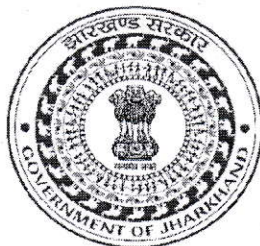


**RFP No.Agri/CTR-01/2025-26**

**Sub Divisional Agriculture Office, Tapez CHATRA**

**VERY SHORT TERM REQUEST FOR PROPOSAL (RFP)  
for  
SUPPLY OF INM/IPM AND OTHER AGRO-CHEMICALS UNDER VARIOUS  
AGRICULTURAL SCHEMES IMPLEMENTING BY SUB-DIVISIONAL AGRICULTURE  
OFFICE, HORTICULTURE & ATMA, CHATRA**



**Sub-Divisional Agriculture Office, Tapez CHATRA**

**CHATRA.**

**Very Short Term Request For Proposal (RFP)**  
for  
**Supply Of INM/IPM And Other Agro-Chemicals Under Various Agricultural Schemes**  
**Implementing By Sub-Divisional Agriculture Office, HORTICULTURE & ATMA**  
**CHATRA**

Sub-Divisional Agriculture Office, CHATRA is executing different farmer oriented schemes under direction and supervision of Directorate of Agriculture. The aim of the office is to harness the high potential into high productivity of cereals, legumes, oilseeds, millets etc. in the District. The office is conducting seed distribution, INM/IPM distribution, cluster demonstration in farmer's field in both Kharif and Rabi season. *Birsa Fasal Vistar Yojana, Mrida Swasthya Prabandhan keeYojana (Aamlic Mitti Sudhar kee Up Yojna), Fasal Surakasha Yojana* through Sub-Divisional Agriculture Office, CHATRA, MIDH(NHM) HORTICULTURE and National Food and Nutritional Security Mission (NFSNM) INCLUDING OIL SEED through ATMA, CHATRA are the schemes under which distribution of INM/IPM based chemicals, dolomite, sprayers and other kits/apparatus etc. are distributed among farmers to enhance crop productivity and for management of acidic soil.

Sub-Divisional Agriculture Office, CHATRA is the nodal agency in the district for the disbursement of Agro chemicals/Bio-fertilizers/Pesticides to the farmers at subsidized rate under various state government schemes. Sub-Divisional Agriculture Office, CHATRA invites RFP from eligibleAgro-Chemicals manufacturers/Distributors/Suppliers having requisite authorization/licence in handling or selling or supply of INM/IPM based Bio-fertilizers (Azotobacter, Rhizobium) Phosphogypsum, Dolomite, Nano Urea, Fungicides, PSB (Phosphate Solubilizing Bacteria), Organic Bio-Pesticides/Bio-agents, Weedicides, etc. as applicable for different crops in order to meet the agro-chemicals requirement in both Kharif and Rabi season.

Area	Nature ofWork
Supply of agro-chemicalsas per targetalloted in <b>Birsa Fasal Vistar Yojana, Mrida Swasthya Prabandhan ki Yojana (Aamlic Mitti Sudhar keeYojna), Fasal SurakashaYojana, MIDH(NHM), National Food and Nutritional Security Mission (NFSNM) INCLUDING OILSEED</b> to CHATRA District.	To supply of INM/IPM and other agro-chemicals under various schemes of Sub-divisional Agriculture Office & ATMA, CHATRA

Please obtain and go through the full document available a twesite [www.atmachatra.in](http://www.atmachatra.in)

- i. Applicants (hereinafter referred to as "Bidders") are required to submit only one application for supply INM/IPM based Bio-fertilizers (Azotobacter, Rhizobium) Phosphogypsum, Dolomite, Nano Urea, Nano DAP, Fungicides, PSB (Phosphate Solubilizing Bacteria), Organic Bio-Pesticides/Bio-agents, Weedicides, etc(hereinafter referred to as "Agro-Chemicals").
- ii. Bidder should read the Bid document carefully before submitting the required document.
- iii. Collect all the necessary documents for submission. Fill up necessary information and Index them in order according to respective eligibility condition. All the bid documents should be self-attested under the seal of firm.
- iv. Bidders eligible as per qualifying conditions will be shortlisted based on the information provided by them.
- v. Before final bid submission, check fulfillment of all necessary conditions and go through the Bid documents carefully.
- vi. Submit the required EMD as defined in RFP document.



## Table of Contents

Details of RFP .....	5
Section I : Background.....	6
Section II: Objective & Scope of Work .....	6
Section III: Eligibility Criteria .....	6
3.1 General Eligibility .....	5-13
3.2 Technical Eligibility .....	13-14
3.3 Consortium .....	13
3.4 List of documents to be submitted as part of response to RFP .....	13
3.5 Disqualification.....	13
SECTION IV: EVALUATION AND SELECTION PROCEDURE.....	14
SECTION V: TERMS AND CONDITIONS OF AGREEMENT .....	14
ANNEXURES .....	20-26

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**Data Sheet:Details of RFP**

RFP No.	Agri/ctr-01/2025-26
Title of RFP	Very Short Term REQUEST FOR PROPOSAL (RFP) For Supply Of INM/IPM And Other Agro-Chemicals Under Various Agricultural Schemes Implementing By Sub-Divisional Agriculture Office & ATMA, CHATRA.
Document Fee	Nil
Start & End Date & Time for Submitting of RFP document	11.12.2025 at to 19.12.2025 at 12:00 PM
Last date and time for submission of RFP and EMD	19.12.2025 at 12:00 PM
Date of opening of the RFP Technical Bid	19.12.2025 at 03:00 PM
Mode of Proposal Submission	The application should be submitted in hard copy in sealed envelope to Sub-Divisional Agriculture Office, CHATRA.
Earnest Money Deposit (EMD)	Earnest Money (refundable) Rs. 1.00 lakhs (Rupees OneLakh only) to be submitted
Period of Supply	One Year Extendable for another One Years (Maximum).

Note: -

1. The Bidder must read carefully the entire tender document from the beginning and must declare that he has gone through and accept all the clauses and conditions

*[Handwritten signature]*



## **Section:Background**

Agro chemicals along with Seed are the basic input on which the performance of crops depends. INM/IPM and other agrochemicals are necessary for increasing the productivity and production of the crops. In order to empower the farmers, government provides different agro-chemicals to farmers at subsidized rates in order to meet the local agri-input requirement. The government endeavors to undertake timely supply of seeds and other agri-inputs to the farmers in order to achieve better crop productivity.

## **SectionII:Objective & Scope of Work**

Scope of work includes an indicative list of works which the selected Agro-chemicals supplying agency would be subjected to during the period of one year.

- i. The supplying agency would be required to timely complete supply of quality Agro-chemicals(District/Block level) in CHATRA district, Jharkhand.
- ii. The quality of Agro-chemicals provided by the supplying agency should be in terms of Law/Act/Order/Rules enforced by the State of Jharkhand and Gol.
- iii. The supplying agency would be required to provide agro-chemicals as specified and required by the district.
- iv. The quoted rates shall remain valid up to a period of maximum two year.

## **SectionIII:EligibilityCriteria**

### **3.1 General Eligibility**

#### **A. LANGUAGE OF RFP SUBMISSION**

The RFP must be prepared in English language only. If any document which is not in English, it should be accompanied with translated and attested certified in English version.

#### **B. SUBMISSION OF RFP**

- i. The tender should submit his offer in two separate envelopes i.e. in first envelop with superscription "REQUEST FOR PROPOSAL (RFP) for SUPPLY OF INM/IPM AND OTHER AGRO-CHEMICALS UNDER VARIOUS AGRICULTURAL SCHEMES IMPLEMENTING BY SUB-DIVISIONAL AGRICULTURE OFFICE & ATMA, CHATRA" ENVELOPE NO. 1.
- ii. Not more than one RFP offer will be accepted from any bidder. If a bidder participates in the RFP offer, representing more than one bid by one organization under one or different name, than such multitude of bid shall amount to collusive activity and appropriate action should be taken by Sub-Divisional Agriculture Office, CHATRA under fraud and corrupt practices.
- iii. RFP offer must be submitted in hard copy before deadline. No additional document will be acceptable once the bid has been submitted.
- iv. The offer should be given in the prescribed format as per RFP document.



- v. The submission of offer by any Bidder implies that they have read the terms and conditions of the RFP and have made themselves fully aware of the scope and specifications of agrochemicals. Any addition or omissions in the original offer after opening of the offers will not be entertained. In this regard the bidder needs to give a declaration duly signed and stamped as per **Annexure VII**
- vi. Individual signing of the offer should have valid authority and will attach valid acceptable proof of his authority to sign on behalf of the Bidder as per **Annexure III**. The tenderer must enclose adequate documents to prove their authorization claims, the authority letter should include the details of principle supplier/manufacturer regarding their full address, contact person, e-mail address, fax no. and address of the website etc. Every page should be duly signed/self-attested by the authorized person of the firm/agency, otherwise the bid proposal will be summarily rejected. Digital scanned sign on bid document is not permitted.
- vii. The bidder should fill up the required information in prescribed formats as per **Annexure I to VII** and should submit all relevant documents as desired, failing which the bid will be rejected.
- viii. Bidder should deposit the EMD as per the instructions specified in the RFP document.
- ix. Conditional application will not be accepted in any case.

**The prospective Bidders having any common Partners/Directors/Managing partners etc. or having any other common criteria shall be considered as Sister / Group / Associates Company/Related Company. In such cases, both of the bid are rejected. Bidders must submit a declaration along with the Technical Bid, in the form of an affidavit on Rs.100/- non-judicial stamp paper duly notarized, stating;**

**That no other Firm/Sister concern/Associate belonging to the same group is not participating / submitting this process. (Annexure VI)**

#### **C.VALIDITYOFTHEBID**

The rates quoted by the Bidders shall be valid for one year extendable up to another one from the Schedule date of submission of the Bid for decision and finalization of the RFP.

#### **D. PRESENCEOFBIDDERS**

All the Bidders or their authorized representative ,who respond to this notification, may be present on the date, time and place of opening of Technical Bids and Financial Bid, at their own cost.

#### **E. RATESOFFERED**

- i. Rates submitted by the bidder should be firm and free from all escalations.
- ii. The bidder should quote rates F.O.R. all destinations in District supplied through



the Block Offices, inclusive of applicable taxes, levies, duties transportations etc. Agency has to supply agro-chemicals block wise.

- iii. Bidder should quote the rate as per specification of agro-chemicals. The prices should be inclusive of all handling, packaging, transportation, taxes etc.
- iv. Rates should be quoted in the format as per(Annexure IV).The tenderer should provide the rates quoted in second envelop with superscription "REQUEST FOR PROPOSAL (RFP) for SUPPLY OF INM/IPM AND OTHER AGRO-CHEMICALS UNDER VARIOUS AGRICULTURAL SCHEMES IMPLEMENTING BY SUB-DIVISIONAL AGRICULTURE OFFICE, HORTICULTURE& ATMA, CHATRA" ENVELOPE 2 (RATES)
- v. As and when Government of India or the State Government will revise the rates of GST that will be Applicable.
- vi. The rates finalized will be strictly for the use of Sub-Divisional Agriculture Office HORTICULTURE and ATMA, CHATRA offices only.

#### **F. AMENDMENT OF RFP DOCUMENT**

RFP once submitted cannot be amended. No clarification should be acceptable after submission of bid.

#### **G. DEADLINE FOR SUBMISSION OF THE BIDS**

- i. The bids will be received in hard copy on or before schedule date & time only.
- ii. The Sub-Divisional Agriculture Office, CHATRA reserves the rights to extend the deadline or for making any other change in the Bid document by issuing/publishing an amendment/corrigendum in this regard. The Sub-Divisional Agriculture Office, CHATRA also reserves the right to cancel the bid without declaring any reason.

#### **H. VALIDITY OF RFP**

The Bid shall be effective from the date of circulation by Sub- Divisional Agriculture Office, CHATRA valid for 180 days.

#### **I. EARNEST MONEY DEPOSIT (E.M.D.)**

- i. The bidder is required to submit EMD of INR 1,00,000/- (INR One Lakh) only. DD/IOI/FD in favour of Sub-Divisional Agriculture Office(Gen), CHATRA will be acceptable towards deposit of earnest money.
- ii. As per Jharkhand Procurement policy 2014 (amendment 2019) vide Memo No. 1342, Dated 16.07.19, MSMEs shall be exempted from EMD.(Provided the firm/organization is registered under the trade related to supply of Agro-chemicals).
- iii. E.M.D. of all unsuccessful Bidders will be returned.
- iv. E.M.D. will not carry any interest.
- v. For successful bidding the bidder is required to submit the EMD, and Bid document required (both) well before the end of due submission time.

- (9)
- vi. E.M.D. of bidder will be forfeited if the Bidder at any time prior to its rejection withdraws the bid while the bid is still valid and in case of successful Bidder, fails to sign the agreement within the specified time limit.

#### **J. FINANCIAL BID**

- i. Financial bid is to be submitted in separate envelope as per format given in Annexure IV(BOQ).
- ii. Bidder may submit rates for all items or less items as He /She wishes to quote.

#### **K. Security Deposit**

- i. The successful bidder shall furnish security deposit of amount of INR 1,00,000/- (One Lakh only) after the issue of "Letter of Intent" from Sub-Divisional Agriculture Office, CHATRA in form of DD/IOI/FD/Bank Guarantee in favor of Sub-Divisional Agriculture Office(Gen.), CHATRA payable at CHATRA. For successful bidder deposited EMD will be considered as Security Deposit.
- ii. As per Jharkhand Procurement policy 2014 (amendment 2019) vide Memo No. 1342, Dated 16.07.19 MSMEs shall be required to deposit only 10% of Security Deposit (SD) The security deposit shall be kept as a security for three years from the date of agreement and needs to be pledged in the favour of Sub-Divisional Agriculture Office, CHATRA. If the contract is not renewed, then the security deposit amount will be returned. (To get the benefit of MSME, the firm should be registered under the trade related to Agro-Chemical field only). No other MSME registration code will be accepted.
- iii. This security deposit shall be forfeited, in case of failure of execution of supply as per the supply order placed time to time or supply of any substandard material reported to be found, and agreement will be terminated, and the Bidder may be debarred or blacklisted for submission of further rate contract.

#### **L. PURCHASE ORDER & SUPPLY F.O.R. DESTINATION**

- i. The Sub-Divisional Agriculture Office, CHATRA /District Horticulture Officer/Project Director, ATMA will be issuing supply/work order on the purchase rates finalized in the RFP as per the indents or demand based on season/crop/sowing time.
- ii. The Bidder has to deliver the requisite quantity of "Agro-Chemicals" F.O.R. destination through District Office as described in order, which can be District or Block headquarters, or any other place as the case may be, with their own mode of proper transportation, in proper shape and condition to the consignee, within stipulated time schedule.
- iii. The date of expiry of Agro-Chemicals may be indicated clearly. The expiry date should be at least two years from the actual date of supply of items.
- iv. Loose and leaked containers of any item will not be accepted by District office/Block office.
- v. It will be mandatory for agency to declare their stocks of the different Agro-chemicals on their sale point and report it to the Office.



- (10)
- vi. Bidders have to give the supply and movement plan of the Agro-chemicals from source to destination. Information regarding dispatch date, time, vehicle number, mobile number etc. have to be provided by the agency after receiving supply order.
  - vii. The agency will mention lot wise quantity of Agro-chemicals supplied in the delivery challan and bills. The challan No. and date should invariably be indicated in the Bills / Invoice, when raised by the agency. The lot wise release Orders/ Certificates from the concerned Authority are to be furnished by the agency along with the bill.
  - viii. It is necessary for qualified agency to produce the sample of item-wise agro-chemicals to the Sub-Divisional Agriculture Office as and when required.

#### **M. PROCESS OF FINALISATION OF RATES**

- i. After consent of parties and execution of agreement, rates will be circulated as required.
- ii. No offer will be accepted if the rates are quoted with the condition of minimum single order of half/full truck load etc.

#### **N. PRICE FALL CLAUSE**

- i. The price charges for the offered item supplied under the contract by the bidder shall, in no case exceed the lowest price on which the bidder sells to other parties, private or Government bodies.
- ii. If at any time during the said period, the bidders reduce the sale price of such offered item to any other person/organization at a price lower than the price chargeable under the contract, the bidder shall forthwith notify such reduction in rate to Sub-Divisional Agriculture Office. The price payable under the contract for the item supplied after the date of coming into force, of such reduction in sale price shall stand correspondingly reduced.
- iii. Sub-Divisional Agriculture Officer shall be entitled to recover any amount paid in excess to the bidder in respect of sale which takes place after the reduction of price by the Bidder.
- iv. If the rate of similar products (with same specification) is found lower within the District, Sub-Divisional Agriculture Officer will have full power to cancel and recover the excess amount paid.

#### **O. MODE OF PAYMENT**

- i. Sub-Divisional Agriculture Officer shall make payment to the supplier against supply for the offered items and after receiving essential satisfactory sample report.
- ii. Payment of Supplier's Bill will be made only after getting standard report of sample as per the testing norms of supplied materials from a notified laboratory as per requirement of the item.
- iii. If due to any mistake extra payment is made to the Supplier, it will be responsibility of the supplier to point out extra payment and return it to Sub-Divisional Agriculture



Office. The Sub-Divisional Agriculture Officer will have full authority to adjust such payments from future payments or pending bills or next bills due for payment.

- iv. The supplier will have to submit all the receipts and Challan at the office of Sub-Divisional Agriculture Officer to process the payment.

#### **P. Violations & Penalties:**

The list of violations mentioned below is not exhaustive and any other deviations, which affect the implementation of the scheme adversely may be considered as deemed fit for smooth functioning of the same.

- i.) A due process, where show cause is issued and adequate time is allowed for response, shall be followed and the selected bidder as well as the beneficiary shall be adequately heard, and natural justice provided.
- ii.) In case of violations in respect of failure in quality control & quality assurance and to provide maintenance & after sales service, following penalties shall be imposed by competent authority:

#### **Q. PROCESSTOBECONFIDENTIAL**

- i. Information relating to the process of examination, clarification, evaluation, and comparison of bids and recommendations for the award of contract shall not be disclosed to Bidders or any other persons not officially concerned with such process.
- ii. Any effort by the Bidder to influence any officials of the department for processing of bids or award decisions may result in the rejection of their bid.

#### **R. FORCEMAJEURECLAUSE**

Neither party shall be held responsible for the non-fulfillment of their obligations under this agreement due to the exigency of one or more of the force majeure events, such as but not limited to acts of God, war, flood, earthquakes, strikes, lockouts, epidemics, riots, civil commotions provided on the occurrence and cessation of any such event the party affected there by shall give a notice in writing to the other party within one month of such occurrence or cessation together with the measures taken by it to mitigate and minimize the adverse effects of such force majeure event. If the force majeure conditions continue beyond six months, the parties shall jointly decide the future course of action.

#### **S. FRAUDANDCORRUPTPRACTICES: -**

The Sub-Divisional Agriculture Office, CHATRA requires all the Bidders should observe the highest standard of ethics.

In pursuance to this policy, following has been defined. - "Corrupt Practice" means behavior on the part of officials in the public or private sector by which they improperly and unlawfully enrich themselves and or those close to them, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of any thing of value. - "Fraudulent Practice" means a misrepresentation of facts in order to influence an evaluation process of execution to the detriment of the Government and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid price at artificial non-competitive level.



In such an event the Sub-Divisional Agriculture Office, CHATRA shall forfeit the EMD and debar or blacklist the Bidder from participating in future bidding processes of the Sub-Divisional Agriculture Office for a period of 5 years.

#### **T. COMPENSATION OF LOSSES OCCURRED DUE TO SUBSTANDARD**

##### **DEFECTIVE SUPPLY AND DEBARRING/BLACKLISTING OF SUPPLIER:**

- i. The Sub-Divisional Agriculture Office, CHATRA reserves its right to reject the lot / stock, if any material is not found conforming to specifications mentioned in the supply/work order or not found up to the mark and should be replaced immediately by the supplier on receipt of intimation from the consignee, at their own cost. In case the consignment is not replaced as specified, the consignee may have such material removed at the supplier's risk and the expenses incurred being liable to be recovered from Security Deposit, or from any sum due or which may become due to the supplier. No responsibility shall attach to the consignee for the safe custody of material supplied in excess and not so removed.
- ii. In case the competent authority feels that the continuation of the rates under the contract is not desirable, keeping in view the substandard supplied Materials, the selected agency will be terminated for the same, after issuing a notice, to explain the reason to the satisfaction of the competent authority. The Bidders may also be debarred or blacklisted by the District Administration, to carry any further business / supply of such items in the district for a fixed period, as the case may be, if it is found essential in the interest of the public.

#### **U. TERMINATION OF CONTRACT**

- i. In case at any point of time bidder is found providing false information, Sub-Divisional Agriculture Office, CHATRA will not execute any rate offered under contract (during process) or will cancel its contract and the bidder may also be debarred or blacklisted from participating in future bidding processes of the Sub-Divisional Agriculture Office, CHATRA for a period of 5 years.
- ii. The Bidder, if breaches any condition or Clause of the Contract the Sub-Divisional Agriculture Office, CHATRA is entitled to Terminate the Contract and entitled to demand and recover the loss incurred to it due to such termination of the Contract.
- iii. If the Government scheme is closed or partly revised or modified, due to Incidental decision of State/Central Government or any amendment and the proceedings of purchase is stopped or revised or modified by the Sub-Divisional Agriculture Office, CHATRA as a result of which the contract will automatically come to an end or partly continues, the Bidder is not entitled to demand/receive any type of loss amount or cannot initiate any legal proceedings against Sub-Divisional Agriculture Office, CHATRA/Directorate of Agriculture. In case of the any of the conditions in the RFP document are not fulfilled by the successful bidders it shall amount deemed termination of contract, furthermore it shall amount to Suspension/Debarment/Blacklisting of Bidder as adopted by District Administration.

#### **V. CONSEQUENCES OF CONSUMER FORUM AND ANY COURT OF LAW WITH BIDDER**

The bidder shall own full responsibility for the consequences arising out of consumer



forum or any court of law. In case any user approaches the Consumer Forum or any court of law with the complaint regarding substandard of ordered material supplied to him through the bidder.

#### **W. JURISDICTION**

In all cases of legal dispute, only the CHATRA Civil Court shall be having the jurisdiction. All the necessary affidavits may be done through any Notary Office of CHATRA or other notary office of the country.

#### **X. EXECUTION OF AGREEMENT**

The successful bidder will have to execute an agreement on Rs. 100/- non-judicial stamp paper of required value with the Sub-Divisional Agriculture Office, CHATRA in the prescribed format.

#### **Y. SCOPE OF SUPPLY/WORK: -**

The bidder has to supply Agro-chemicals as per technical specification of item mentioned in **Annexure IV**

Agency should not sublet or assign his contract or any part of it to other vendors or local suppliers. Notwithstanding anything else contained to the contrary in this RFP Document, the Sub-Divisional Agriculture Office, CHATRA reserves the right to cancel/withdraw/modify, fully or partially the "Invitation for RFP" or to accept / reject one or all the RFP without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

The preference will be given to the items bearing ISI/ISO quality control mark for all the packaging of Fertilizers/Pesticides/Fungicides/Weedicides/Bio Agents etc.

#### **3.2 Technical Eligibility**

1. The bidding agency should be registered as Proprietary firm/Partnership Firm/Company/Society under laws of India. MSME registration certificate/ Registration Certificate/Partnership Deed/ Certificate of Incorporation/MOA/AOA to be submitted.
2. The bidding agency should have to submit self-attested copy of State level valid Manufacturing/Dealership/Trade/Marketing license of Agro-chemicals supply in Jharkhand issued from competent authority.
3. The bidder should furnish a self-attested copy of PAN and GST Registration Certificate.
4. The bidder should furnish self-attested copy of GST return for the last two consecutive quarters i.e., Q1 and Q2 of 2025-26.
5. The bidder should furnish self-attested copy of IT Return of last three consecutive Financial year(FY) 2022-23, 2023-24 and 2024-25(not the assessment year).
6. Bidder should have 3 years of work experience (last three consecutive) years in concerned field (Agro-Chemicals Production/trade/marketing). It is mandatory for the bidder to enclose self-attested copy of last 03 years work experience in Agro-Chemicals industry, with all necessary documentary proof (Documentary proof



means: Work Orders/Work completion certificate etc.)

7. The bidder must submit proof of average annual turnover of INR 50 Lakh for the last three consecutive years FY22-23, FY23-24 & FY 24-25 along with details of the audited balance sheet for the three years certified by CA for each year along with the UDIN number.
8. An undertaking (self-certificate) that the bidder hasn't been blacklisted by a central/ state government institution and that there has been no litigation with any government department on account of similar services must be submitted. As per **Annexure VII**
9. In case of interpretation of languages, the decision of Sub-Divisional Agriculture Officer will be final.

(Note: If the evaluation committee feels necessary, it may get verified all the document from the issuing authority. The above specified asked documents, terms & conditions are mandatory for any bidder to qualify for selection.)

**Note: For MSE relaxation as per Jharkhand Procurement Policy 2014 (as amended vide memo No. 1342, dated 16.07.19). MSE firm should produce District Industrial Centre registration certificate in the relevant field (in agriculture related trade only) of Jharkhand for consideration for relaxation. For MSE claim the firm should also have its offices and operations in Jharkhand.**

### 3.3 Consortium

Consortium is not allowed.

### 3.4 List of documents to be submitted as part of response to RFP.

All documents must be properly marked and submitted. The response to RFP should be submitted in hard copy along with Financial Bid in separate envelope. The bid submitted by the bidder would be considered sacrosanct for evaluation of the bid.

### 3.5 Disqualification

Sub-Divisional Agriculture Office, CHATRA may at its sole discretion and at any time during the evaluation of application, disqualify any applicant, if the applicant:

- i. Submitted the application after the response deadline.
- ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years.
- iv. Submitted an application that is not accompanied by required documentation or is non-responsive.

- (15)
- v. Submitted more than one application on its own, or in complete application.
  - vi. Was declared ineligible/blacklisted by the Government of India/State/UT government or is in legal litigation with Government of Jharkhand.

#### **SECTION IV: EVALUATION AND SELECTION PROCEDURE**

In order to select the agency, constitutes Tender Committee to evaluate the proposals submitted. The process for selection is as given below.

##### **1 Evaluation process**

Scrutiny of eligibility criteria as mentioned for responsiveness to the RFP will be done by the Tender Committee/Bid Evaluation Committee to determine whether the documents have been properly signed, qualification criteria fulfilled, and all relevant papers submitted. The Evaluation Committee can seek additional information from the bidders, if needed during technical evaluation. The response to the RFP not conforming to requirements will be rejected.

Technical Evaluation will be done on the basis of documents submitted as per Annexure-I and Annexure-II.

##### **4.2 Selection**

It shall be deemed that by submitting the bid, the bidder has understood the scope, the contents of the RFP document and all other relevant information pertaining to this RFP.

The selection would be based on Least Cost Method and called for further negotiations if required.

Sub-Divisional Agriculture Office, CHATRA shall not be liable for any mistake or error by the bidder in respect of their quotes.

At any point prior to the bid due date, Sub-Divisional Agriculture Office, CHATRA may for any reason modify the RFP document for any of its contents by issuing corrigendum/addendum.

The agency selected will be required to sign an agreement with Sub-Divisional Agriculture Office, CHATRA, accepting the terms and conditions. After signing of the agreement, no variation or modification in the terms of the agreement shall be made except by written amendment signed by both parties.

#### **SECTION V: TERMS AND CONDITIONS OF AGREEMENT**

The agency selected will have to sign an agreement with the Sub-Divisional Agriculture Office, CHATRA with the following terms and conditions: -

##### **5.1 Nativity**

The organization must be incorporated in India as per GOI guidelines.



## **5.2 Relationship**

Neither party shall use the other parties name or any service or proprietary name, mark or logo of the other party for promotional purpose without first having obtained the other party's prior written approval.

## **5.3 Right to rejection and right to annulment**

Sub-Divisional Agriculture Office, CHATRA reserves the right to reject any Request for Proposal and to annul the process and reject all such requests at any time, without thereby incurring any liability to the affected applicant(s) or any obligation to inform the affected applicant(s) of the grounds for such decision.

## **5.4 No obligation**

Sub-Divisional Agriculture Office, CHATRA does not guarantee that any Bidder shall be awarded any project/Assignment as a result of this RFP.

## **5.5 Confidentiality**

Information relating to evaluation of application and recommendations concerning awards shall not be disclosed to the Bidders who submitted the applications or to other persons not officially concerned with the process. The undue use by any applicant of confidential information related to the process may result in the rejection of their application.

## **5.6 Period of Selection**

Sub-Divisional Agriculture Office, CHATRA shall select agency for one year extendable up to another one year (maximum) based on performance evaluation). Sub-Divisional Agriculture Office, CHATRA shall be free to curtail the agreement at any time during the period of supply of Agro-Chemicals.

## **5.7 Indemnity**

The selected Agency will indemnify Sub-Divisional Agriculture Office, CHATRA against all third-party claims of infringement of patent, trademark/copy-right or industrial design and rights arising from the use of software/ hardware/ manpower etc. and related services or any part thereof. Sub-Divisional Agriculture Office, CHATRA stand indemnified from any claims that the hired manpower may opt to have by virtue of working on the project for whatever period. Sub-Divisional Agriculture Office, CHATRA also stand indemnified from any compensations arising out of accidental loss of life or injury sustained by the hired manpower while working on the project/assignment.



## 5.8 Only one application

An applicant can submit only one proposal on his own. If an applicant submits more than one proposal, both proposals shall be disqualified.

## 5.9 Amendment

At any time prior to deadline for submission of applications, Sub-Divisional Agriculture Office, CHATRA may for any reason, modify this document. The amendment document shall be notified through website and such amendments shall be binding on all Bidders.

## 5.10 Disclaimer

This RFP is not an offer by the Sub-Divisional Agriculture Office, CHATRA, but an invitation to receive responses from eligible interested Bidders. The Sub-Divisional Agriculture Office, CHATRA will select Bidder who fulfill the eligibility criteria. No contractual obligation whatsoever shall arise from this process.

The evaluation shall be strictly based on the information and supporting documents provided by the Bidders in the application submitted by them. It is the responsibility of the Bidders to provide all supporting documents necessary to fulfill the mandatory eligibility criteria. In case, information required by Sub-Divisional Agriculture Office, CHATRA is not provided by applicant, Sub-Divisional Agriculture Office, CHATRA may choose to proceed with evaluation based on information provided and shall not request the applicant for further information. Hence, responsibility for providing information as required in this form lies solely with applicant.

Though adequate care has been taken while issuing this RFP document, the applicant Bidder should satisfy himself that the document is complete in all respects. Intimation of any discrepancy shall be given to this office (as mentioned below) immediately. If no intimation is received by this office within 3 days from the date of commencement of the RFP documents, then this office shall consider that the document received by the Bidder is complete in all respects and that the bidder is satisfied that the RFP Document is complete in all respect.

## 5.11 Binding Clause

All decisions taken by the Sub-Divisional Agriculture Office, CHATRA regarding this contract shall be final and binding on all concerned parties.

## 5.12 Agency's Integrity

The agency is responsible for and obliged to conduct all contracted activities as defined in the scope of work in accordance with the Contract.



### 5.13 Agency's Obligations

The agency will be obliged to work closely with the Sub-Divisional Agriculture Office, CHATRA, and abide by directives issued by the office.

The Agency will abide by the job safety measures prevalent in India and will free the Sub-Divisional Agriculture Office, CHATRA from all demands or responsibilities arising from accidents or loss of life the cause of which is the Agency's negligence. The Agency will pay all indemnities arising from such incidents and will not hold the Sub-Divisional Agriculture Office, CHATRA responsible or obligated.

The Agency will be responsible for managing the activities of its personnel / sub-contracted personnel and will hold itself responsible for any misdemeanor.

The Agency is expected to maintain high level of professional ethics and will not act in any manner, which is detrimental to Sub-Divisional Agriculture Office, CHATRA's interest.

### 5.14 Conflict of Interest

Bidder shall furnish an affirmative statement as to the existence of, absence of, or potential for conflict of interest on the part of the Bidder due to prior, current, or proposed contracts, engagements, or affiliations with the Department. Additionally, such disclosure shall address any and all potential elements (time frame for service, delivery, resource, financial or other) that would adversely impact the ability of the Bidder to complete the requirements.

### 5.15 Non-Disclosure Agreement

The Agency will treat all data and information about the Sub-Divisional Agriculture Office, CHATRA, obtained in the execution of its responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the Sub-Divisional Agriculture Office, CHATRA. Agency shortlisted shall submit a Non-Disclosure Agreement to Sub-Divisional Agriculture Office, CHATRA

### 5.16 Intellectual Property Rights

Sub-Divisional Agriculture Office ,CHATRA shall own and have a right in perpetuity to use all Intellectual Property Rights which have arisen out of or in connection with the implementation of this Contract, including all processes, products, software, specifications, reports, drawings and other documents which have been developed by the agency during the performance of Services and for the purposes of inter-alia use or sub-license of such services.

The agency undertakes to disclose all Intellectual Property Rights arising out of or in connection with the performance of the services to Sub-Divisional Agriculture Office, CHATRA and execute all such agreements/documents and file all relevant applications, effect transfers and obtain all permits and approvals that may be necessary in this regard to effectively transfer and conserve the Intellectual Property Rights of Sub-Divisional Agriculture Office, CHATRA/Directorate of

(19)  
Agriculture.


The agency shall ensure that while it uses any software, hardware, processes or material in the course of performing the services, it does not infringe the Intellectual Property Rights of any person and the Agency shall keep Sub-Divisional Agriculture Office, CHATRA/Directorate of Agriculture indemnified against all costs, expenses and liabilities howsoever, arising out of any illegal or unauthorized use (piracy) or in connection with any claim or proceedings relating to any breach or violation of any permission/license terms or infringement of any Intellectual Property Rights by the Agency during the course of performance of the Services.

#### **5.17 Arbitration**

If a dispute arises out of or in connection with this contract, or in respect of any defined legal relationship associated therewith or derived there from, the parties agree to submit that dispute to arbitration under GOJ & GOI guidelines.

#### **5.18 Applicable Law**

The agency shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/manufacturing/processing/agrochemical supply.





20

**Annexure I: Application Format for Registration**

**(On letter head of the company/firm/agency)**

Sl.	Particulars	Details	Document enclosed (Yes/No)	Page No.
1.	Name of the Firm/Bidder/Agency			
2.	State level valid Trade/Marketing license of Agro-chemicals supply in Jharkhand.			
3.	Complete mailing address with contact no. & Email ID:			
4.	Details of Bank Account			
5.	PAN No.:			
6.	GST No:			
7.	Affidavit (issued by notary) of non- blacklisting (annexure-vii), authority letter (annexure-iii) and declaration (annexure-v, vi & vii).			
8.	Address and contact no. of contact person and address and contact no. of office located in Jharkhand.			
9.	Enclose Self-attested copy of annual turnover, balance sheet etc. signed from competent authority.			
10.	EMD of Rs. 1,00,000/-			
11.	Details of GST registration			



### Annexure II: Checklist of Required Documents for Technical Eligibility

Name of the Agency/Firm/Bidder

Sl. No.	Attached Document
1.	Duly filled – in application form in prescribed format.(Annexure I)
2.	Self-attested copy of desired License from competent Authority.
3.	MSE claim certificate (if applicable).
4.	Self-attested copy of PAN card and GST
5.	Self-attested Photocopy of GST return for the last two quarter i.e., Q1 and Q2 of 2025-26 and up to date professional tax clearance.
6.	EMD
7.	Self-attested copy of proof of annual turnover, balance sheet (with UDIN), etc. vetted from competent authority.
8.	Self-attested copy of proof of work experience
	(a) Work order from Govt./Non- Govt. Institution
	(b) Work completion certificate and Related payment proof.
9.	Self-Declaration regarding the specification of the components.

**Note: The above documents will be the basis of technical eligibility.**





**Annexure III: Authority Letter**

**(On the letter head of the agency)**

M/s \_\_\_\_\_

(Name, designations, address, telephone no. with AADHAAR (UIDAI) of authorized representative) is working in our organization in payroll and he/she is our authorized representative on behalf of our organization for the State of Jharkhand.

He is authorized to sign, submit, collect & correct all Bid documents/quotation/project documents on behalf of our company.

Seal of the Company:

Signature of Authorized Signatory

Dated: -----

Name: -

Designation: -

TIN/PAN No.-



[illegible]

**Note:** In case of any discrepancies in the rate quote in words and figures, rate quoted in figures will be considered as final.

Note: The quantity is indicative in nature and may vary at the time of distribution



**Recommended INM/ IPM for Jharkhand  
DETAILS OF AGRICULTURAL INPUTS (INM/IPM) TO BE SUPPLIED:-**

**INM INPUTS**

<b>A. Micronutrients</b>			
<b>Sl. No.</b>	<b>Input Name</b>	<b>Size</b>	<b>Remarks</b>
1	Dolomite (80 mm shieves size)	10 Kg / 25 Kg/50 Kg Pack	
2	Borax (Na Borate) Boron 10.5%	1Kg /2 Kg Packet	
3	Borax (Na Borate) Boron 20%	1Kg /2 Kg Packet	
4	Phosphogypsum for sulphur	25 Kg / 50 Kg Packet	
5	Zinc Sulphate (Zinc 21%)	1Kg / 5 Kg / 10 Kg Packet	
6	Zinc Sulphate (Zinc 33%)	1Kg / 5 Kg / 10 Kg Packet	

<b>B. Bio-fertilizers</b>			
<b>Sl. No.</b>	<b>Input Name</b>	<b>Size</b>	<b>Remarks</b>
1	Azotobacter	100 gm Packet	
2	Azospirillum	100 gm/ 250 gmPacket	
3	Phosphate Solubilizing Bacteria (PSB)	100 gm Packet	
4	Blue -green algae (BGA)	1 Kg / 5 Kg Packet	
5	Azolla	1 Kg / 5 Kg Packet	
6	Rhizobium Culture	100 gm Packet	

<b>C. Micronutrient</b>			
<b>Sl. No.</b>	<b>Input Name</b>	<b>Size</b>	<b>Remarks</b>
1	Vermicompost	50 Kg Packet	
2	City Compost	50 Kg Packet	

**IPM INPUTS**

<b>A. Fungicides</b>			
<b>Sl. No.</b>	<b>Input Name</b>	<b>Size</b>	<b>Remarks</b>
1	Carbendazim 50% WP	100 gm / 250 gm / 500 gm	
2	Mancozeb 75% WP	250 gm / 500 gm / 1 Kg	
3	Metalaxyl 35% WS	10 gm / 25 gm / 50 gm / 100 gm	
4	Hexaconazole 5% SC	100 ml / 250 ml / 500 ml	
5	Propiconazole 25% EC	100 ml / 250 ml / 500 ml / 1000 ml	
6	Tricyclazole 75% WP	20 gm / 100 gm / 250 gm / 500 gm	
7	Metalaxyl (8%)+Mancozeb(64% WP)	100 gm / 250 gm / 500 gm	
8	Carbendazim (12%) + Mancozeb (63% WP)	100 gm / 250 gm / 500 gm	
9	Chlorothalonil 75% WP	As available	
10	Trifloxystrobin 25%wg + Tebuconazole 50%wg	10 gm / 25 gm / 50 gm / 100 gm	
11	TrichodermaHarzianum	100 gm / 250 gm /500 gm /1000 gm	
12	Pseudomonas Fluorescens	100 gm / 250 gm /500 gm /1000 gm	

<b>B. Bio-pesticides</b>			
<b>Sl. No.</b>	<b>Input Name</b>	<b>Size</b>	<b>Remarks</b>
1	TrichodermaViride	100 gm / 250 gm /500 gm /1000 gm	

2	Beauveria bassiana 1.15% WP	100 gm / 250 gm / 500 gm / 1000 gm	
3	Neem Based Pesticide (Azadirachtin 1500 ppm)	250 ml / 500 ml / 1000 ml	
4	Pheromones Traps with 4 Pcs. Lures (Rice Stem Borer)	Set of 5 Pieces	
5	Pheromone Traps with 4 Pcs. Lures Pulses Pod Borer (Heliothis)	Set of 5 Pieces	
6	Yellow Sticky Trap	210 x 148 mm or 8.27 x 5.83 inch (Set of 10 pieces)	
7	Trichocard (18x9 cm)	Set of 8 Pieces	
8	NPV of Helicoverpa armigera 2.0% AS	100 ml / 250 ml / 500 ml	

C. Insecticides			
Sl. No.	Input Name	Size	Remarks
1	Quinalphos 25% EC	100 ml / 250 ml / 500 ml / 1000 ml	
2	Spinosad 45% SC	As available	
3	Imidacloprid 17.8% SL	10 ml / 50 ml / 100 ml / 250 ml	
4	Chlorantraniliprole 18.5% SC	100 ml / 250 ml / 500 ml / 1000 ml	
5	Chloropyrifos 20% EC	100 ml / 250 ml / 500 ml	

D. Weedicides / Herbicide			
Sl. No.	Input Name	Size	Remarks
1	Pendimethalin 30% EC	250 ml / 500 ml / 1000 ml	
2	Pretilachlor 50% EC	250 ml / 500 ml / 1000 ml	
3	Atrazine 50% WP	250 gm / 500 gm / 1 Kg	
4	Imazethapyr 10% SL	250 ml / 500 ml / 1000 ml	
5	Bispyribac Sodium 10% SC	100 ml / 250 ml / 500 ml / 1000 ml	

A. FERTILIZER			
Sl. No.	Input Name	Size	Remarks
1	NANO UREA	500 ml / 1000 ml	
2	NANO DAP	500 ml / 1000 ml	

Note: The specifications of some of the Agricultural Input (INM/ IPM) mentioned in the tender document are illustrative and not specific."



**Annexure V**  
**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 Director Agriculture, Jharkhand vide Advertisement published in ..... had invited offers for supply of INM/IPM for augmenting production and productivity of Cereals, Pulses and Oilseeds in Jharkhand.
3. That in response to the said Advertisement as stated in paragraph (2) above, our firm has submitted its e-tender Technical & Financial proposals to the SAO, CHATRA on .....
4. That Technical proposal of our firm M/S..... containing necessary information and particulars furnished as per given Performa, detailing therein:
  - a) Firm's general experience and achievements in the field of supplying agriculture inputs (INM/IPM) for augmenting production and productivity of Sole Crop, Cereals, Pulses, Oilseeds & Other Crops.
  - b) The Qualification and Competency of the dealers for the Assignment.
2. That the statements made in paragraphs 1 to 4 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 ..... at ..... on this the.....day of .....2025

Deponent:

Identified by me:



**Annexure VI:DECLARATION**

We have gone through the complete RFE documents and understood the instruction to the bidder, and we accept the Terms & Conditions mentioned in this RFE documents.

We M/s. \_\_\_\_\_ hereby provide our lowest rates for the RFE for the supply through the S.A.O. CHATRA, conforming to the specifications mentioned in the RFE document.

**1.1 We Declare that: -**

We undertake to supply such quantities of Items, as we may be called upon to supply under the conditions hereto, during the allotted period from the date of execution of the agreement, on the rates specified in the agreement, at the places to be specified by the S.A.O. CHATRA, within the specified delivery period.

We do undertake that on receipt of supply order, we shall be able to supply the required quantity of INM/ IPM as per the schedule given by S.A.O CHATRA. In default of supply beyond the stated period, Director, Agriculture Jharkhand may take penal action like cancelation of supply order , deduction in payment, blacklisting or debarment.

We hereby agree to abide by and fulfil all the terms of this offer and all the conditions of contract or in default then to forfeit and pay to the S.A.O CHATRA, his successors, the penalties or sum of money mentioned in the said conditions.

We accept that the Earnest Money Deposit by us shall be retained by the Director Agriculture, Jharkhand, on account of the Security Deposit specified in clause of the said conditions of contract,

1.2 We declare that we have not been blacklisted / debarred by any Institute/Authority.

1.3 We declare that the entire submitted document is original & true to my knowledge.

Date \_\_\_\_\_

Officer's Signature \_\_\_\_\_

(Name \_\_\_\_\_)

Witness (Name & Signature)

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of the Firm \_\_\_\_\_

(Seal & Signature) \_\_\_\_\_





**Annexure VII: Certificate & Undertaking**

**A. UNDERTAKING REGARDING JHARKHAND START-UP POLICY 2016**

I, ..... certify that I am the Secretary/Director/Proprietor of the Company/Firm named ..... Situated at ..... and I am participating in e-tender invited by Director Agriculture, Jharkhand, Ranchi through PR No- ..... In this e-tender, I am availing /not availing relaxation as per Jharkhand Start-up Policy 2016.

Secretary/Director/Proprietor  
Date & Seal

**B. UNDERTAKING REGARDING JHARKHAND PROCUREMENT POLICY 2014**

I, ..... certify that I am the Secretary/Director/Proprietor of the Company/Firm named ..... Situated at ..... and I am participating in e-tender invited by Director Agriculture, Jharkhand, Ranchi through PR No- ..... In this e-tender, I am availing /not availing relaxation as per Jharkhand Procurement Policy 2014.

Secretary/Director/Proprietor  
Date & Seal

