

**GOVERNMENT OF JHARKHAND**  
**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/ PLANT GROWTH ENHANCERS/ SOIL CONDITIONER/ OTHER IMPROVED BIO-PRODUCTS IF ANY) IN JHARKHAND.”**

**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](mailto: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-II.**

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

1.5. Manufacturing Firms from out of the State should have branch office in Jharkhand and the branch should take care of marketing/business of Jharkhand including invoicing within the State of Jharkhand.

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

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

1.8. 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.

1.9. Priority will be given to Government Institution/Krishi Vigyan Kendra/Agriculture Universities.

2.0. 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 (Rupees Twenty Five Thousand only) in the form of account payee bank demand draft in favour of **Chief Executive Officer, Organic Farming Authority of Jharkhand** payable at Ranchi.
- 3.2. Registration will be valid for a period of three years. .
- 3.2. **EMD** will be deposit by the qualified manufacturer of Rs. 50,000.00 (Rupees Fifty Thousand only) be paid in the shape of Demand Draft, in favour of **Chief Executive Officer, Organic Farming Authority of Jharkhand** payable at Ranchi. EMD will be returned without interest after successful completion of the agreement period
- 3.3. No interest will be payable on EMD. The EMD will be refunded after the expiry of registration and successful supply of work.
- 3.4. Registration Fee and EMD will be accepted at the time of registration.

## **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
  - 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. Copy of the audited Annual Report (Balance sheet & P & L A/c with directors, auditor's report full set) and Income Tax returns for last three years i.e. 2012-13, 2013-14 & 2014-15 (the average annual turnover should be Rs.50.00 lacs minimum for the last three years).
  - vii. CA Certificate as per Annexure IV.
  - viii. Profile & Track Record of the manufacturer.
  - ix. Photo copy of Service Tax Registration.

- x. Organic attestation certificate from APEDA accredited agency for minimum five years.
  - xi. Certified Copy of registration of Trade Mark from the competent authority in support of the brand for the offer has been submitted.
  - xii. Preference will be given to the manufacturing company having exposure of working in organic project under organic farming banner of any state.
  - xiii. District wise list of authorized dealers in Jharkhand.
  - xiv. Manufacturers have to produce their Internal Quality Assurance and Quality Control (QA/QC) plan.
  - xx. 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 **Chief Executive Officer, 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 background 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.
- 5.2. The manufacturer shall submit an affidavit regarding the **rates of organic farm inputs which are quoted by the company to OFAJ will be minimum price in the State of Jharkhand.**
- 5.3. 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, Clearance Certificate of I.T. & 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 Tender.

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 (MT/Month)
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/ PLANT GROWTH ENHANCERS/ SOIL CONDITIONER/ OTHER IMPROVED BIO-PRODUCTS IF ANY) IN THE STATE OF JHARKHAND.**
3. That in response to the said Advertisement as stated in paragraph (2) 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 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.....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