Ranchi.

3.2. Registration will be valid for a period of three years. .

3.2. **Earnest Money Deposit:** The applicant shall be required to deposit a sum of Rs 50000.00 (Rs Fifty Thousand only) as Earnest Money by crossed Demand Draft made-out in favour of **“Organic Farming Authority of Jharkhand”** Payable at Ranchi. **EOI proposal submitted without the Earnest Money is liable for rejection.**

3.3. No interest will be payable on EMD. The EMD will be refunded after the expiry of registration and successful supply of work.

4.0. GUIDELINES FOR SUBMISSION:

4.1. Interested manufacturer with requisite experience may submit required documents in packet (Technical Part) as detailed below:-

4.2. Packet – 1 (Technical Part)

- I. Firm Registration i.e. Memorandum & Articles of Association in case of company, Partnership Deed & Registration certificate thereof in case of Partnership Deed & Shops & Establishment Certificate & Affidavit from the proprietor in case of proprietary firm.
 - II. Board resolution in case of Company, Authority Letter or Power Of Attorney in case of partnership firm or proprietary firm.
 - III. Sales Tax / VAT Registration Certificate (valid in Jharkhand) of Manufacturer/ Authorized Dealer/ Declaration by manufacturer that prior to work JVAT registration will be submitted.
 - IV. Photo copy of PAN No. issued by Income Tax Department.
 - V. Sales Tax clearance certificate & Sales Tax Return filed during last two year.
 - VI. Audited balance sheet along with annual report and IT return should be submitted for the last three years (the average annual turnover should be Rs.50.00 lakh minimum for the last three years).
 - VII. CA Certificate as per **Annexure IV**.
 - VIII. Profile & Track Record of the manufacturer.
 - IX. Organic attestation certificate from APEDA accredited agency for minimum five years.
 - X. Copy of registration of Trade Mark from the competent authority in support of the brand for the offer has been submitted.
 - XI. District wise list of authorized dealers in Jharkhand.
 - XII. Manufacturers have to produce their Internal Quality Assurance and Quality Control (QA/QC) plan.
 - XIII. Empanel Documents Fee of Rs. 2000/- (Rupees Two Thousand Only) in the form of Demand Draft from a Scheduled Bank drawn in favour of the “**Organic Farming Authority of Jharkhand**” payable at Ranchi.
- 4.3. The evaluation Committee for the empanelment will have the right to inspect the manufacturing unit of the firm and if the Committee feels that the Company/firm is not having the required machinery, technical personnel and other facilities like financial back

ground and capacity to execute tender, the approved tender is liable for cancellation and Performance guarantee will be forfeited.

4.4. Samples shall be drawn from the production centre by the concerned authority of Agriculture Department and sent to Govt/Govt. recognized Laboratories/Universities for testing. The analysis charges shall be borne by the qualified Manufacturer(s).

4.5. The technical part submitted will be evaluated on the basis of the following criteria:

S.N.	Criteria	Marking Scale	Maximum Marks
1.	Availability of Sales Center in Jharkhand	10 Marks	10 Marks
2.	Agreeability for Demonstration & Training of farmers	5 Marks	5 Marks
3.	Total years of experience for manufacturing of approved organic farm inputs under NPOP	5 Marks for each years	30 Marks
4.	Number of single orders worth Rs. 5.00 lakh and above	2 Marks for each such order	10 Marks
5.	Bank Solvency Certificates	3 marks for each Rs. 5 Lakh	15 Marks
6.	Annual Turnover, which will be average of last three years on the basis of balance sheet	3 Marks for every 10 lakh	30 Marks

5.0. PART – 2 (Product Specification Part):

5.1. Document in support of quality of product at State/National/International level if any.

5.2. Supply of Bio-fertilizer must be as per FCO and Bio-pesticide as per latest CIB act.

5.3. The manufacturer shall submit an affidavit regarding the rates of bid quoted in tender **that the rates of organic farm inputs which are quoted in financial bid are the minimum price and not more than the market price in the State of Jharkhand.**

5.4. Document in support of approval of the product as organic input by APEDA accredited certification body.

6.0. SELECTION PROCESS:

A designated committee will evaluate the empanelment document received.

Technical assessment will be based on technical evaluation criteria as mentioned in paragraph 4 as well as technical specification mentioned in **Annexure-I**.

On the basis of assessment of technical part and product specification part the manufacturer will be short listed at will be registered through a MOU.

7.0. TIME LINE:

After selection of the agencies the supply order will be issued as per the requirement of the product by district implementation agencies in the light of which the

ordered material will have to be delivered within the specified time limit to the corresponding districts.

8.0. TERMS OF PAYMENT:

- 8.1. No advance payment will be made.
- 8.2. In case of subsidy scheme, the subsidy will be transferred to the farmers Account. Farmers will pay to the manufacturer. Payment through cheques/drafts/RTGS/Online directly will be made. Bank commission will be borne by the firm.
- 8.3. **Payment will be made only after successful supply as per the ordered quantity.**

9.0. VALIDITY PERIOD:

Manufacturer should specify the validity period of their offer which should be for a period of at least 365 days from the date of opening of tender.

10.0. OTHER IMPORTANT INFORMATION:

- 10.1. The Manufacturer will not sell products of same specification at a lower price than the rates offered to **OFAJ** to any manufacturer or person anywhere in Jharkhand. If such incident is noticed, the **OFAJ** will restrict all payments to such a lower rate and take further action as deemed fit.
- 10.2. The performance guarantee of the successful Manufacturer who does not fulfill the obligation of supply of stocks as per orders/specification/packing/maintenance of quality shall be forfeited and alternative arrangements will be made for procurement of such products and any additional cost in this will be to the account of defaulter.
- 10.3. The successful Manufacturer shall not sublet or assign this contract or any part of it to other manufacturer.
- 10.4. Wherever any of the tendering conditions is not applicable then proper documents and satisfactory evidence to that effect must be submitted to the competent Authority.
- 10.5. To ensure high quality standard, if any of the products for which the tender is called for, is manufactured under the technology developed and patented by any of the GOI undertakings, then the product proposed to be supplied by the manufacturer participating in the tender must be manufactured either under GOI technology or through any other equivalent technology that has been field tested at least for two years by any of the Agriculture University or Govt. Labs in India.
- 10.6. The products supplied shall be with sound packing. Damaged bags, if any, shall be replaced by the supplier with sound packing at his own cost. The responsibility of quality and quantity (miss-branding/under weight) of the material supplied lies with the supplier only.

- 10.7. The Competent Authority reserves the right to summarily reject an offer received from any agency on national security considerations, without any intimation to the bidder.
- 10.8. The Competent Authority reserves the right to place an order for the full or part quantities under any items of work indicated above.

11.0. PENALTY CLAUSE:

Any delay from the stipulated schedule would invite a penalty of Rs. 500/- per day as enumerated in the Scope of Work indicated above.

12.0. QUANTITY:

The quantity of requirement will be decided as per the Central/State Schemes under agriculture & Horticulture Sector.

13.0. TEST CERTIFICATE:

Test certificates, where applicable should be furnished.

14.0. GUARANTEE:

- 14.1. In the event of any materials failing to conform to the specifications on quality the **OFAJ** has the right to reject them out right and the supplier shall replace the rejected materials with fresh stock at his own cost.
- 14.2. Empanelment document which is not submitted in prescribed Performa shall be rejected. Any additional particulars can be furnished in the accompanied letter of statement.
- 14.3. Empanelment document which does not contain full details regarding technical particulars, test certificates, delivery period, etc. will not be considered.
- 14.4. The undersigned reserves the rights to reject whole or part of any or all of the application without assigning any reason.

15.0. CANCELLATION OF ORDER:

The authority issuing the order reserves the right to cancel whole or part of the supply orders of those suppliers, who are found to be defaulter for delayed supply of the job or the supply of non-standard quality of materials.

16.0. TERMINATION BY DEFAULT:

The Authority reserves the right to terminate the contract of any manufacturer/manufacturer in case of changes in the Government procedures or unsatisfactory services.

17.0. FORCE MAJEURE:

Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure Act.

18.0. DISPUTE RESOLUTION:

In case of dispute between the supplier and the OFAJ, Jharkhand the matter shall be referred to the Secretary, Department of Agriculture and Sugarcane Development, Jharkhand whose decision shall be final and binding upon both the parties.

1. Name of Firm:
2. Nature of the Firm (Proprietorship/Partnership/Pvt. Ltd. Company/Any other firm):
3. Address with telephone no., fax no. & e-mail id:
4. Details of Trial/Testing of any product with SAUs or Agriculture related Central Institutes:
5. Status of financial position (Certificates from concerned Banks should be enclosed):
6. Are you Income Tax/Sales Tax/Vat payee, if so, certificate of I.T.R & S.T. Regn. may be furnished:
7. Income Tax Permanent A/c. No:
8. Sales Tax/VAT No:
9. Phone/Mobile No:

I also hereby enclose the “Technical Part”, other relevant details and documents to support my work details given above.

I do hereby declare that the above particulars furnished by me are true to my knowledge and belief. I do hereby undertake to abide by all terms and conditions of Expression of Interest document. I enclose the following documents and certificates:

- i. Copy of PAN Card & Latest I.T. Return
- ii. Copy of VAT Registration Certificate
- iii. Audited balance sheet of last three years
- iv. Attestation certificate of organic farm inputs under NPOP regulation
- iv. Others (Please specify)

Terms and conditions duly accepted and signed are also enclosed.

Dated: _____ (Signature of the Manufacturer with designation and Official Seal)

PRODUCT SPECIFICATION OF APPROVED ORGANIC FARM INPUTS

S. N.	Name of the Item	Specification	Unit (Kg / ltr)	Rate in Rs (In figures & words both)	Production Capacity Per Month (In MT)
1.	Bio-fertilizer				
2.	Bio-pesticide				
3.	Plant Growth enhancers				
4.	Soil Conditioner				
5.	Other approved Bio-products if any				

Rates quoted are inclusive of Taxes / duties like Sales tax /VAT, excise duty, Inspection charges etc. if any

The rates should be quoted in Indian Rupees only, for each item separately, both in figures and words in such a way that interpolation is not possible and all over-writings should be strictly avoided or rewritten and correction should be duly attested prior to the submission of tender. The rates should include all taxes packing costs, transportation, unloading costs at destination in all Districts in Jharkhand.

Seal of the Company

Signature of Authorized Signatory

Date:

Name

Designation

AFFIDAVIT

I, S/o Director/Proprietor of M/s having its Registered Office at do hereby solemnly affirm and declare as follows:

1. That I have been authorized to execute this affidavit on behalf of this Company/Firm by the Board of Directors vide its Resolution passed on
2. That the Chief Executive Officer, Organic Farming Authority of Jharkhand vide Advertisement published in had **INVITATION OF APPLICATIONS FOR EMPANELMENT FOR SUPPLY OF ORGANIC FARM INPUTS (BIOFERTILIZERS/ BIOPESTICIDES / MICRONUTRIENT / PLANT GROWTH ENHANCERS/ OTHER APPROVED BIO-PRODUCTS IF ANY) IN THE STATE OF JHARKHAND.**
3. That in response to the said Advertisement as stated above, our firm has submitted its Technical & Product specification part to the Chief Executive Officer, Organic Farming Authority of Jharkhand, on.....
4. That it is here declared that (Manufacturer) or in its office bearer has never been black listed by Govt/Semi Govt. Agency and there is no legal action pending against the manufacturer or any punishment order issued in any criminal proceeding against the same.
5. That Technical part of our firm M/s containing necessary information and particulars furnished as per given Performa.
6. That the statements made in paragraphs 1 to 5 of the foregoing Affidavit as above are true to my knowledge and belief and if anything is found contrary, I stand liable to be prosecuted under appropriate Act/Laws in force.

Solemnly affirmed by the said..... aton this the.....day of.....2015.

Deponent:

Identified by me:

Last three years turnover of the company:

Year	Turnover as per Balance sheet Rs. in Lac
2012-13	
2013-14	
2014-15	

Place: _____

Date : _____

Stamp & Signature of the CA