



Govt. of Bihar  
Bihar Horticulture Development Society, Patna  
(State Horticulture Mission)  
2<sup>nd</sup> Floor, Krishi Bhawan, Mithapur, Patna-800001,  
Phone Fax: 0612-2547772, e-mail: dir-bhds-bih@nic.in,  
Website: horticulture.bihar.gov.in

### **NOTICE – INVITING E-TENDER**

Through e-procurement mode only over (<https://eproc2.bihar.gov.in>)

#### **Very Short E-Tender notice for the Empanelment of agency for supply of packaging material of strawberry during FY 2024-25, 2025-26 and 2026-27 in the State of Bihar.**

For the holistic development of horticulture in the state of Bihar, Bihar Horticulture Development Society (BHDS), Bihar, Patna invites e-tender from interested Govt./Semi Govt. organizations/private agencies for empanelment for 3 years to ensure timely availability of Premium Quality packaging material of (Corrugated box & Punnet Box) for Strawberry Packaging to the farmers of the state of Bihar.

E-tender forms including terms and conditions for technical qualification, specifications, as well as quality and quantity of Strawberry packaging material and procedure is available on website: [horticulture.bihar.gov.in](http://horticulture.bihar.gov.in)/ <https://eproc2.bihar.gov.in>. Applicants may upload/submit their tender along with all required documents for technical qualification through the online portal <https://eproc2.bihar.gov.in>. Financial proposals should also be proposed on that portal separately.

**Proposal can only be uploaded/submitted on the website <https://eproc2.bihar.gov.in> while EMD payment should be through online mode (NEFT/RTGS).**

SN	Activity	Date/Time: Duration
1.	Start Date & Time for Downloading of Tender document	05.12.2024 (10:30 Hrs.)
2	Date and place for virtual pre-bid meeting	14.12.2024 (12:30 Hrs.) Link is provided on <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a>
3.	Last Date & Time for Downloading of Tender document	18.12.2024 (12:00 Hrs.)
4.	Last Date & Time for submission/ uploading of offer/Bid	18.12.2024 (16:00 Hrs.)
5.	Date and time of technical bid opening	18.12.2024 (17:00 Hrs.)
6.	Date and time of financial bid opening	To be intimated to technically successful bidder only
7.	Nodal officer/Contact person for queries	Sri Rakesh Kumar, Deputy Director Horticulture (Mob No.-9431818929)
8.	Mode of Empanelment	<b>Least Cost Based Empanelment- LCBS (L1)</b>

Mission Director, Bihar Horticulture Development Society, Patna reserves the right to revise/change/ cancel the proposal without assigning any reasons thereof.

Director Horticulture cum  
Mission Director,  
Bihar Horticulture Development  
Society, Bihar, Patna

**Very Short E-Tender notice for the Empanelment of agency for supply of Packaging Material of Strawberry during FY 2024-25, 2025-26 and 2026-27 in the State of Bihar.**

**1. Technical Qualification for Agency: -**

<b>S No</b>	<b>Particulars</b>	<b>Details</b>	<b>Required Documents</b>
i.	Agency	May be Govt. organization/ Semi-Govt. Organization/Private agencies	<b>Certificate of Incorporation of the agency</b>
ii.	Agency's Office	Should have office in Bihar.	Proof document of office in Bihar should be submitted (Office registration document or office address, Rent Agreement as per annexure II)
iii.	Agency's Annual Turn Over	Agency's average annual turnover should not be less than Rs. 50 lakhs during last two consecutive financial years (FY 21-22 and FY 22-23)	<b>1. CA certified Audited report/ Audited Balance Sheet and Profit and Loss statement</b> of the agency should be submitted as supporting documents. <b>2. I.T. return of last two FY</b> (FY 21-22 and FY 22-23) must be submitted.
iv.	Experience	Should have <b>worked on at least two similar assignments in last three FY years</b> (FY 21-22, FY 22-23, and FY 23-24)	<b>Attach the following as proof documents for each assignment completed:</b> 1. Supply order/ Work order 2. Invoice bill voucher 3. Concerned Payment proof showing in Bank Statement as proof  <b>Important:</b> (Please Kindly highlight the payment details in the payment proof documents against each work order)
v.	Earnest Money Deposit	EMD of Rs. 100,000/- (One Lakh Rupees only) through online mode (NEFT/RTGS) will be mandatory for successful bidder	
vi.	Agency's Sale Tax	Furnish copy of GST return with GSTIN number	GST registration certificate  GST return file documents of last quarter (Jan- March) of financial year 2023-24
vii.	Affidavit	From notary stating that the firm is not blacklisted/ debarred by any State Govt./Central Govt. on account of corrupt or fraudulent practices.	Submit in annexure v
viii.	Quality of Packaging Material	The packaging material to be made available must be good quality in boosting up the shelf life and quality of strawberry	In this regards Self certified document as per annexure <b>VIII</b> must be submitted by the bidder.

**2. BHDS rights:**

- a. The Bidders participating in the tender will invariably be accepting all the terms and conditions of the tender. Non-compliance to any terms and conditions may cause rejection of the bid.
- b. **In case, any confusion/dispute occur due to different interpretation of the statement mentioned in the tender document, the decision of the Mission Director, BHDS shall be final and binding upon all concerned parties.**
- c. BHDS reserves the right to increase or decrease the quantity, negotiate, accept, or reject the proposal without assigning any reason thereof.

- d. The evaluation committee may negotiate with the price of L1, if needed in the interest of farmers. The negotiated price after approval of competent authority will be final and applicable to the whole State of Bihar under mentioned schemes.
- e. Evaluation will be done according to the terms and conditions cited in proposal documents under the governance of BFR, 2005.
- f. Cost of Packaging Material will be paid under DBT programme after **verification of quality/quantity of Packaging Material**. The admissible subsidy will be released through CFMS portal by the ADH concerned.
- g. Notwithstanding anything contained in the RFP, Mission Director, BHDS, Patna, reserve the right to accept or reject any proposal and annul the empanelment process and reject all proposals at any time without any liability or any obligation for such acceptance, rejection or annulment and without assigning any reasons thereof.
- h. The Mission Director BHDS, Patna also reserves the right to reject any or all proposals if:  

At any time, a material misrepresentation is made or uncovered: or, the bidders do not provide, within the specified time, the supplemental information/any additional information it may find necessary or require clarifying, supplement or authenticate the Bid sought by Mission Director Horticulture, Bihar, Patna. Any request for clarification (s) and all clarification (s) on response thereto shall be in writing.
- i. **For any query/ confusion related to the tender document must be asked in the pre-bid meeting.** The pre-bid document proceeding will be the part of the tender document. Any query/ concern raised after the pre-bid query date will not be entertained.
- j. **After final selection, the chosen agency must submit samples of the Corrugated and Punnet boxes to BHDS for approval by competent authority.**

### 3. Evaluation:

- 3.1 Prior to evaluation of Proposals, the BHDS will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:
- a) It is received in the specified format.
  - b) It is received by the due date including any extension thereof.
  - c) It contains all the information (complete in all respects) as requested in the RFP.
  - d) It does not contain any conditions.
  - e) It has paid Rs. 100,000/- (Rupees One Lakh) as Earnest Money Deposit (EMD) only through online mode (NEFT/RTGS)

The proposal not found responsive to the requirements of the RFP, shall be rejected.

**3.2 Technical Evaluation: The Technical Proposals will be opened first** and will be evaluated by the evaluation committee constituted at the society. Evaluation of the technical proposal shall be carried out by a committee constituted by the Society, which shall look into Eligibility criteria, compliance of specifications and other Terms & conditions for Empanelment. **Only those bidders qualifying through the Technical Bid will be considered for financial evaluation.**

**3.3 Financial Evaluation:** At the second stage, **Financial Proposal of only technically acceptable agency will be opened**, for further evaluation.

**3.4 Empanelment of Agency:** All agencies who want to supply the packaging material for strawberry at L1 (Lowest) financial quote will be empanelled. The quantity will be decided by the Mission Director.

**3.5 Empanelment duration:** The empanelment of agencies would be for 3 years (2024-25, 2025-26 and 2026-27).

**3.6 Empanelment fee:** The empanelled agency will have to deposit Rs. 25,000/- (Twenty-Five Thousand Rupees Only), which will be non-refundable. It would be essential only for those

technically qualified agencies who agreed to be empanelled with BHDS. The mode of deposit of empanelment fee would be NEFT/ RTGS/ Demand Draft.

#### **4. General terms and conditions for Empanelment in BHDS: -**

- 4.1 Proposal should be submitted only through online e-tender on website: <https://eproc2.bihar.gov.in>
- 4.2 Proposal submitted without relevant papers/documents will be rejected.
- 4.3 Telephone No./Mobile No./Email and Full Address of the applicant must be mentioned in proposer Information sheet (Annexure II)
- 4.4 The packaging material for strawberry shall have to be made available at the premises of districts of the Bihar state. No other charges such as Octroi, Packing, Forwarding, Freight, Insurance, Loading and Unloading, Clearance etc. will be allowed.
- 4.5 In case of any disagreement or dispute arises, both parties shall make every effort to resolve the issues amicably by direct negotiation, if issue still persists, shall be settled under the Court of Law within its jurisdiction at Patna.
- 4.6 The agency shall have the full responsibility to timely deliver the Premium quality packaging materials of strawberry to beneficiaries of the schemes as the final work orders being given by ADH (Assistant Director Horticulture). Performance security deposit can be forfeited in case of non-performance of the contract and if time limits indicated in the work order are exceeded.
- 4.7 Strawberry Packaging Material should be as per the quality specifications mentioned in the proposal documents. **Failure to supply as per the quality specifications shall result in for forfeiture of EMD, blacklisting and legal action against the agencies.**
- 4.8 The BHDS is free to evolve strong punitive measure against erring agencies to safeguard the interests of farmers in order to ensure proper utilization of public funds.
- 4.9 **Financial Proposal** will be quoted in number as well as in words. In case of any ambiguity in amount quoted in number, the amount quoted in words will be considered final. Any correction of entries and over writing in entries may be rejected without any prejudice.
- 4.10 EMD will be the part of Technical Proposal only.
- 4.11 EMD of INR 100,000(Rupees One Lakh only) through online mode NEFT/RTGS needs to be submitted on or before the submission of bid.
- 4.12 EMD of the technically unsuccessful bidders will be refunded after the rejection of their Proposal and will be retained of the technically successful proposers till the submission of security deposit.
- 4.13 The **Technical Proposal** along with all required documents for technically qualification should be uploaded/submitted through online e-tender on website <https://eproc2.bihar.gov.in>. **Financial proposal should also be proposed on that portal in prescribed form separately.**
- 4.14 **Price proposed in financial proposal must be inclusive of all taxes and freight** for destination etc. at district headquarters (FOR district head- quarters). The price quoted of Strawberry Packaging material must be with respect to desired technical specification mentioned in proposal documents. In financial proposal stock availability of Strawberry Packaging Material must be mentioned.
- 4.15 Conditional proposal will not be accepted.
- 4.16 **Payment Terms:** 100% payment on delivery and acceptance by farmer. BHDS will release admissible subsidy directly under DBT through CFMS Portal on the basis of total number of Packaging material supplied to the farmers.
- 4.17 No claim will be entertained afterwards for any increase in market price or otherwise. Payment against Bill/Invoice shall be made only after the purchasers (beneficiary farmers) consent through DBT programme by CFMS portal only. **No interest will be payable on the delayed payment.**
- 4.18 If any complaint is received from farmer regarding quality of the packaging material and found correct after inspection then 10% amount of supplied packaging material to concerned beneficiaries will be seized and shall result in forfeiture of EMD, blacklisting and legal action against the agency.

- 4.19 Participation for the Empanelment process will automatically imply the acceptance, on all the terms and conditions of this notice for Empanelment.
- 4.20 The uniform price fixed for the Packaging Material will be valid for 3 financial year i.e. (FY 2024-25, 2025-26 and 2026-27).
- 4.21 **Performance Security Deposit:** The successful agency should have to deposit an amount of 5% of the total supply cost as Performance security money in the form of Bank Draft/Bank Guarantee (Issued by nationalized bank only) in favor of the Mission Director, Bihar Horticulture Development Society payable at Patna, Bihar or through online mode (NEFT/RTGS). The security amount will be/shall be forfeited if the party/firm/company/organization fails to provide materials.

## **5. Disqualification**

The reasons for the disqualification of the participating agencies are mentioned below:

- a. The quotations/response to the e-tender submitted/received after due date/time will be summarily rejected.
- b. The interested entity has made misleading or false representation in the firms, statements, attachments submitted in proof of eligibility.
- c. The e-tender is not accompanied by required documentation.
- d. The interested entity fails to provide clarification related thereof, when sought.
- e. The firm/company should provide/give the correct and true information while submitting the tender. In case of incorrect/false information found at any stage, the tender/bid will be cancelled, and legal action will also be initiated.
- f. The interested Entity is found to canvass, influence, or attempt to influence in any manner, the qualification or empanelment process, including without limitation, by offering e-tender or other illegal satisfaction.
- g. Notwithstanding anything written above or elsewhere, the e-tender may disqualify the Interested Entity without assigning or disclosing any reason thereof.
- h. **Any change in the Annexure format specified in the RFP/E-proc2, may cause rejection of the bid.**

**APPENDIX "A"**

<b>Sl. No.</b>	<b>Packaging Crop</b>	<b>Packaging Material</b>	<b>Requirement of Packaging Material for Strawberry (in lakh)</b>
<b>1</b>	<b>Strawberry</b>	<b>Corrugated Box</b>	<b>10</b>
		<b>Punnet Box</b>	<b>80</b>

**Note: - The number of Packaging Material shown in the appendix- A are only indicative it may be increased or decreased.**

**(Letter head of the proposer)**

**Name of Firm:**

**Address:**

**Phone No. /Mobile No.:**

To,

**The Mission Director,**  
State Horticulture Mission, Bihar  
2<sup>nd</sup> floor, Krishi Bhawan,  
Mithapur, Patna-800001

Sir,

Subject: **TECHNICAL PROPOSAL**

In accordance with the terms & conditions of the notice for Empanelment TO ENSURE AVAILABILITY OF STRAWBERRY PACKAGING MATERIALS DURING FY 2024-25, 2025-26 and 2026-27 IN DISTRICTS OF BIHAR.

I /We submit the **technical proposal** containing the following documents mentioned in checklist. (Please enclosed below documents Serially in proposal to be submitted)

<b>S N</b>	<b>Particulars</b>	<b>Yes/ No</b>	<b>Page No</b>
<b>1</b>	Scanned copy of " <b>Letter head of the proposer for Technical Proposal</b> " filled with all information: as asked.		
2	Authority Letter (Annexure I)		
3	Proposer Information Sheet (Details of firm) (Annexure II)		
4	Details of Earnest Money deposits (Annexure III a)		
5	Technical Specification (Annexure IV)		
6	Submission of Affidavit (Annexure V)		
7	Office address in Bihar (proof document)		
8	GST Registration certificate and GST filing		
9	Photocopy of Income tax return of last two consecutive financial year (FY 21-22 and FY 22-23) & PAN Card		
10	<b>Proof document regarding working experience of working on at least two assignments in the last three years FY (23-24), FY (22-23) and FY (21-22) in Supply of Packaging Material for Strawberry.</b>  Submit the proof documents as: - <b>1. Supply order/ work order</b> <b>2. Invoice bill voucher</b> <b>3. Concerned payment proof</b> showing in Bank Statement as proof  <b>(Kindly highlight the payment details in the payment proof documents against each work order.</b>		
11	Proof of Annual Turnover of the agency of last two consecutive financial years (FY 22-23) and FY (21-22) supported through required documents as per RFP		
12	Turnover of the Firm (Annexure VII)		
13	Submission of Self Declaration (Annexure- VIII)		

Further, it is certified that the information furnished in this proposal documents is true and correct to the best of my/our knowledge & belief. I/we fully understand terms and conditions mentioned and undertake to abide by the terms & conditions and rules & regulations mentioned in the proposal document.

It is also certified that the proposer has never been blacklisted/debarred by Union or any State Government department or institute in any matter and the owners or partners/ directors have never been legally prosecuted & in any legal dispute with Union or any State Government department.

Signature of Authorized Signatory

Name-

Designation-

Seal of the firm

Dated.....



***(Letter head of the bidder)***

**AUTHORITY LETTER**

**Mr./Ms./ M/s. ....**  
.....  
..... (Name & address with telephone no. of  
authorized representative) is working with/on behalf of our firm as our authorized  
representative/dealer for the State of Bihar.

**He is authorized to submit & collect documents on behalf of the firm.**

Signature of Authorized Signatory

Name

Designation

Seal of the firm

Dated.....

**PROPOSER INFORMATION SHEET**

(General Information to be supplied along with the Proposal)

**Date of Opening of Technical Proposal – .....**  
**Date of Opening of Financial Proposal – Intimated by letter/Mail.**

1. Name of the Item:
2. (a) Name & Address of the firm:  
(b) Office address of the firm/authorized dealer in the state of Bihar.  
Telephone No.:
3. (a) GSTIN Registration No.:  
(b) Income Tax PAN No.:

Certified that above information is correct.

Signature of Authorized Signatory

Name

Designation

Dated.....

Seal of the firm

**DETAILS OF EARNEST MONEY DEPOSIT**

Earnest money through online mode purpose of Empanelment TO SECURE AVAILABILITY  
OF STRAWBERRY PACKAGING MATERIALS DURING FY 2024-25, 2025-26 and 2026-27  
IN DISTRICTS OF BIHAR

NEFT/RTGS.....  
Name of the bank.....  
Branch.....  
Dated.....  
Amount (In Number & Words) .....  
.....

Signature of Authorized Signatory  
Name  
Designation

Seal of the firm  
Dated.....

**TECHNICAL SPECIFICATIONS**

**STRAWBERRY PUNNET: -**

1. **LENGTH X BREADTH X HEIGHT-** 115X115X70 MM
2. **THICKNESS-** 0.5MM
3. **WEIGHT-** 10-12 GM
4. **MATERIAL-** P.E.T. (POLYETHYLENE TEREPHTHALATE)

**CORRUGATED STRAWBERRY TRAY/BOX-**

1. **LENGTH X BREADTH X HEIGHT-** 18 INCH/9.5 INCH/3INCH
2. **MATERIAL-** SINGLE WALL 3 PLY
3. **DUPLEX BOARD-** 2.3 GSM
4. **CORRUGATION-** 140 GSM
5. **PASTING-** 120 GSM
6. **WEIGHT-** 180GM-200GM

Signature of Authorized Signatory

Name

Designation

Seal of the firm

Dated.....

**Submission of Affidavit (For Technical proposal)**

(Through Notary Public on Non-Judicial stamp paper of Rs.100- )

- I assured that the packaging material is suitable for food contact and is safe for packing strawberries.
- The Packaging Material are designed to be eco-friendly and comply with the environmental standards.
- Our firm has never been blacklisted/debarred by Govt. of India or any state govt. or institution or SAU.

Signature of Authorized Signatory  
Name

Designation

Seal of the firm  
Dated.....

**FINANCIAL PROPOSAL**  
(On Letter head of the proposer)

**Name of Firm:**

**Address:**

**Phone No. /Mobile No.:**

To,

**The Mission Director,**  
State Horticulture Mission, Bihar  
2<sup>nd</sup> Floor, Krishi Bhawan, Mithapur, Patna-800001

Sir,

I / we do hereby propose price for supply of Premium Strawberry Packaging materials during FY 2024-25, 2025-26 and 2026-27 in the state of Bihar in accordance with the specifications in all respects and instructions in the Annexures.

Sl. No.	Packaging Crop	Packaging Type	Unit	Unit Price in Rs (In number & words both)	Available quantity (in nos.)
1	Strawberry	Strawberry Punnet	No.		
		Corrugated Strawberry Tray/Box			

**Price quoted are inclusive of Taxes/Duties like Sales Tax/ VAT/GSTIN, excise duty, Inspection charges etc., if any.**

- **The prices should be quoted in Indian Rupees only**, for Strawberry Packaging material separately, both in number 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 proposal.
- **The price should include all taxes packing costs, transportation, unloading costs at destination. Only one price should be quoted for above mentioned Packaging Material. Multiple prices for above mentioned Packaging material will not be entertained.**
- **Financial Quote should strictly be filled in the BoQ (excel sheet format) of the eproc2. Any scanned upload of financial format may cause rejection of financial format.**
- **No claim will be entertained afterwards for any increase in market price or otherwise.**

Signature of Authorized Signatory

Name

Designation

Seal of the firm

Dated.....

**Annexure – VII**

**TURNOVER OF THE FIRM**

<b>S. No.</b>	<b>Financial Year</b>	<b>Annual Turnover of the firm</b>
1.	FY 22-23	
2.	FY 21-22	
<b>Average Annual Turnover</b>		

Signature of Authorized Signatory

Name

Designation

Seal of the firm

Dated.....

**Annexure – VIII**

**Submission of Self Declaration- For Strawberry Packaging Material Compliance**

I, the Undersigned..... [Name of the Responsible Person],  
representing..... [Name of the Company], located  
at..... [Company Address], hereby declare that  
strawberry packaging material supplied by our company complies with the applicable standards and  
regulation for food packaging material.

I hereby submit that the above information is correct and understand that any misrepresentation may  
cause the rejection of bid.

Signature of Authorized Signatory

Name

Designation

Seal of the firm

Dated.....