



**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>)

**Short e-Tender for empanelment and fixation of rate for supply of Banana Fruit Trap Bag /Plastic Crates/Leno Bag in 2024-25 in the State of Bihar.**

Bihar Horticulture Development Society (BHDS) invites online bids from reputed and experienced Organisations/Manufacturers/Authorised Dealers/Firms/Agencies/Govt./Companies for empanelment as well as rate fixation for supply of the different components mentioned above. The interested Organisations/Manufacturers/Authorised Dealers/ Firms/ Agencies /Govt./ Companies which are involved and having experience in supply of above components in horticulture/ agriculture and allied sectors may apply. Technically qualified firms shall be empanelled by BHDS. Empanelled firms shall be eligible for the supply of different components mentioned above under applicable schemes executed by BHDS in the state.

The filled e-tender for technical & financial bid should be uploaded on the website: <https://eproc2.bihar.gov.in> by the bidder, while EMD and tender fee must be sent through online mode (NEFT/RTGS/CHALAN). Financial proposals should also be proposed on that portal separately.

SN	Particulars	Details
1.	Start Date & Time for Downloading of Tender document	07-01-2025 10:00 A.M.
2.	Date of Prebid Meeting	13-01-2025 04:00 P.M.
3.	Last Date & Time for submission/uploading of offer/Bid	21-01-2025 03:00 P.M.
4.	Date and time of Technical bid opening	21-01-2025 04:00 P.M.
5.	Date and time of Financial bid opening	To be intimated to technically successful bidder only
6.	Nodal officer/Contact person for queries	Sanjay Kumar Sinha , Deputy Director Horticulture (Nursery Development) Mobile No. : 9431818934, 9835041479
7.	Mode of Selection	Least Cost Based Selection – LCBS(L1)

The execution of above mentioned tender is subject to sanction by the Department. Mission Director, Bihar Horticulture Development Society, Patna reserves the right to revise/change/cancel the Tender without assigning any reasons thereof.

**Mission Director**  
State Horticulture Mission, Bihar, Patna

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**1. Minimum eligibility Criteria: - for Procurement of Banana Fruit Trap Bag /Plastic Crates/Leno Bag**

Sr No	Particulars	Details	Required Documents
i.	Agency	The bidder agency should be a legal entity and may be Govt./ Semi Govt./ Private Organisations/ National or International Organisations	<b>Certificate of Incorporation/ Registration of the bidder Company/Agency/Organisation</b>
ii.	Agency's Office	The bidder agency should have its office/branch office in Bihar or if not, then the bidder agency will have to establish it after final selection. Mention complete address with location of office/branch office with contact person and his mobile number.	1. Rent agreement of registered office/branch office of the bidder agency if the office is on rent and ownership documents if the office is owned by the bidder agency 2. The bidder agency who don't have office/branch office in Bihar should submit a self declaration that they will open their office/branch office within 30 days after final selection.
iii.	Agency's Annual Turn Over	The annual financial turnover of the bidder agency during the last 3(three) consecutive financial years (FY 2021-22, FY 2022-23 & FY 2023-24) ending on 31 <sup>st</sup> March should be at least Rs. 100.00 Lakh for each year.	<b>1. CA certified audited report/ audited balance sheet and profit and loss statement (with UDIN)</b> of the agency should be submitted as supporting documents. <b>2. I.T. return of last three FY</b> (FY 2021-22, FY 2022-23 & FY 2023-24) must be submitted. Duly certified and stated by CA that in last three-year FY, annual financial turnover of the firm was not less than 100 Lakh for each year. <b>(Annexure VII)</b>
iv.	Experience	The bidder agency should have minimum three-year experience of supplying of the concerned components as per their proposal for empanelment in Bihar or other States of India. The bidder agency is also required to enclose documents clearly indicating the bidder agency's name, at least 02 (two) successful satisfactory supply/ work order with componentwise pricelist and volume of the item supplied in accordance to work order awarded to the bidder agency by any govt. organisation.	Attached supply order/work order, invoice bill voucher and concerned payment proof as shown in Bank Statement as proof. Note: All the three documents mentioned above should be attached in linear order. Payment proof must be highlighted and should match with invoice bill voucher. If the payment proof does not match with the invoice bill voucher, kindly submit the Invoice Reconciliation Statement of the difference. <b>(Annexure VIII)</b>

v.	Document' Cost	Rs. 5000/- (Five Thousand Only only) through online mode (NEFT/RTGS/CHALLAN)	(Annexure IV)
vi.	Earnest Money Deposit	An EMD of Rs. 5,00,000/- (Rupees five lakh only) through online mode (NEFT/RTGS/CHALLAN) will be mandatory.	(Annexure III)
vii.	Empanelment/Registration Fee	Agency registered/Empanelled with Bihar Horticulture Development Society (BHDS), Patna under any scheme is not required to deposit Empanelment/Registration Fee. Any other agencies which are not registered/ empanelled need to get registered/ empanelled with BHDS, Patna with a fee of Rs. 25,000/- which will be non- refundable. It will be essential only for finally qualified agencies, who agreed to be empanelled with BHDS.	
viii.	Certification	Organization should have ISO certification and the product should be ISI certified.	Attach ISO & BIS certificates
ix.	Agency's GST Sale Tax	Furnish copy of GST return with GST registration Number of the <b>financial year 2023-24</b>	<b>Copy of GST Registration Certificate</b> <b>Copy of GST return (GSTR 3B &amp; GSTR-9 &amp; 9C if applicable) of FY 2023-24 and it should match with Audited Balance Sheet and Profit and Loss Statement of respective years.</b>
x.	Affidavit	From notary on non-judicial stamp of Rs. 1000/- stating that the firm has not been blacklisted/ debarred by any State Govt./Central Govt./Agricultural Universities on account of corrupt or fraudulent practices.	<b>Annexure V</b>
xi	Manufacturing unit/Authorised dealers	1. Manufacturer (The bidder agency having its own manufacturing unit) & 2. Authorised dealers ( The bidder agency should have proper authorization of concerned manufacturers)	Mention complete address and area with location of manufacturing unit with contact person name and mobile number as asked in proposer information sheet (Annexure-I) Authorised dealer certificate- Certificate issued by the manufacturer on its letter head. Registration certificate of the Bidder agency must be attached with tender document.
xiii	Duration of the project	Work has to be completed <b>within 30 days</b> after issuance of work order/district tagging letter	
xiv	PAN Card Details	Provide the pan card details of the company/ firm/organization	PAN card as document proof

Note:

- **Product catalogue to be attached with Tender document.**
- **Mission Director, Bihar Horticulture Development Society, Patna reserves the right to revise/change/cancel the tender without assigning any reasons thereof.**

## 2. Technical specifications of the components

Sr No	Items	Specifications	Dimension
1	PLASTIC CRATES	Inner Dimensions	Length: 49.50 cm to 52.50 cm Width- 31.80 cm to 33.80 cm Height- 27.20 cm to 28.30 cm
		Outer Dimensions	Length: 52.60 cm to 55.80 cm Width- 34.90 cm to 37.10 cm Height- 29.10 cm to 30.90 cm
		Handle Slot	9.5 cm X 2.5 cm
		Weight	1.523 kg to 1.600kg
		Average thickness of Plastic Crate Wall with Ventilated side & Bottom with reinforced framework	2.25 mm to 2.75 mm
2	Banana Fruit Trap Bag	Polypropylene (PP) Spun Bond Non-Woven Fabric, 17 Gram per Square Meter, white Colour with String attached to tie Banana Bunch	Length 120 cm X Width 60 cm
3	Leno Bag	50 Kg Capacity, HDPE Woven Sack for Packaging Fruits and Vegetables 45 Gram per Square Meter	Length 120cm X Width 60 cm

### Note: -

- It is mandatory for the supplier agency to ensure Waterproof Label tagging of “उद्यान निदेशालय, कृषि विभाग बिहार, वित्तीय वर्ष – 2024–25” on the Leno Bags and Banana Fruit Trap Bags.
- It is mandatory for the supplier agency of the plastic crate to ensure Hot Embossing of “उद्यान निदेशालय, कृषि विभाग बिहार, वित्तीय वर्ष – 2024–25” and serial numbering of each supplied plastic crates.

## 3. Evaluation and selection process

The Technical Proposals shall be opened first and shall be evaluated by the evaluation committee constituted at the Bihar Horticulture Development Society. Evaluation of the technical proposals shall be done by a committee constituted by the Society, which will look into eligibility criteria, compliance of specifications and other terms & conditions for empanelment. Only those bidders qualifying through the technical bid shall be considered for the financial evaluation. The work order will be awarded to on the basis of minimum price (L1) as per the financial proposal (Annexure- VI)

- **Terms for Evaluation of Bids:** 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 or qualification.
  - e) It has paid Rs. 5,00,000/- (Rupees One Lakh Only) as Earnest Money Deposit (EMD) and Document cost of Rs. 5,000/- (Rupees Five thousand Only) through online mode (NEFT/RTGS/CHALLAN)
  - f) It is not non-responsive in terms hereof.
- **Technical Evaluation: The Technical Proposals shall be opened first** and shall be evaluated by the evaluation committee constituted at the society. Evaluation of the Technical Proposals will be carried out by a committee constituted by the Society, which will 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.
- **Financial Evaluation: At the second stage, Financial Proposal of only technically qualified agencies will be opened, for further evaluation.** Quoted rate for different Items will be discovered on the basis of Least Cost Based System (LCBS). However the quoted rate for Banana Fruit Trap Bag /Plastic Crates/Leno Bag will not exceed the rate fixed by the Department on which the related scheme was implemented in last financial year (2023-24). The evaluation committee may negotiate with the price of L1 with technically qualified agencies. The final fixed price after approval of competent authority will be final and applicable to the whole State of Bihar under mentioned schemes. Agencies who agree to supply the items mentioned in RFP on L1 or final defined price by the evaluation committee and approved by competent authority will be empanelled with the BHDS. BHDS has all rights to distribute work among empanelled agencies according to what is the best in the farmers' interest.
- Payment against Bill/Invoice shall be made only after the purchasers (beneficiary farmers) consent through in cash transfer or in kind transfer through DBT Programme by CFMS/PFMS portal only. **No interest will be payable on the delayed payment. If any complaint is received from farmer regarding quality of the Items Supplied and found correct after inspection then 10% amount of supplied Items to concerned beneficiaries will be seized and shall result in forfeiture of EMD, blacklisting and legal action against the agency.**

#### 4. General terms and conditions for eligibility:

Applicants must carefully read the minimum conditions of eligibility (the "Conditions of Eligibility") provided herein. Proposals of only those Applicants who satisfy the Conditions of Eligibility will be considered.

The applicants will be required to submit the documents as per the conditions of eligibility mentioned in Request for proposal (RFP) below:

- The Technical Bid shall consist of all technical details along with commercial terms and conditions and, Financial Bid shall indicate price for items tendered for.
- Tender can be submitted for one component or more than one component or all components.
- The following papers/documents must be attached with Tender.

- a) Registration Certificate and detailed information of factory, firm/Company etc. as well as product catalogue of Manufacturer/Authorized Dealer/ Firms/ Agency/Govt. Organization / Company shall be attached with Tender.
  - b) Certificate issued by manufacturer being authorized dealer/firm/agency, registration certificate of organization and product catalogue must be attached with Tender.
- Tender submitted without relevant papers/documents will be rejected.
- The manufacturing firm should have its own manufacturing unit, plant and machinery etc. and authorized dealer should have proper authorization of concerned manufacturers.
- Brand name/specification/warranty period of each component must be mentioned in Tender.
- No claim will be entertained afterwards for any increase in market price or otherwise.
- An affidavit on Rs.1000/- on non-judicial Stamp Paper from Public Notary shall be attached/uploaded by the bidder (It should be made on or one month before the publication of tender online on website) with following declaration that:
  - a. Bidder has not been under any declaration of ineligibility for corrupt and fraudulent practices issued by any State Government/GOI/ Union territory.
  - b. The Bidder has not been blacklisted by any State Government/GOI/Union territory/State and Central Educational Institutes etc. during last 10 (Ten) Years from the date of submission of tender bid for any item or by any reason.
- 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.
- The firm can apply for each component separately if they wish to and have to submit empanelment fee separately for each component.
- **The firm's facility must have ISO certification & the product to be supplied under e-tender process must have BIS certification (ISI mark).**
- All documents submitted by the bidder should be Self Attested and valid till the date of bidding of the tender.
- If any trade discount is claimed, it must be mentioned in Tender.
- Telephone No./Mobile No./Email and Full Address of the applicant must be mentioned in Tender.
- Manufacturing unit/authorized dealer point may be inspected before approval as and when Mission Director, BHDS feel necessary to ensure the performance and quality of the product.
- In the event of any complaint regarding after sales service and in case of supply of defective/substandard material, the empanelled firm shall have to rectify the defects within a period of 15 days.
- The successful Party/Firm/Company should have to deposit an amount of 5% (incl. GST) of the quoted project cost as Performance security money in the form of Bank Draft/Bank Guarantee (Issued by nationalized bank only) in favour of the **Mission Director, Bihar Horticulture Development Society payable at Patna, Bihar**. The security amount will be/shall be forfeited if the party/firm/company/organization fails to provide services *i.e.*, installation, maintenance in stipulated time.
- Performance security money of the party/firm/company/organization will be released after 12 months' period of completion of the project.
- EMD and Tender document costs will be the part of Technical Proposal only.
- Tender fee/tender document cost of Rs. 5,000.00/- and EMD of Rs. 5,00,000.00/-

needs to be submitted through online mode (NEFT/RTGS/CHALLAN).

- **Empanelment/ Registration Fee:** - Agency registered/Empanelled with Bihar Horticulture Development Society (BHDS), Patna is not required to deposit Empanelment/ Registration Fee. Any other agencies which are not registered/empanelled will have to get registered/ empanelled with BHDS, Patna with a fee of Rs. 25,000/- which will be non-refundable. It will be mandatory only for finally qualified agencies who agreed to be empanelled with BHDS.
- EMD and tender documents costs through online mode will be the part of technical bid only. The earnest money of the technically unsuccessful bidder will be refunded after the rejection of their proposal and the earnest money of successful bidder will be retained till the submission of performance guarantee/security deposit and signing of agreement.
- The offers which do not confirm to the conditions laid down in the E-tender notice shall not be considered.
- **The validity of rates quoted will be for one year.**
- The material should be as per the quality specifications mentioned in the Tender notice. Failure to supply as per the quality specifications will result in forfeiture of EMD, blacklisting and legal action against the company.
- Successful party/firm/company/organization will be bound to complete the entire work within 60 days from the date of issue of the letter or work order.
- **The firm is bound to complete the work within the prescribed time (i.e., within 30 days from date of issue of work order/district tagging letter, details will be given in work order/district tagging letter). If he fails to complete the job within the time frame without any valid reason i.e., 30 days (details will be given in work order/district tagging letter) from date of issue of work order/district tagging letter penalty will be imposed @ 1% of amount mentioned in work order/district tagging letter per 15 days. The penalty amount will be deducted from the final payment amount.**
- The quality of supplied product shall be assessed time to time by BHDS and concerned authorities, and discrepancies/ negligence if any found during the contracting period, BHDS may impose a penalty @ 1% of work order amount per month. The penalty amount will be deducted from final payment amount.
- Further, in case of failure to execute the work by the party/firm/company/organization as per the order, the contract will be terminated, and the security money will be forfeited. The work will be completed by another firm and the charges will be at risk and cost of the previous firm.
- In execution of the work, BHDS will not have any liability of incurring any loss of natural calamity or unforeseen conditions during the contracting period.
- The applicable taxes as per rules of Government of Bihar/GOI should be paid by party/ firm/ contractor/supplier/company/organization and invoices of the materials should be submitted to BHDS and if any taxes required to this should be paid by contractor/ supplier/ company/ party/ firm as applicable from time to time and as per the rules GOI/Bihar Government.
- The technical bids will be opened first and will be evaluated by the committee of society. Only such bids will be evaluated where required earnest money and tender document cost are deposited along with the technical bid and that meets other conditions of the tender. Evaluation of technical bid, shall be carried out by a committee constituted by the society, which shall look into compliance of specification and of other conditions of tender enquiry. At the second stage, financial bid of only technically acceptable and offers complying with tender conditions will be opened, for further evaluation.
- Proposers or their duly authorized representatives may be present at the time of opening the Technical Proposal, the time and place for which is indicated in the



proposal documents. Time and place for opening of Financial Proposal shall be announced after technical evaluation and shall be communicated through a notice at the office of Mission Director.

- Participation for the empanelment process will automatically imply the acceptance, on all the terms and conditions of this notice for empanelment.
- Proposal should be submitted only through online e-tender on website: <https://eproc2.bihar.gov.in>
- The **Technical Proposal** along with all required documents for technical qualification should be uploaded/submitted through online e-tender on website <https://eproc2.bihar.gov.in>.
- Financial proposal should also be uploaded through online e-tender on website <https://eproc2.bihar.gov.in> in the prescribed format given on eproc2.
- **Price proposed in financial proposal must be inclusive of all taxes and freight** for destination etc. Financial Proposal will be quoted in figures as well as in words. **In case of any ambiguity in figure amount quoted in words will be considered.** The price quoted must be with respect to desired technical specification mentioned in proposal documents. In financial proposal stock availability and capacity to supply must be mentioned.

## 5. BHDS Rights:

- The Bidders/Applicants (Party/Firm/Company) 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.
- In case of any dispute the decision of the **Mission Director, Bihar Horticulture Development Society, Bihar, Patna** shall be final and binding upon all concerned parties as per mutual understanding among the party/firm/company and the Directorate of Horticulture, Bihar, Patna.
- Not with standing anything contained in the RFP, **Mission Director, Bihar Horticulture Development Society, Patna** reserve the right to accept or reject any proposal and annul the selection 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.
- The **Mission Director, Bihar Horticulture Development Society, Bihar, Patna** also reserves the right to reject any or all proposals if:
  - a) At any time, a material misrepresentation is made or uncovered: or,
  - b) The bidders do not provide, within the specified time, the supplemental information sought by Mission Director, Bihar Horticulture Development Society, Bihar, Patna for evaluation of the proposals
- BHDS reserves the right to increase or decrease the quantity, negotiate, accept, distribute the order among two or more agencies or reject any or all the proposal without assigning any reason thereof.
- The rates quoted in the e-tender shall be specified before destination and inclusive of all taxes, duties, Government levies, transportation, loading, unloading etc. No extra charges will be paid from the Bihar Horticulture Development Society, Bihar, Patna. The quotation of rate must be with respect to desired technical specification.
- Financial Proposal will be quoted in figures as well as in words. In case of any ambiguity in amount quoted in words will be considered final. Any correction of entries and over writing in entries may be rejected without any prejudice.
- The selection of the firm/company/organization will be done by the technical and financial evaluation committee constituted at the level of Bihar Horticulture Development Society, Bihar, Patna on the basis of related experience and financial

background. Evaluation and selection process of the firm/company/organization will be governed by the guidelines of Bihar Financial Rules (2005). **All the Bidders willing to work on L1 rates will be allowed to work according to their capacity. All the work will be divided among all the interested bidders accordingly.**

- The evaluation committee may negotiate will the price of L1, if needed. This fixed price after approval of competent authority will be final and applicable to the whole state of Bihar under mentioned schemes.
- Payment against Bill/Invoice shall be made only after the purchasers (beneficiary farmers) consent through in cash transfer or in kind transfer through DBT Programme by CFMS/PFMS portal only. **No interest will be payable on the delayed payment. If any complaint is received from farmer regarding quality of the Items Supplied and found correct after inspection then 10% amount of supplied Items to concerned beneficiaries will be seized and shall result in forfeiture of EMD, blacklisting and legal action against the agency.**
- The Hon. High Court at Patna shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the selection of firm/ company /organization.
- The Bihar Horticulture Development Society, Bihar, Patna reserves the right to relax or waive any of the condition mentioned in this document as deemed necessary in the best interest of the Govt. and the objective of the scheme without assigning any reasons thereof.
- The Bihar Horticulture Development Society, Bihar, Patna may, at its sole discretion seek clarification from any bidder (firm/company/organization) regarding its proposals; such clarifications shall be provided by the bidders within the time specified by the Bihar Horticulture Development Society, Bihar, Patna for this purpose. Any request for clarification (s) and all clarification (s) on response thereto shall be in writing. If a bidder does not provide clarification sought above within the specified time, their proposals shall be liable to be rejected.
- **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.

#### **6. Earnest money deposit (EMD)**

- a) EMD amounting Rs. 5,00,000.00 (Rupees Five lakh only) must be submitted through online mode (NEFT/RTGS/CHALAN).
- b) EMD will be returned automatically through eproc2 to all unsuccessful bidder after finalization of the successful bidder without any interest
- c) EMD of the successful bidder will be returned only after successful execution of the work without any interest

#### **7. Performance Security Deposit:**

The successful agency should have to deposit an amount of 5% (incl. GST) of the quoted project cost as performance security money in the form of Bank Draft/Bank Guarantee (Issued by nationalized bank only) in favour of the Mission Director, Bihar Horticulture Development Society payable at Patna, Bihar. The security amount will be/shall be forfeited if the party/firm/company/organization fails to provide services as per work order given.

- 8. Allocation of Work:** In case of supply of Items mentioned in RFP, Mission Director, Bihar Horticulture Development Society, Bihar, Patna will distribute work among the empanelled agencies. Allocation of work to the successful bidders will be done on the basis of stock verification of above mentioned items. Stock verification will be done by the inspecting

committee constituted by the Mission Director, Bihar Horticulture Development Society, Bihar, Patna.

## **9. Disqualification**

The reasons for the disqualification of the participating firm/company/organization 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 selection 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.**

## **10. Terms of payment:**

The progress of work will be monitored and inspected by Assistant Director Horticulture of concerned districts. After satisfactory inspection report supported by Geo tagged photographs, invoice/bill with challan the Assistant Director Horticulture of concerned districts will release the payment.

## **11. Jurisdiction of court**

The Hon. High court of Patna shall alone have an exclusive jurisdiction to decide any difference, dispute, claim for and against the Mission Director, Bihar Horticulture Development Society, Patna

The undersigned reserves right to reject whole or part of any or all the RFP without assigning any reason.

## **12. Contract agreement**

The successful bidder will have to execute contract agreement after the issuance of LOI or work order. The tender document which is not submitted as per the RFP requirements shall be rejected. Any additional particulars can be furnished in the accompanied of statement.

## **Technical Proposal**

### **(Forwarding Letter on firm letter head)**

To,

**The Mission Director,**  
Bihar Horticulture Development  
Society, 2nd floor, Krishi Bhawan,  
Mithapur, Patna-800001

**Subject: Submission of technical Proposal for “Empanelment and fixation of rate for supply of Plastic Crates/ Leno Bag/Banana Fruit Trap Bag in 2024-2025 in the State of Bihar”**

Sir,

In accordance with the terms & conditions of the bid **SUPPLY OF.....**  
**.....(MENTION THE COMPONENT NAME) IN DISTRICTS OF BIHAR.**

I /We submit the **Technical Proposal** containing the following documents:

1. **Authority Letter** (Annexure I)
2. **Proposer/Bidder Information Sheet** (Details of firm) (Annexure II)
3. **Submission of Affidavit that the firm has not been blacklisted by any Union or State Government in any matter** (Annexure V)
4. **Turnover of the firm** (Annexure VII)
5. **Work Experience of the firm** (Annexure VIII)
6. **GST Registration Certificate & GST return updated till 31<sup>st</sup> March 2024 on GST Portal.**
7. **Copy of PAN Card and IT return (with computation) for FY 2021-22, FY2022-23 & FY 2023-24**
8. **Copy of PAN Card**
9. **Photocopy of ISO & BIS Certificates.**
10. **Work Orders/MoU/Completion Letter along with payment proof**
11. **CA certified Balance sheet and Profit & Loss Account (with UDIN) of last 3 consecutive financial years i.e. FY 2021-22, FY2022-23 & FY 2023-24**
12. **Catalogue/Price list/Literature**

Further, it is certified that the information furnished in this Bid Documents is true and correct to the best of my/our knowledge & belief. I/we fully understand terms and conditions mentioned above and undertake to abide by the terms & conditions and rules & regulations mentioned in the Bid document. It is also certified that the proposer has not been blacklisted by any Union or State Government Department or Institute in any matter and the owners or partners/ directors has never been legally prosecuted & in any legal dispute with any Union or State Government Department.

**Signature of Authorized Signatory**

Name

Designation

Seal of the firm

Dated: .....

**Annexure I – Authority letter**

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

**AUTHORITY LETTER**

M/s. ....

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

He/ She is authorized to submit, collect & correct all Bid/quotation/project documents on behalf of firm.

**Signature of Authorized Signatory**

Name

Designation

Seal of the firm

Dated.....

**Annexure II – Bidder information sheet**

**BIDDER INFORMATION SHEET**

**Date of opening of Technical Proposal -**

**..... Date of Opening of Financial**

**Proposal – Intimated by letter**

1. Name of the Item:

2. (a) Name & Address of the firm/ authorized dealer,

(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.:

4. Address with telephone no./e-mail/web  
address where production centre(s) is  
situated

Certified that above information is correct.

**Signature of Authorized Signatory**

Name

Designation

Seal of the firm

Dated.....

**Annexure III – Details of EMD**

**DETAILS OF EARNEST MONEY THROUGH ONLINE MODE**

Earnest money through online mode as per details below is enclosed for the purpose of bid for  
**“Empanelment and fixation of rate for supply of Plastic Crates/ Leno Bag/Banana Fruit  
Trap Bags in FY 2024-2025 in the State of Bihar”**

NEFT/RTGS/CHALAN No.....

Name of the bank.....

Branch.....

Dated.....

Amount (In figures & words) .....

.....

**Signature of Authorized Signatory**

Name

Designation

Seal of the firm

Dated.....

**Annexure IV – Details of Tender Document Cost**

**DETAILS OF TENDER DOCUMENT COST THROUGH ONLINE MODE**

Bid document cost as per details below is enclosed for the purpose .....

NEFT/RTGS/CHALAN

No..... Name of the

bank.....

Branch.....

Dated.....

Amount (In figures & words) .....

.....

**Signature of Authorized Signatory**

Name

Designation

Seal of the firm

Dated.....



**Annexure V – Affidavit Towards Blacklisting**

**Submission of Affidavit for (Technical Proposal)**

(Through Notary Public on Non-Judicial stamp paper of Rs. 1000.00)

- The Bidder has not been under any declaration of ineligibility for corrupt and fraudulent practices issued by any State Government/GOI/ Union territory.
- The Bidder has not been blacklisted by any State Government/GOI/Union Territory/State and Central Educational Institutes etc. during last 10 (ten) years from the date of submission of tender bid for any item or by any reason.
- Our firm will complete the work as per the technical specification required, in specified time decided by BHDS, Bihar, Patna.

**Signature of Authorized Signatory**

Name

Designation

Seal of the firm

Dated.....

## Annexure VI – Financial Proposal

*(On the letter head of the bidder)*

**Name of Firm:**

**Address:**

**Phone no/Mobile no:**

To,  
**The Mission Director,**  
Bihar Horticulture Development  
Society, 2nd floor, Krishi Bhawan,  
Mithapur, Patna-800001

**Subject: Financial Proposal: Submission of Financial Proposal for “Empanelment and fixation of rate for supply of Plastic Crates/ Leno Bag/Banana Fruit Trap Bags in 2024-2025 in the State of Bihar”**

Sir,

In accordance with the terms & conditions of the bid **Empanelment and fixation of rate for supply Plastic Crates, Leno Bags, Banana Fruit Trap Bags** our financial quote for the assignment is as below:

Sl. No.	Name of the Item	Unit	Rate in Rs (In figures & words both)
1			
2			
3			

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 Plastic Crates, Leno Bags & Banana Fruit Trap Bags 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, the beneficiaries in Bihar. Only one price should be quoted for Plastic Crates, Leno Bags, Banana Fruit Trap Bags. Multiple prices 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

Dated: .....

Seal of the firm

**Annexure – VII**

**TURNOVER OF THE FIRM**

**Tender for the empanelment of agencies for procurement of Banana Fruit Trap Bag /Plastic Crates/Leno Bag**

<b>S. No.</b>	<b>Financial Year</b>	<b>Annual Turnover of the firm</b>
1.	FY2023-24	
2.	FY2022-23	
3	FY2021-22	
<b>Total Annual Turnover</b>		

It is certified that total annual turnover of the ..... (Name of the firm) in last three FY is Rs. .... Lakh.

Name of the CA:

Seal of the CA:

Signature of Authorized Signatory

Name

Designation

UDIN:

Seal of the firm

Dated.....

**Annexure – VIII**

**WORK EXPERIENCE OF THE FIRM**

S. No.	Name of the work order issued agency	Issued Date of the Work order	Order Value (Rs.)	Did you enclose following documents (Yes/No)		
				Supply/Work Order	Bill Voucher/invoices	Payment Proof
1.						
2.						
3.						
4.						
5.						

**Note:**

Please attach supporting documents

Signature of Authorized Signatory  
Name

Designation