



**Govt. of Bihar**  
**Department of Agriculture**  
**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>)

**E-Tender for empanelment and fixation of rate for supply of Mushroom Kit for FY 2025-26 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 for empanelment to ensure timely availability of Mushroom Kit from interested organizations who have availed schematic support from Directorate of Horticulture under Mushroom Scheme only. The interested specialized farmers/organizations/firms/companies, which are involved and having experience of in related activities towards horticulture/ agriculture and allied activities may apply. Empaneled firms will be eligible for supply of mushroom kit mentioned above under different schemes executed by BHDS in the state.

E-tender forms including terms and conditions for technical qualification, specifications, as well as quality and quantity of Mushroom Kit is available on website: [horticulture.bihar.gov.in/](http://horticulture.bihar.gov.in/) or <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 in prescribed form separately.

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

| SN | Activity                                                | Date/Time: Duration                                                                                                                |
|----|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Start Date & Time for Downloading of Tender document    | 16.07.2025 (10:00 Hrs.)                                                                                                            |
| 2  | Date and place for pre-bid meeting                      | 22.07.2025 (11:00 hrs), Department of Agriculture, Directorate of Horticulture, 2nd Floor, Krishi Bhawan, Mithapur, Patna - 800001 |
| 3. | Last Date & Time for Downloading of Tender document     | 31.07.2025 (11:00 Hrs.)                                                                                                            |
| 4. | Last Date & Time for submission/ uploading of offer/Bid | 31.07.2025 (15:00 Hrs.)                                                                                                            |
| 5. | Date and time of technical bid opening                  | 31.07.2025 (15:30 Hrs.)                                                                                                            |
| 6. | Date and time of financial bid opening                  | To be intimated to technically successful bidder only                                                                              |
| 7. | Nodal officer/Contact person for queries                | Nitesh Kumar Ray, Deputy Director Horticulture (Mob No.-9031643034)                                                                |
| 8. | Mode of Selection                                       | Empanelment and rate Fixation based on Least Cost Based Selection- LCBS (L1)                                                       |

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

**E-Tender for empanelment and fixation of rate for supply Mushroom Kit for FY 2025-26 in the State of Bihar.**

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

| S No | Particulars               | Details                                                                                                                                                                                                                                                                                      | Required Documents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i.   | Agency                    | May be a Govt. organization, Semi-Govt. Organization or registered Private Firms or companies who are growing mushroom and individual growers and farmers producing mushroom being resident in Bihar. They should have its own Mushroom production unit / Compost Unit/ Spawn Unit in Bihar. | <p>Certificate of Incorporation/ Registration of the bidder Company/Agency/ Organization.</p> <p>For Individual growers, farmers should submit either Government mushroom beneficiary details or a declaration attested by concerned district ADH/DHO regarding existing unit in the district.</p> <p>Note: The bidder should be registered Entity in India since last 3 years.</p>                                                                                                                                                                                                                                                                                                                                                        |
|      | Agency's Office           | Should have its office/Branch in Bihar or if not, they have to establish it after final selection. Mention complete address with location of office/branch with contact person and mobile number.                                                                                            | <p>Proof of Office in Bihar. Rent agreement of registered Office, if Office is on rent &amp; ownership document if office is owned by bidder.</p> <p>The bidder agency who doesn't have office/branch office in Bihar should submit a self-declaration that they will open their office/branch office within 07 days after final selection.</p> <p>Submit the detail in proposer information sheet (Annexure II)</p>                                                                                                                                                                                                                                                                                                                       |
| ii.  | Agency's Annual Turn Over | Agency's <b>average annual turnover should not be less than Rs. 200.00 Lakh</b> during last three consecutive financial years (FY 23-24, 22-23 and FY 21-22)                                                                                                                                 | <p>CA certified Audited report/ Audited Balance Sheet and Profit and Loss statement (with UDIN) of the agency should be submitted as supporting documents.</p> <p>2. I.T. return of last three FY (FY 23-24, 22-23 and FY 21-22) must be submitted with Computation duly certified and stated by CA that in last three-year FY, average annual financial turnover of the firm was not less than 200 Lakh (Annexure-VII)</p> <p>Note: If a bidder owns more than one business, the turnover of the unit in whose name the bid is made will be considered and overall turnover of the bidder consolidating every unit will not be considered.</p> <p>Zero turnover in any of the above mentioned financial year shall not be considered.</p> |
| iii. | Experience                | Should have minimum 3 year experience                                                                                                                                                                                                                                                        | <b>Attach the following as proof</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

|      |                             |                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      |                             | of supplying of Mushroom Kit in the last three financial year ( FY 21-22, 22-23 and 23-24.).                                                   | <p><b>documents for each assignment completed:</b></p> <ol style="list-style-type: none"> <li>1. supply order/ work order</li> <li>2. invoice bill voucher</li> <li>3. and concerned payment proof showing in Bank Statement as proof</li> </ol> <p><b>(Kindly highlight the payment details in the payment proof documents against each work order.</b></p> <p>Note: All the three Documents mentioned above should be in linear order and Payment proof must be highlighted and should match with Invoice Bill Voucher. Work Completion Certificate should also be mandatory attached.</p> <p>If the payment proof is not matching with bill voucher kindly submit the Reconciliation Statement of the difference.</p> <p><b>(Annexure VIII)</b></p> <p>In case of individual growers, farmers, a declaration attested by concerned district ADH/ DHO's regarding their experience in Mushroom kit Supply.</p> |
| iv.  | Earnest Money Deposit       | EMD of Rs. 5,00,000/- (Five Lakh only) through online mode (NEFT/RTGS) will be mandatory for successful bidder                                 | <p>Submit Annexure III</p> <p>Not Applicable in case of individual growers / farmers only.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| v.   | Document' Cost              | Rs. 5000/- (Five Thousand only) through online mode (NEFT/RTGS)                                                                                | Submit Annexure IV                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| vi.  | Agency's Sale Tax and GSTIN | Furnish copy of GST return with GSTIN number. Agency should also have a registration in Bihar.                                                 | <p><b>GST registration certificate and PAN Copy.</b></p> <p><b>GST return file documents of year 2023-24</b></p> <p><b>Not Applicable in case of individual growers/farmers only.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 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 | Manufacturing Unit          | Should have its own Mushroom production unit/ Compost Unit / Spawn Unit.                                                                       | Document evidence regarding your own manufacturing unit for Mushroom Unit for Mushroom Kit for farmers, individual growers, as well as firms/ companies/ cooperatives etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

## 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, distribute the order among two or more agencies or reject any or all 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. Not with standing anything contained in the RFP, Mission Director, BHDS, 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.
- g. The Director Horticulture, Bihar, Patna also reserves the right to reject any or all proposals if:
  - i. 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 to clarify, 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.
- h. **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.

## 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. 5,00,000/- (Rupees Five Lakh Only) as Earnest Money Deposit (EMD) and tender document cost of Rs. 5000/- (Rupees Five Thousand 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 agencies will be opened**, for further evaluation. **Price for Mushroom Kit will be discovered on the basis of Least Cost Based System (LCBS).**

- 3.3.1 **L1 would be considered as the final cost for per unit supply of Mushroom Kit.** The evaluation committee may negotiate with the price of L1 with technically qualified agencies if required in the interest of the farmers. Negotiated price after approval of competent authority will be final and applicable to the whole State of Bihar.
- 3.3.2 Agencies who agreed to supply the Mushroom Kit on L1 or final negotiated price by the evaluation committee and approved by competent authority will be empaneled with the BHDS.
- 3.3.3 BHDS has all rights to distribute work among empaneled agencies according to what is the best in the farmers' interest.

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

- 4.1 Tender can be submitted for one component or all the components
- 4.2 Empanelment fee will be Rs. 1,00,000/- which will be non- refundable. It would be essential only for those technically qualified agencies who agreed to be empaneled with BHDS.
- 4.3 Proposal should be submitted only through online e-tender on website: <https://eproc2.bihar.gov.in>
- 4.4 Proposal submitted without relevant papers/documents will be rejected.
- 4.5 Govt. agencies applying for e-tender should provide the proof of being the Govt. agency in their letter pad clearly mentioning the share of Govt. and other stakeholders in the firm/agency.
- 4.6 Telephone No./Mobile No./Email and Full Address of the applicant must be mentioned in proposer Information sheet (Annexure II)
- 4.7 Agencies with Common Partners/Directors/Shareholders would not be allowed to apply under this Tender. For Example: - If any Sole proprietor is applying for tender and he is in Board of Director/Shareholders in any Company applying for the said tender. Then that Company is not allowed to participate in the Tender. **(Annexure – IX)**
- 4.8 Financial Quote should strictly be filled in the BoQ (excel sheet format) of the eproc2. Any scanned upload of financial format will certainly cause rejection of financial bid. Evaluation will be done on the basis of Excel Sheet uploaded in BOQ Section.
- 4.9 Conditional proposal will not be accepted.
- 4.10 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.
- 4.11 In the event of any complaint regarding in case of supply of defective/substandard material, the empaneled firm shall have to rectify the defects within a period of 15 days.
- 4.12 The materials shall have to be made available at the premises of different blocks of the district. No other charges such as Octroi, Packing, Forwarding, Freight, Insurance, Loading and Unloading, Clearance etc. will be allowed.
- 4.13 A tri-partite agreement would be made mandatory for functional working of supply of Mushroom Kit or any component mentioned in Tender between concerned Assistant Director Horticulture, District Horticulture Office of the district, farmer/Applicant and firm.
- 4.14 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.
- 4.15 The quality of the 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.
- 4.16 Mushroom Kit 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.**
- 4.17 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.
- 4.18 The Technical Proposals shall consist of all technical details along with commercial terms and conditions and, Financial Proposals shall indicate unit price of Mushroom Kit.
- 4.19 Bidders or their duly authorized representatives may be present at the time of opening of the Technical bid, at the time and place indicated in the Tender document. Time and Place for opening of Financial Bid shall be communicated to the technically successful bidder by the office of Mission Director.
- 4.20 **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.
- 4.21 **EMD and document costs** will be the part of Technical Proposal only.
- 4.22 Tender document cost of INR 5000/- (**Five Thousand only/-**) and EMD of INR **5 Lakh** through online mode NEFT/RTGS needs to be submitted on or before the opening of technical bids. Bid without tender documents cost and EMD will not be considered.

- 4.23 The earnest money of the technically unsuccessful bidders will be refunded after the rejection of their Tender and will be retained from the successful firms up to the time of execution of contract or till the submission of security deposit and signing of agreement.
- 4.24 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 proposed on that portal in prescribed form separately.
- 4.25 **Price proposed in financial proposal must be inclusive of all taxes and freight** for destination etc. at block headquarters (FOR districts). 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 of Mushroom Kit must be with respect to desired technical specification mentioned in proposal documents.
- 4.26 Conditional proposal will not be accepted.
- 4.27 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.** Payment will be made directly to the supplier through CFMS in payee a/c.
- 4.28 **If any complaint is received from farmer regarding quality of the material and found correct after inspection then it shall result in forfeiture of full EMD, blacklisting and legal action against the agency.**
- 4.29 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:
- The agency shall submit an affidavit from notary that **"the agency has not been blacklisted by any State Govt./Union Govt. and no legal issues regarding Mushroom Kit material supply is pending in any court as well as the stock mentioned in the financial proposal is correct."**
  - 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.
- 4.30 Participation for the empanelment process will automatically imply the acceptance, on all the terms and conditions of this notice for empanelment.
- 4.31 The firm can apply for each component separately if they wish to and have to submit empanelment fee separately for each component.
- 4.32 Quantum of material to be supplied would be decided on the basis of stock & capacity of the agencies to supply per month as already declared by the agencies in their financial proposal forms.
- 4.33 The uniform price fixed for the abovementioned material will be valid for one financial year only.
- 4.34 **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 favor 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 in stipulated time.
- 4.35 **The successful suppliers will have to enter into an agreement with the Bihar Horticulture Development Society covering, inter alias, the following points**
- The **components** shall have to be supplied at the premises of different districts of the state as per terms and conditions mentioned in agreement. No other charges such as Octroi, Packing, Forwarding, Freight, Insurance, Loading and Unloading, Clearance etc. will be allowed.
  - The purchaser and the supplier shall make every effort to resolve amicably by direct negotiation, in case of any disagreement or dispute arising between them under or in connection with the supply, the matter shall be settled under the Court of Law within its jurisdiction at Patna.
  - Suppliers will have the full responsibility as per the final supply orders given by Assistant Director, Horticulture of concerned districts in this regards.
  - Performance security deposit if any, can be forfeited in case of non-performance of the contract and exceeding time limits indicated in the supply order.
  - From where Mushroom Kit will be supplied should be clearly indicated and the society reserves the right to inspect these premises.
  - The Mushroom Kit should be as per the quality specifications mentioned in the Tender notice. Failure to supply as per the quality specifications shall result in forfeiture of EMD, blacklisting and legal action against the suppliers.
  - The 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.
  - Failure to supply as per the time limit specified in the supply order shall result in 1% deduction in the rest of the quantity to be supplied for every week delayed till the supply date. Further the supply order still pending after the deadline may be cancelled.

## **5. 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.

## Technical specifications of the components

### A) DETAILS OF MUSHROOM KIT

#### i) Bag Size-

- Weight – 5 Kg Approx.

#### ii) Components

- a) Perforated poly bag suitable for mushroom cultivation of appropriate size and thickness.
- b) Ready to use sterilized media (compost/straw/husk) suitable for cultivation of oysters/button/milky mushroom.
- c) Top dressing media should be supplied in case of button mushroom.
- d) Spawn- Viable and good quality spawn depending on type of mushroom (oysters/button/ milky mushroom).
- e) Spawn ratio- Proper Spawn : Compost ratio should be followed (i.e. 5 kg compost with 100 gm spawn ratio approx.)

Note: Bag should be properly prepared and tied. Over watering should not be done.

#### iii) Season

- a) Oyster and Button Mushroom – October to February
- b) Milky Mushroom – April to June

### B) DETAILS OF MUSHROOM KIT

#### i) Bucket Size- Height 50-55 cm, Base Diameter- 105-110 cm, Top Diameter- 120-125 cm

#### ii) Components

- a. Bucket suitable for mushroom cultivation of appropriate size and thickness.
- b. Ready to use sterilized media (compost/straw/husk) suitable for cultivation of oyster mushroom.
- c. Spawn- Viable and good quality spawn of quantity 300gm.
- d. Bavistin used in mushroom cultivation should be 3 to 5gm in 300gm of Spawn.
- E. Formalin used in mushroom farming for disinfection and sanitization should be 200 ml (2.5% Formalin and 40% Solution).

(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 of agencies for supply of **Mushroom Kit in FY 2025-26 in the State 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)

| S N | Particulars                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Yes/ No | Page No |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|
| 1   | 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 through online mode (Annexure III )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |         |         |
| 5   | Details of proposal document cost through online mode (Annexure IV)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |         |
| 6   | Submission of Affidavit (Annexure V)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |         |
| 7   | Photocopy of GST Registration certificate and GST filing of FY 23-24 (Not applicable for individual growers and farmers).                                                                                                                                                                                                                                                                                                                                                                                                                                            |         |         |
| 8   | Photocopy of Income tax return of last three consecutive financial year (FY 21-22, FY 22-23 and FY 23-24) & PAN Card                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |         |
| 9   | <b>Proof document regarding working experience of working on at least three assignments in the last three years FY (23-24), FY (22-23) FY (21-22) in supplying of Mushroom Kit. (Annexure VIII)</b><br>Submit the proof documents as:<br><b>1. supply order/ work order</b><br><b>2. invoice bill voucher</b><br><b>3. and concerned payment proof</b> showing in Bank Statement as proof<br><br><b>(Kindly highlight the payment details in the payment proof documents against each work order.</b><br><br><b>Not applicable for individual growers or farmers</b> |         |         |
| 10  | Proof of Annual Turnover of the agency of last three consecutive financial years (FY 23-24) (FY 22-23) and FY (21-22) supported through required documents as per RFP                                                                                                                                                                                                                                                                                                                                                                                                |         |         |
| 11  | CA certified Balance sheet and Profit & Loss Account (with UDIN) of last 3 financial year i.e. FY2021-22, FY2022-23 and FY 23-24. (i.e. AY 2022-23, 2023-24 and 2024-25) respectively.                                                                                                                                                                                                                                                                                                                                                                               |         |         |
| 12  | Turnover of the Firm (Annexure VII)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |         |
| 13  | Catalogue/ Literature (Optional)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |         |         |
| 14  | Affidavit Towards RELATED PARTY DISCLOSURE (Technical Proposal)- Annexure IX                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |         |         |

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.....

## **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  
Mushroom production kit manufacturing center(s) is situated

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 and fixation of rate for supply Mushroom Kit in FY 2025-26 in the State of Bihar

NEFT/RTGS.....

Name of the bank.....

Branch.....

Dated.....

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

.....

Signature of Authorized Signatory  
Name

Designation

Seal of the firm

Dated.....

**DETAILS OF PROPOSAL DOCUMENT COST**

Bid Document cost through online mode as per details enclosed below for the Empanelment Mushroom Kit in FY 2025-26 in the State of Bihar

NEFT/RTGS.....

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)

- Bidders shall not be under any declaration of ineligibility for corrupt and fraudulent practices issued by any State Government/GOI/ Union territory.
- The Bidders shall not be blacklisted by any State Government/GOI/Union Territory/State and Central Educational Institutes etc. during last ten years at the time 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: Selection of agency for “Empanelment and fixation of rate for supply of Mushroom Kit in FY 2025-26 in the State of Bihar”**

Sir,

In accordance with the terms & conditions of the bid **Empanelment and fixation of rate for supply/installation of Mushroom Kit in FY 2025-26 in the State of Bihar**, our financial quote for the assignment is as below:

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

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 Bihar. Only one price should be coated for above mentioned items. Multiple prices for above mentioned items will not be Entertained. Financial Quote should strictly be filled in the BoQ (excel sheet format) of the proc2. Any scanned upload of financial format will certainly cause rejection of financial Bid.

**Signature of Authorized Signatory**

Name

Designation

Seal of the firm

Dated : .....

**TURNOVER OF THE FIRM**

**Certificate for selection of agency for “Empanelment and fixation of rate for supply/installation of Mushroom Kit in FY 2025-26 in the State of Bihar**

| S. No.                  | Financial Year | Annual Turnover of the firm |
|-------------------------|----------------|-----------------------------|
| 1                       | FY 23-24       |                             |
| 2.                      | FY 22-23       |                             |
| 3.                      | FY 21-22       |                             |
| Average Annual Turnover |                |                             |

Name of the CA:

Seal of the CA:

Signature of Authorized Signatory

Name

Designation

UDIN:

Seal of the firm

Dated.....

**EXPERIENCE OF THE FIRM**

| Sr. No | Work Order Name | Date Work Order Issued | Name of the Agency which has issued Work Order | Order Value | Document Submitted (Yes/No) |                      |                           |
|--------|-----------------|------------------------|------------------------------------------------|-------------|-----------------------------|----------------------|---------------------------|
|        |                 |                        |                                                |             | Work/Supply Order           | Invoice/Bill Voucher | Highlighted Payment Proof |
|        |                 |                        |                                                |             |                             |                      |                           |
|        |                 |                        |                                                |             |                             |                      |                           |
|        |                 |                        |                                                |             |                             |                      |                           |
|        |                 |                        |                                                |             |                             |                      |                           |
|        |                 |                        |                                                |             |                             |                      |                           |
|        |                 |                        |                                                |             |                             |                      |                           |
|        |                 |                        |                                                |             |                             |                      |                           |
|        |                 |                        |                                                |             |                             |                      |                           |
|        |                 |                        |                                                |             |                             |                      |                           |
|        |                 |                        |                                                |             |                             |                      |                           |
|        |                 |                        |                                                |             |                             |                      |                           |
|        |                 |                        |                                                |             |                             |                      |                           |
|        |                 |                        |                                                |             |                             |                      |                           |
|        |                 |                        |                                                |             |                             |                      |                           |
|        |                 |                        |                                                |             |                             |                      |                           |
|        |                 |                        |                                                |             |                             |                      |                           |
|        |                 |                        |                                                |             |                             |                      |                           |
|        |                 |                        |                                                |             |                             |                      |                           |
|        |                 |                        |                                                |             |                             |                      |                           |
|        |                 |                        |                                                |             |                             |                      |                           |

Signature of Authorized Signatory  
Name

Designation

Seal of the firm  
Dated.....

## Annexure – IX

### Certificate Towards RELATED PARTY DISCLOSURE (Technical Proposal)

The Bidder ..... (Name of Agency) applying for the Tender for empanelment and fixation of **rate for supply/installation of Mushroom Kit in FY 2025-26 in the State of Bihar**. is not in Board of Directors/Shareholders/Key Managerial Person with any Companies who is willing/Eligible to apply for the said tender. If Yes, then attach List of Companies in which agency is in Board of Director/Shareholders/Key Manager Person.

AND

The Bidder ..... (Name of Agency) applying for the Tender for empanelment and fixation of **rate for supply/installation of Mushroom Kit in FY 2025-26 in the State of Bihar** is not Partners with any firms who is willing/Eligible to apply for the said tender.

If Yes, then attach List of Firms in which agency is Partner.

And

The Bidder..... (Name of Agency) applying for the Tender for empanelment and fixation of **rate for supply/installation of Mushroom Kit in FY 2025-26 in the State of Bihar** is not Co-sharer with any Organizations who is willing/Eligible to apply for the said tender. If Yes, then attach List of Organizations in which agency is in Co -share or related to.

Name of the CA:

Seal of the CA:

Signature of Authorized Signatory

Name

Designation

UDIN:

Seal of the firm

Dated.....