

Department of Agriculture**Government of Bihar****Bihar Horticulture Development Society, Patna****Short Tender****For Empanelment and Supply of Quality Planting Materials (QPM) in Bihar**

Dragon Fruit, Kinnow, Jackfruit, Guava, Custard Apple, Aonla and Apple Ber, and any other notified horticultural crops as approved by BHDS

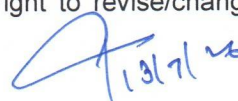
For the holistic development of horticulture in the state of Bihar, Bihar Horticulture Development Society (BHDS), Bihar, Patna invites short e-tender from interested registered/recognized nurseries or their authorized distributors/agent to ensure timely availability of quality **Dragon Fruit, Kinnow, Jackfruit, Guava, Custard Apple, Aonla and Apple Ber** fruit saplings on uniform price to the farmers of the state of Bihar. In determination of uniform price of Plants for the state, financial proposals of the technically qualified agencies will be evaluated.

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

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

SN	Activity	Date/Time: Duration
1.	Start Date & Time for Tender	22.07.2026 (10:00 Hrs.)
2	Date and Place of Pre-bid Meeting in hybrid mode (Offline/Online)	24.07.2026 (12.00 Hrs.) Directorate of Horticulture, Department of Agriculture, 2nd Floor, Krishi Bhawan, Mithapur, Patna – 800001
3.	Last Date & Time for Downloading of Tender document	05.08.2026 (14:00 Hrs.)
4.	Last Date & Time for submission/ uploading of offer/Bid	05.08.2026 (15:00 Hrs.)
5.	Date and time of technical bid opening	05.08.2026 (15:30 Hrs.)
6.	Date and time of financial bid opening	To be intimated to technically successful bidder only
7.	Empanelment Period	Two years from Letter of Empanelment / Agreement, extendable by one year based on performance evaluation
8.	Nodal officer/Contact person for queries	Rupesh Kumar Agrawal, Dy. Director, Directorate of Horticulture, Govt. of Bihar (Mob No.-+91-9595210320)
9	Mode of Empanelment	Mandatory eligibility and quality parameters, technical scoring threshold, then L1 price discovery among technically qualified bidders.

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



Mission Director,
Bihar Horticulture Development Society,
Bihar, Patna

Mission Director**Bihar Horticulture Development Society, Patna****1. Notice Inviting RFP**

Bihar Horticulture Development Society (BHDS), Patna, Department of Agriculture, Government of Bihar, invites proposals from eligible agriculture universities, ICAR institutes, State/Central Government nurseries, NHB-accredited/star-rated nurseries, registered/recognized producer nurseries and authorized supply agencies backed by approved primary producer nurseries for empanelment and supply of Quality Planting Materials (QPM) to farmers of Bihar under Government horticulture schemes.

The RFP is designed to secure true-to-type, healthy, hardened, traceable and timely planting material within the appropriate plantation window. The procurement is not intended to reward the lowest quote at the cost of farmer survival, varietal purity or source credibility.

2. Bid Data Sheet

SN	Item	Provision
1	Procuring Entity	Mission Director, Bihar Horticulture Development Society, Patna
2	Procurement Type	Empanelment with crop/variety-wise rate discovery and supply orders as per scheme demand
3	Empanelment Period	2 years from date of Letter of Empanelment / Agreement
4	Extension	Up to 1 year based on performance score, survival record, complaint closure and no serious quality breach
5	Bid System	Two Packet Bid; single-packet L1 / LCBS-only evaluation shall not be used
6	Minimum Technical Score	60/100 with section-wise minimums and pass/fail CQR compliance
7	Bihar Hardening	Mandatory. Plants shall be hardened/acclimatized in Bihar in inspected infrastructure before dispatch to farmers/districts
8	Source Rule	Own approved nursery or approved primary producer nursery with direct authorization and joint liability. Open-market aggregation prohibited Batch wise physical and documentary verifiability is mandatory. QR code is optional but preferable.
9	Capacity Rule	Supply allocation shall not exceed verified source stock, hardening capacity and logistics capacity
10	Price Basis	All-inclusive unit price: plant, QR tag, health/source certificate, packing, loading, transport, unloading, service support, replacement obligation and taxes
11	EMD / Bid Security	Rs. 1,00,000/- through online mode (NEFT / RTGS / Challan), subject to applicable exemption instructions, if any
12	Performance Security	Indicatively 5% of accepted order value or as approved; quality retention shall apply separately
13	Survival-linked Payment	Payment linked to QR-verified delivery, acceptance, survival verification and complaint resolution
14	Jurisdiction	Patna/Bihar

3. Disclaimer, Definitions and Bid Instructions

3.1 Disclaimer

This RFP is not an offer or contract by itself. BHDS may amend, clarify, postpone, cancel or withdraw the RFP through portal/corrigendum in accordance with applicable rules and competent approval. Submission of bid shall not create any vested right to empanelment, allocation, supply order or payment.

3.2 Key Definitions

Term	Meaning
Quality Planting Material / QPM	Planting material that is true-to-type, healthy, hardened in Bihar, pest/disease free, source-authenticated, QR-traceable, properly transported and compliant with crop-wise specifications.
Primary Producer Nursery	The actual nursery producing/maintaining the plants before supply or before transfer to Bihar hardening infrastructure.
Bihar Hardening Site	Inspected hardening/acclimatization infrastructure located within Bihar where plants are maintained under local conditions before farmer/district dispatch.
Batch / Lot	Plants of one crop, variety, source, propagation method and hardening period grouped under one traceable batch ID.
Critical Quality Requirement (CQR)	Mandatory pass/fail requirement. Failure makes the bid or relevant crop-variety item non-responsive.
Latent Transport Stress	Mortality or decline seen after delivery due to dehydration, heat, crushing, rootball damage, transit delay or mishandling during supply chain.
Plantation Window	Crop-wise agronomically appropriate period for planting as notified by BHDS/technical committee/district schedule.

3.3 General Instructions

- Bidders shall upload all documents, annexures, declarations, source dossiers, hardening infrastructure proof, QR/traceability demo and financial BOQ through the prescribed portal.
- Conditional bids, post-bid source substitution, open-market sourcing, unsigned undertakings or vague capacity declarations shall be treated as non-responsive.
- BHDS may conduct physical inspection, virtual/geotagged inspection, sample verification, third-party inspection or expert review at any stage before or after financial opening.
- Any MSE/startup relaxation, if approved, shall be limited to turnover/experience conditions only. There shall be no relaxation in source, hardening, plant health, traceability, transport, survival or replacement obligations.
- If any conflict arises between portal-generated conditions and buyer-added conditions, the matter shall be interpreted in accordance with GFR/BFR and competent authority decision, without diluting the quality safeguards in this RFP.

4. Scope of Empanelment and Supply

The scope covers the entire live-plant supply chain from authenticated source to farmer-level survival verification. The supplier is responsible not merely for "delivery of plants", but for delivery of viable, hardened, true-to-type and traceable planting material within the plantation window.

Scope Component	Minimum Responsibility of Supplier
Source and production	Own nursery production or approved primary producer nursery with traceable mother blocks/source records and lawful authorization.
Transfer to Bihar hardening site	Plants raised outside Bihar, if any, shall be brought to an approved Bihar hardening site and acclimatized for the prescribed minimum period before dispatch.
Hardening and maintenance	INM/IPM, irrigation, sanitation, quarantine, pest scouting, mortality removal and batch-wise maintenance records.
Traceability	QR/unique batch ID from source to hardening site, pre-dispatch inspection,

Scope Component	Minimum Responsibility of Supplier
	delivery, farmer receipt and survival verification.
Supply logistics	Packing, loading, live-plant transport, unloading, district/block/farmer delivery as specified in supply orders.
Farmer service	Hindi crop-wise care cards, complaint response, replacement, technical support and reporting.
Survival responsibility	Replacement of dead/defective plants attributable to supplier, transport or latent quality defects as per RFP.

5. Empanelment Period, Extension and Annual Rate/Order Mechanism

5.1 Empanelment Period

The empanelment shall remain valid for two years from the date of Letter of Empanelment / Agreement, unless terminated earlier for breach or administrative reasons. The period may be extended once for a maximum of one year based on performance evaluation, requirement of schemes and competent approval.

5.2 Extension Conditions

Extension Criterion	Minimum Standard
Minimum performance score	80/100 or above in the performance scorecard during the preceding season/year
Survival performance	Supplier-attributable mortality normally not exceeding 5% across supplied lots; no repeat serious mortality event
Timeliness	At least 90% of accepted supply orders delivered within the approved plantation-window schedule
Traceability	At least 98% QR/batch traceability compliance; no systemic non-traceability
Quality breach	No confirmed wrong variety/source, forged certificate, open-market sourcing, tampered QR, serious disease contamination or blacklisting event
Complaint closure	At least 90% of actionable farmer/district complaints closed within prescribed timelines

5.3 Rate and Supply Order Mechanism

- Empanelment does not guarantee quantity. Crop/variety-wise supply orders shall be issued based on scheme approvals, district demand, plantation window, verified capacity and performance.
- Crop/variety-wise rates may be discovered through the financial bid for the relevant season/year. For a two-year empanelment, BHDS may conduct annual/crop-wise rate refresh or fresh financial quote among empanelled/eligible bidders, if permitted by procurement rules and competent approval.
- Rates shall be all-inclusive and shall include the cost of Bihar hardening, QR traceability, packing, transport, unloading, replacement obligation and taxes.
- No supplier shall be allowed to over-commit. Supply allocation shall be capped at verified source stock, Bihar hardening capacity and logistics capacity.

6. Eligibility Conditions and Bidder Categories

Eligibility is structured to attract serious producer nurseries and reputable institutions while preventing low-capacity aggregators. BHDS may decide final thresholds before publication based on expected quantities, crop mix and prevailing procurement rules.

Category	Bidder Type	Indicative Eligibility Treatment
A	Agriculture University, ICAR / SAU / Government nursery	Institutional status, crop-wise capability, source records and willingness to comply with hardening/traceability/survival clauses. Turnover may be exempted.

Category	Bidder Type	Indicative Eligibility Treatment
B	NHB-accredited/star-rated or State-recognized producer nursery	Valid accreditation/registration, mother block/source records, relevant crop production capacity, past supply record and Bihar hardening site.
C	Established commercial producer nursery	Average annual nursery/horticulture turnover normally not less than Rs. 2 crores in last 3 FYs; relevant supply experience; owned/leased nursery and Bihar hardening site.
D	Authorized distributor/agent	Permitted only with direct primary producer authorization, stock linkage, joint and several liability, and no open-market aggregation. Average annual turnover normally not less than Rs. 2 crore or as approved. Rs 100 Lakh for Nurseries situated in Bihar. Relaxation may be allowed for eligible MSEs/startup only as per applicable rules.
E	Bihar-based emerging producer nursery	May be considered with lower turnover threshold, e.g., Rs. 1 crore, if own production/hardening infrastructure and high technical compliance are proved; initial allocation may be capped until performance is established.

Eligibility Head	Requirement
Legal status	Incorporation/registration, PAN, GSTIN where applicable, authorized signatory, bank details and tax compliance.
Nursery authorization	Valid nursery license/accreditation/recognition for relevant crop/category, or government/ICAR/SAU status.
Bihar Presence	Functional Office or district coordination arrangement in Bihar, or undertaking to establish it within fifteen days of empanelment.
Financial capacity	CA-certified turnover, positive net worth or solvency; thresholds may vary by category but must be sufficient for assigned quantity.
Relevant experience	At least 2 years in QPM/nursery supply or crop-specific production experience; at least one institutional/government/large supply order preferred. Eligible relaxation may be considered if quality and technical capacity are proven.
Technical manpower	At least one horticulture/agriculture graduate or qualified nursery manager, plus sufficient field coordinators for assigned districts.
Bihar presence	Functional Bihar office and inspected hardening site, or legally binding arrangement to establish the same before first dispatch.
No adverse record	No blacklisting/debarment, no unresolved serious quality breach; full disclosure of litigation/complaints.

Quality Parameters	Minimum Compliance
Approved Source	Each crop-variety must be linked to the bidder own nursery or a declared primary nursery. Open-market aggregation without declared source is not allowed.
Nursery Registration	Valid nursery license, registration, recognition, government/ICAR/SAU source status, or NHB accreditation where scheme guidelines require it.
Mother/Source records	Mother plant, mother block, scion, budwood, cutting or rootstock source must be recorded and shown during inspection
Propagation Method	Named varieties shall be vegetatively propagated as specified. Seedling final plants are not acceptable for named varieties unless BHDS expressly permits it.
Plant Health	Plants must be healthy, hardened and visibly free from serious pests, diseases, rot, wilting and mechanical damage.
Source Verifiability	Batch ID, plant or bundle tag, source sheet, dispatch challan and receipt record are mandatory. QR code is not mandatory unless specifically required by BHDS.

Inspection	Bidder must allow nursery, stock, sample, pre-dispatch or receipt inspection.
Transport and replacement	Bidder must accept safe transport, supplier-attributable mortality replacement and survival-linked payment safeguards.
Distributor Liability	Dealer or distributor and primary nursery shall accept joint responsibility for source, quality and replacement.

7. Mandatory Quality Filters

Code	Requirement	Minimum Compliance	Failure Consequence
CQR-1	Approved source / mother plant identity	Crop-variety lot traceable to own approved nursery or declared primary producer nursery; source certificate/mother block register mandatory	Bid/item rejection
CQR-2	Bihar hardening	Minimum hardening/acclimatization in Bihar in inspected infrastructure; direct dispatch from outside Bihar to farmers not permitted	No dispatch / item rejection
CQR-3	INM/IPM and plant health records	Batch-wise irrigation, nutrition, pest scouting, sanitation, spray/treatment and mortality-removal records maintained during Bihar hardening	Dispatch withheld / score reduction / rejection
CQR-4	Accepted propagation method	Named varieties must be vegetatively propagated as specified; seedling plants not accepted unless expressly allowed by BHDS	Lot rejection / no payment
CQR-5	QR/unique batch traceability	QR/batch ID system demonstrated before financial opening and used through delivery and survival verification	Technical non-responsive
CQR-6	Verified capacity	Quoted quantity backed by source stock, production plan, hardening capacity and logistics plan; no "future open-market purchase" claim	Capacity cap / item rejection
CQR-7	Inspection acceptance	Bidder must accept nursery/source/hardening site/pre-dispatch/receipt/survival inspections	Bid rejection if refused
CQR-8	Transport risk and replacement	Bidder accepts in-transit and latent transport-stress risk, replacement stock and survival-linked payment	Bid rejected as conditional
CQR-9	Joint liability for distributors	Distributor and primary producer nursery jointly and severally liable for source, quality, survival, replacement and penalties	Distributor bid rejected
CQR-10	No serious adverse record	No confirmed blacklisting/debarment or unresolved major QPM quality fraud	Bid rejection

8. Technical Evaluation

Financial bids shall be opened only for bidders/crop-variety items that pass all CQRs and score at least 60 out of 100 with the prescribed section-wise minimums. The Tender Committee may reduce marks for unverifiable, inconsistent, vague, outdated or non-geotagged documents.

Part	Parameter	Marks	Minimum	Evaluation Focus	Evaluation Criteria	Marks
A	Legal, financial and compliance capability	8	5	Registration, license, turnover/net worth, EMD, affidavits, compliance record	Registration	2

					Turnover/NW	2
					EMD/Affidavit	2
					Compliance Records	2
B	Source authenticity and nursery credibility	15	9	Mother block/source certificate, accreditation/recognition, propagation records, no open-market sourcing	Mother block/source certificate,	4
					accreditation/recognition/License	4
					Ability to show stock.	4
					no open-market sourcing	3
C	Bihar hardening infrastructure and local acclimatization plan	18	10	Existing/leased hardening site, area, irrigation, shade/net/polyhouse, quarantine, records, staff	Existing/leased hardening site	5
					Area, Irrigation,	4
					shade/net/polyhouse, quarantine	3
					Records	3
					Staff	3
D	INM/IPM and plant health quality assurance	12	7	Pest scouting, sanitation, nutrition, disease control, health certificate, rejection records	Pest scouting	3
					Sanitation and nutrition	3
					Disease control and health certificate	3
					Rejection records	3
E	Verified stock and sustained supply capacity	15	9	Crop-wise ready stock, monthly supply, replacement reserve, logistics capacity, realistic commitment	Crop-wise ready stock	4
					Monthly supply	3
					Replacement reserve	3
					Logistics capacity	3
					Realistic commitment	2
F	QR traceability and data readiness	10	6	Batch ID, Plant or Bundle Tag, QR demo, Source Sheet, Dispatch Challan, photo/GPS evidence. QR is not compulsory but preferable.	Batch ID	2
					Plant or Bundle Tag	2
					Source Sheet	2
					Dispatch Challan	2
					Photo/GPS evidence	2

G	Transport, packaging and survival-risk management	10	7	Live-plant packing, covered/ventilated vehicles, route plan, unloading, replacement turnaround	Live-plant packing	2
					Covered/ventilated vehicles	2
					Route plan	2
					Unloading	2
					Replacement and turnaround	2
H	Past performance and farmer service record	8	5	Government/institutional supply, timely delivery, complaint/mortality history, replacement compliance	Government/institutional supply	2
					Timely delivery	2
					complaint/mortality history	2
					Replacement compliance	2
I	Technical manpower and innovation readiness	4	2	Qualified nursery staff, district coordination, digital reporting, farmer care advisory	Qualified nursery staff	1
					District coordination	1
					Digital reporting	1
					Farmer care advisory	1

Score / Event	Status	Consequence
90-100	Excellent	Priority allocation band; eligible for higher quantity within verified capacity
80-89.99	Very Good	Enhanced allocation band; strong candidate for multi-district supply
60-79.99	Qualified	Eligible for financial opening; allocation may be limited/proportionate
Below 60	Not qualified	Financial bid shall not be opened
Any CQR failure	Rejected for affected bid/item	No financial opening for affected crop-variety regardless of total score

8.1 Inspection / Demonstration Before Financial Opening

- BHDS may require sample plants, QR demonstration, source dossiers, hardening-site photographs, packing samples and monthly supply plan before declaring technical qualification.
- Tender Committee may inspect primary producer nursery and Bihar hardening site directly or through SAU/ICAR/KVK/State Horticulture officials/third party.
- If quoted quantity exceeds verified source/hardening/logistics capacity, the committee shall cap eligible quantity or reject the crop-variety item.
- Refusal of inspection, mismatch of records and stock, forged geotags, inaccessible nursery or absence of declared plants shall result in rejection.



9. Financial Evaluation, Rate Discovery and Allocation

The financial bid shall be crop/variety-wise and all-inclusive. BHDS shall not open or consider the financial bid of any bidder/crop-variety item that fails technical qualification. This creates price discovery after quality filtering, not quality sacrifice after price discovery.

Step	Action	Rule
Step 1	Technical qualification	Pass all CQRs; score at least 60/100 and section-wise minimums.
Step 2	Crop-wise L1 discovery	Lowest evaluated price among technically qualified bidders for each crop/variety becomes benchmark, subject to rate reasonableness.
Step 3	Abnormally low quote review	BHDS may seek justification if rate is unrealistically low and likely to compromise hardening, transport or replacement obligations.
Step 4	L1 matching	Other technically qualified bidders may be asked to match approved L1/discovered rate for empanelment/allocation.
Step 5	Allocation	Allocation based on technical score band, verified capacity, district proximity, planting window, past performance and inspection results.
Step 6	Dynamic monitoring	Allocation may be increased, reduced, suspended or cancelled based on supply performance and survival record.

9.1 Allocation Safeguards

- No supplier shall be allocated more than its verified ready stock plus inspected hardening-cycle capacity.
- BHDS may split quantities across suppliers to protect planting-window timelines and district coverage.
- A bidder with higher technical score may receive higher allocation after matching the approved rate, subject to capacity and scheme requirement.
- If a supplier misses a supply milestone that threatens the plantation window, BHDS may reallocate the quantity to another empanelled supplier without waiting for expiry of the full delivery period.
- Empanelment shall not prevent BHDS from procuring from ICAR/SAU/Government nurseries or fresh sources in public interest, subject to rules.

10. Source Authentication and Nursery Credibility

Source principle

Planting material is a biological asset. The source is the soul of the plant. Every crop-variety lot must carry a credible identity from mother block/source to farmer field.

Dossier Component	Minimum Contents
Nursery identity	Name, address, GPS coordinates, license/accreditation, crop coverage, responsible technical person.
Mother plant/source proof	Mother block register, individual mother plant IDs, source certificate/invoice from ICAR/SAU/Government/recognized source, geotagged photographs.
Propagation record	Date of cutting/budding/grafting/layering, scion/rootstock source, batch number, quantity propagated, nursery mortality and hardening start date.
Stock record	Crop-variety-wise stock, age, height, container size, plant health status and location within nursery/hardening site.
Health record	Pest/disease monitoring, sanitation, INM/IPM interventions, plant health certificate and rejected plant record.
Distributor linkage	Primary nursery authorization, stock linkage, exclusivity/quantity commitment and joint liability undertaking.

10. Prohibited Practices

- Open-market aggregation without disclosed source and mother block record.
- Post-bid substitution of source nursery, variety or propagation method without prior written approval.
- Mixing multiple varieties/sources in one lot without batch separation.
- Supplying seedling plants for named fruit varieties where vegetative propagation is required.
- Reusing QR tags or generating QR codes after delivery merely to regularize an untraceable supply.

11. Mandatory Hardening and Acclimatization in Bihar

All planting material supplied under this RFP shall be hardened/acclimatized in Bihar before dispatch to districts/farmers. This is mandatory because plants raised in different climate, media and nursery management regimes often suffer transplant shock, heat stress and mortality when moved directly to farmers.

Requirement	Standard
Location	Hardening site must be located in Bihar and be geotagged. Owned, leased or legally tied-up infrastructure is acceptable subject to inspection.
Minimum hardening period	Normally at least 45 days for grafted/budded fruit plants, at least 30 days for air-layered/rooted plants, and at least 21 days for Dragon Fruit cuttings; BHDS technical committee may modify crop-wise.
No direct outside dispatch	Plants raised outside Bihar shall not be dispatched directly to farmers/districts. They shall first pass through the approved Bihar hardening site and complete hardening.
Infrastructure	Shade-net/polyhouse/hardening yard, irrigation/misting/drip, drainage, benches/raised beds, quarantine bay, plant-protection area, water source, records and security.
Inspection	No supply order/dispatch shall be issued from a hardening site until BHDS or its authorized committee verifies infrastructure and batch records.
QR linkage	QR/batch data must include Bihar hardening site, hardening start date, INM/IPM log and pre-dispatch approval.

11.1 Minimum Hardening Site Records

- Plant arrival register with source nursery, vehicle, quantity, crop, variety and batch ID.
- Hardening start/end date and daily/weekly acclimatization observations.
- INM/IPM log, irrigation log, mortality/removal log and quarantine log.
- Geotagged photographs at arrival, mid-hardening and pre-dispatch stages.
- Batch-wise ready-for-dispatch certificate signed by supplier's technical person.

12. INM/IPM, Plant Health and Nursery Maintenance Protocol

Quality failure often occurs after plants enter local staging areas where watering, nutrition, pest monitoring and sanitation are weak. Therefore, INM/IPM compliance during Bihar hardening shall be treated as a payment-linked quality record, not as a decorative annexure.

Protocol Area	Mandatory Record / Practice
Irrigation management	Watering schedule, media moisture status, no waterlogging, drainage verification and heat-stress precautions.
Nutrition / INM	Crop-wise nutrition protocol, fertigation/foliar schedule where applicable, correction of chlorosis or deficiency symptoms before dispatch.
Pest scouting / IPM	At least weekly pest/disease scouting; immediate isolation of suspect plants; use of safe and recommended plant-protection measures.
Sanitation	Weed-free hardening area, removal of dead plants, disinfection of tools, clean media and pest-free surroundings.
Quarantine	Separate holding bay for plants received from outside Bihar or suspect lots until inspection clearance.
Plant health certificate	Certificate/declaration by supplier's technical person and, where directed,

Protocol Area	Mandatory Record / Practice
	by competent officer/lab/SAU/KVK before dispatch.
Rejection record	Record of under-sized, diseased, un-hardened or damaged plants removed from supply lot.

13. Crop-wise Plant Quality Specifications

The following specifications are minimum tender standards. BHDS may issue stricter crop/variety-specific specifications in the supply order, based on technical advice of SAU/ICAR/KVK/State Horticulture experts. Plants failing visible quality or hardening standards shall not be billed.

Crop	Acceptable Planting Material	Minimum Acceptance Features	Plants/Ha.
Dragon Fruit	Rooted/calloused stem cuttings from approved mother plants	25-45 cm cutting or as specified; 3-5 healthy nodes; calloused/root initiated; no rot, shriveling or sunburn; variety/batch tagged; hardened in Bihar.	5000
Kinnow	Budded/grafted Kinnow on approved citrus rootstock	Healthy healed bud/graft union; no seedling final plants; vigorous root system; rootstock suckers removed; free from visible citrus canker/greening/tristeza-like symptoms; source/rootstock tagged.	1111
Jackfruit	Grafted/inarched/vegetatively propagated	Healed union; generally 45-60 cm or as specified; healthy leaves; no root damage or severe etiolation; hardened and variety tagged.	400
Guava	Air-layered/grafted/tissue-culture hardened plant where approved	Generally 30-60 cm or as specified; intact rootball; no wilt/root rot/nematode symptoms; hardened; variety/source tagged.	1111
Custard Apple	Grafted/budded/vegetatively propagated	Generally 30-60 cm or as specified; healed union; no tender/unhardened flush; healthy rootball; variety tagged.	1600
Aonla	Budded/grafted	Generally 45-60 cm or as specified; healthy bud/graft union; no rootstock sucker; no dieback; variety/source tagged.	500
Apple Ber	Budded/grafted/air-layered	Generally 45-75 cm or as specified; healthy rootball; no severe thorn/branch injury; no wilt; variety/source tagged.	625

13.1 General Rejection Standards

- Wrong crop/variety/source, mixed lots, untraceable plants, forged certificate or tampered QR: zero tolerance.
- Dead, rotted, dehydrated, crushed, freshly lifted, tender, under-hardened or pot-bound plants: rejection / replacement.
- Serious pest/disease symptoms, root rot, wilt, stem rot, canker-like symptoms or nematode symptoms: rejection and quarantine.
- Weak graft/bud union, excessive rootball breakage, under-sized plants or serious mechanical injury: lot rework or rejection.
- Visible acceptance at receipt shall not waive liability for latent transport stress, wrong source, wrong variety or disease noticed later.

1. Planting-Window Management and Supply Calendar

The farmer should not be forced to plant because a vendor is late. Supply discipline shall therefore be aligned with the crop-wise plantation window and verified stock readiness.

Milestone	Action
T-60 days	BHDS/Districts issue indicative district/crop/variety demand and preferred delivery schedule.
T-45 days	Supplier submits crop-wise stock lock-in, source/hardening batch list and monthly delivery commitment.
T-30 days	Hardening site inspection / record verification / first readiness certificate.
T-15 days	District-wise route plan, vehicle plan, QR data sample and replacement stock confirmation.
T-7 days	Pre-dispatch inspection, QR data lock and dispatch approval.
Delivery day	Receipt inspection, QR sampling, quantity/quality acceptance and farmer-care instruction handover.
T+30 / as specified	Survival verification, mortality attribution, replacement and payment decision.

Plantation-window protection clause

If supplier delay is likely to make planting agronomically unsuitable or force farmers into rushed planting, BHDS may cancel/reallocate the affected supply order and recover risk-and-cost difference, without prejudice to other penalties.

15. Inspection, Acceptance and Lot Rejection

Stage	Inspection Point	Purpose
Stage 1	Technical scrutiny	Documents, source, hardening, traceability, capacity and undertakings.
Stage 2	Primary source inspection	Mother block/source, production records, stock and nursery credibility.
Stage 3	Bihar hardening site inspection	Infrastructure, hardening records, INM/IPM logs, quarantine and ready stock.
Stage 4	Pre-dispatch inspection	Batch-wise plant quality, QR, health certificate, packing and transport plan.
Stage 5	Receipt inspection	Quantity, visible quality, QR sampling, challan, damage, moisture and unloading.
Stage 6	Farmer/distribution verification	Farmer receipt, care card, QR scan/data, complaint window.
Stage 7	Survival verification	Alive/dead count, mortality attribution and replacement/payment decision.
Stage 8	Varietal authenticity follow-up	Random/complaint-based follow-up up to first bearing or three years.

15.1 Sampling and Lot Decision

Defect Class	Examples	Acceptance Rule
Critical defect	Wrong crop/variety/source, forged certificate, serious disease, seedling for named variety, non-traceable lot, dead/rotted plants, tampered QR	Zero tolerance. Lot/item rejection and penalty action.

Defect Class	Examples	Acceptance Rule
Major defect	Poor hardening, weak graft union, severe dehydration, rootball breakage, under-sized plants, visible pest/disease	Normally not more than 2% in sample; rework/replacement or lot rejection.
Minor defect	Minor leaf injury, slight non-uniformity, readable label smudge, minor handling marks	Normally not more than 5% in sample; rectification required.

16. Transport, Packaging and Delivery

Live plants cannot be transported like inert goods. Transport protocol shall be treated as a core quality condition because bad transport quietly kills the plant and visibly hurts the farmer later.

Control	Requirement
Dispatch authorization	No dispatch without supply order, batch ID, pre-dispatch inspection/waiver and challan.
Source Authentication	Crop, variety, primary nursery name, location, licence or accreditation, source of mother plant, scion, budwood, cutting or rootstock, propagation date range and stock location.
Physical Tag or Label	Every plant should be tagged where practicable. For Dragon Fruit cuttings or bulk handling, bundle-wise tag may be accepted. Tag must show crop, variety, nursery code or name, batch ID and dispatch date
District Receipt	Receiving officer shall check sample tags, quantity, visible quality, challan and batch ID. Mismatch may be rectified if isolated; systematic mismatch shall lead to lot hold or rejection.
Record Retention	Supplier shall keep source, dispatch, receipt and complaint records for at least two years.
Packing	Rootball/media secured; ventilated stacking; no crushing; variety-wise segregation; labels protected; plants shaded and hydrated.
Vehicle	Covered/ventilated vehicle suitable for live plants. Overloading, heat-trapping tarpaulin, direct sun exposure and crushing prohibited.
Timing	Early morning/night dispatch preferred in hot weather. Avoid loading/unloading in peak heat unless adequate shade and watering are provided.
Transit plan	Route, vehicle number, driver contact, dispatch/arrival time and contingency plan to be shared before dispatch.
Unloading	Supplier responsible for safe unloading and staging at designated point unless supply order states otherwise.
Care card	Hindi crop-wise care card to be provided with immediate watering/shade/planting instructions.
Replacement stock	Minimum 10% crop-variety-wise replacement stock, or as specified, to be maintained for 60 days after delivery/farmer receipt.

17. Survival Verification, Replacement and Payment

Risk adjustment

Risk and responsibility for in-transit damage and latent transport-stress mortality shall remain with the supplier until survival verification. Preliminary receipt is not final acceptance for survival or latent defects.

Payment Stage	Indicative Portion	Release Condition
First tranche	Up to 75%	After delivery, receipt inspection, batch traceability verification

Payment Stage	Indicative Portion	Release Condition
		and submission of required invoice and certificates.
Second tranche	Up to 15%	After survival verification and completion of supplier-attributable replacements beyond tolerance.
Quality retention	Minimum 10%	Released after 60 days or complaint resolution, subject to no confirmed quality/traceability/default issue.
Payment basis	Accepted alive traceable plants	Payment restricted to plants traceable, accepted and eligible under scheme verification.
No interest	No interest payable	No interest on amounts held due to verification, complaint, replacement, penalty or document deficiency.

Event	Classification	Consequence
Dead/damaged at receipt	Zero billing tolerance	Immediate replacement at supplier cost; not counted for payment.
Mortality up to 5%	Permissible tolerance only if not supplier-attributable	No penalty if inspection records non-supplier cause; supplier-attributable deaths still replaceable.
>5% to 10%	Moderate quality failure	Replacement beyond tolerance within 7-10 days; second tranche withheld.
>10% to 20%	Serious quality failure	Replacement, deduction/LD up to 10% of affected lot value and reduced future allocation.
>20% or repeat failure	Critical failure	Lot rejection/recovery, security/retention encashment, suspension and debarment proceedings.

17.1 Mortality Attribution

- Supplier-attributable mortality includes poor plant health, un-hardened plants, dehydration, root damage, packing/stacking injury, heat stress, excessive transit delay or disease present at supply.
- Non-supplier causes may include documented farmer negligence, cattle damage, flood, drought, fire, natural calamity or storage delay beyond agreed holding period caused by authorities, as determined by inspection committee.
- Disputed attribution may be referred to SAU/KVK/technical committee. Pending decision, BHDS may withhold the survival-linked payment portion.

18. Supplier Performance Dashboard and Extension Criteria

Performance Parameter	Marks	Measurement Focus
Delivery timeliness	20	On-time delivery within plantation window and approved district schedule
Plant quality at receipt	15	Acceptance rate, visible defect rate and lot rejection history
Survival performance	25	Mortality percentage, supplier-attributable mortality and replacement effectiveness
Traceability compliance	15	QR scan success, data completeness, source-to-farmer chain of custody
Complaint closure	10	Response within 48 hours and closure/replacement within prescribed timeline
Documentation/audit compliance	10	Stock reports, INM/IPM logs, invoices, certificates and inspection records

Performance Parameter	Marks	Measurement Focus
Farmer service and coordination	5	Care cards, district coordination, field responsiveness and training support

A supplier scoring below 70 in the performance dashboard may be placed under watch, receive reduced allocation, or be denied extension. A supplier scoring below 60 or committing serious quality breach may be suspended/terminated after due process.

19. Farmer Grievance and Service Obligations

- Every farmer/beneficiary distribution shall be linked to crop, variety, batch ID, supplier, QR tag and date of receipt wherever feasible.
- Supplier shall provide a crop-wise Hindi care card and district-level contact/helpline details approved by BHDS.
- Supplier shall respond to district/farmer complaint within 48 hours and participate in field inspection/replacement within 7-10 days where directed.
- Complaints relating to wrong variety/source shall remain actionable up to first bearing or three years, whichever is earlier, or as decided by BHDS.
- District officers may record complaints with photographs, QR details and farmer statements for payment holdback/replacement/penalty decision.

20. Deterrence, Penalties and Remedies

Default	Remedy / Penalty
Wrong crop/variety/source	Rejection, replacement/refund, recovery up to two times affected plant/subsidy value, security/retention encashment, debarment proceedings and legal action where applicable.
Forged/false certificate or tampered QR/data	Bid/contract cancellation, forfeiture of EMD/PBG/retention, reporting to competent authority, debarment and legal action.
Non-traceable plants	No payment for non-traceable plants; lot rejection if systemic; replacement/return cost on supplier.
Serious pest/disease supplied	Quarantine/rejection, replacement, recovery of treatment/destruction/transport cost, suspension and debarment for repeat/wilful breach.
Delayed supply	LD at 0.5% of delayed lot value per week or part thereof up to 10%, unless delay attributable to BHDS/force majeure; risk reallocation if plantation window is threatened.
Failure to maintain Bihar hardening / INM-IPM records	Dispatch hold, technical score reduction, payment holdback, allocation reduction or termination for repeated failure.
Refusal to replace	Risk-and-cost procurement from alternate source; recovery from dues/security; debarment proceedings.
Open-market sourcing without approval	Lot rejection, recovery, cancellation of order, reporting and debarment proceedings.

20.1 Due Process

Except urgent stop-supply, quarantine, withholding or lot rejection required to protect farmers and public funds, debarment/blacklisting shall follow show-cause notice and opportunity of hearing as per applicable law and Government instructions. Interim suspension from new supply may be ordered pending inquiry where quality risk is serious.

21. Data, Records, Audit and Monitoring

Report	Minimum Contents
Stock report	Crop-variety-wise opening stock, additions, dispatches, balance, hardening status, replacement reserve and batch IDs.
Hardening report	Arrival date, hardening start/end date, INM/IPM log, mortality and ready-for-

Report	Minimum Contents
	dispatch status.
Dispatch report	District/block/farmer destination, challan, quantity, vehicle, route, dispatch/arrival time, QR data file.
Quality report	Inspection findings, rejected plants, health certificates, disease/pest incidents and corrective action.
Survival report	Alive/dead count, mortality percentage, replacement supplied, pending complaints and reasons.
Traceability archive	CSV/Excel/database export and photo folders retained for at least five years for audit.

22. General Terms and Conditions

- BHDS reserves the right to increase/decrease quantities, split orders, cancel items, stagger supply, reallocate districts/crops, reject any/all bids or procure from alternate sources in farmer/public interest.
- Empanelment does not guarantee any minimum order, quantity, crop, district or payment. Supply orders shall depend on scheme approval, fund availability, verified demand, season and performance.
- All prices shall be inclusive of all taxes, packing, QR tagging, transport, loading/unloading, inspection support, replacement obligation and incidental costs.
- Supplier shall comply with all applicable laws relating to nursery production, plant health, GST/tax, labour, transport, environmental safeguards and public procurement.
- BHDS may recover penalties, replacement cost, risk purchase cost, testing/inspection cost, farmer compensation as approved and other dues from pending bills, retention, EMD, performance security or other amounts payable.
- Supplier shall indemnify BHDS and farmers against loss caused by false source, wrong variety, defective plants, disease contamination, forged certificates or wilful non-compliance.
- Force majeure shall not cover avoidable shortage, poor planning, failure to procure stock, transport mismanagement or delay caused by supplier's own capacity overstatement.
- All disputes shall be subject to jurisdiction as provided in the contract/terms and applicable laws, ordinarily at Patna/Bihar.

For and on behalf of BHDS	Signature / Details
Mission Director, Bihar Horticulture Development Society, Patna	_____
Date	_____
Seal	_____

Annexure I. Authority Letter

(To be submitted on bidder letterhead)

I/We hereby authorize Shri/Smt. _____, Designation _____, to sign and submit the bid, clarifications, undertakings and all related documents on behalf of the bidder and to do all acts necessary in connection with this RFP and any bid/contract arising from it.

Field	Details
Name of Bidder/Firm	
Registered Address	
Name of Authorized Signatory	
Designation	

Field	Details
Specimen Signature	
Date and Seal	

Annexure II. Bidder Information Sheet

SN	Information Required	Bidder Response
1	Name and legal status of bidder	
2	Registered and correspondence address	
3	Bihar office address / undertaking	
4	Telephone / mobile / e-mail / website	
5	PAN / GSTIN / Udyam / Startup recognition, if any	
6	Nursery license/accreditation/recognition details	
7	Primary source nursery address and GPS coordinates	
8	Bihar hardening site address and GPS coordinates	
9	Technical contact person and qualification	
10	Crops and varieties quoted	
11	Whether bidder accepts all quality, hardening, traceability, survival and penalty clauses	Yes / No

12

Annexure III. EMD / Bid Security Details

Particular	Details
Bid No.	
Transaction / Instrument No.	
Bank / Branch	
Date	
Amount in figures and words	
Exemption claimed, if any, with proof	

Annexure IV. Technical Compliance Statement

SN	Compliance Item	Response	Evidence / Remarks
1	Plants are true-to-type and vegetatively propagated as required for named varieties.	Yes / No	Evidence Page No.
2	Source Authentication Dossier is submitted crop-variety-wise.	Yes / No	Evidence Page No.
3	Mother plant/source register is submitted and verifiable.	Yes / No	Evidence Page No.

SN	Compliance Item	Response	Evidence / Remarks
4	Bihar hardening site proof and infrastructure details are submitted.	Yes / No	Evidence Page No.
5	Minimum hardening period in Bihar is accepted and shall be recorded batch-wise.	Yes / No	Evidence Page No.
6	INM/IPM and plant health records shall be maintained and submitted.	Yes / No	Evidence Page No.
7	QR/Unique Plant Batch ID system is demonstrated and accepted.	Yes / No	Evidence Page No.
8	Pre-dispatch, receipt and survival inspections are accepted.	Yes / No	Evidence Page No.
9	Transport, mortality and survival-linked payment clauses are accepted.	Yes / No	Evidence Page No.
10	Minimum 10% replacement stock or as specified shall be maintained for 60 days.	Yes / No	Evidence Page No.
11	Three-year/first-bearing varietal authenticity warranty is accepted.	Yes / No	Evidence Page No.
12	CV of technical manpower and innovation readiness- Qualified nursery staff available. District coordination mechanism established. Digital reporting system functional .Farmer care advisory services initiated. Evidence: Staff qualification certificates, district coordination meeting records, digital reporting dashboard screenshots, farmer advisory reports.	Yes / No	Evidence Page No.

Annexure V. Affidavit cum Quality, Source, Bihar Hardening and Survival Undertaking

(To be submitted through Notary Public on non-judicial stamp paper of Rs. 100 or as applicable.)

1. All planting materials quoted/supplied by us shall be genetically pure/true-to-type, healthy, hardened in Bihar, pest/disease free, traceable and compliant with the RFP specifications.
2. We shall not aggregate or supply plants from any unregistered, unapproved or unverifiable open-market source.
3. Plants raised outside Bihar, if any, shall be brought to our approved Bihar hardening site and shall complete the prescribed hardening/acclimatization period before dispatch.
4. We shall maintain batch-wise INM/IPM, irrigation, pest scouting, sanitation, plant health, rejection and mortality records during Bihar hardening.
5. We accept QR/Unique Plant Batch ID traceability, pre-dispatch inspection, receipt inspection, survival verification, replacement and payment retention clauses.
6. We accept responsibility for in-transit damage and latent transport-stress mortality as specified in the RFP.
7. We accept liability for wrong crop, wrong variety, wrong source, false certificate, tampered QR/data or non-traceable plants, including rejection, recovery, forfeiture, debarment and legal action.
8. Our firm, proprietor/partners/directors and declared primary nursery have not been blacklisted/debarred, except as disclosed separately.

Signature / Name / Designation / Seal / Date: _____

Annexure VI. Financial Proposal / BOQ Format

SN	Crop	Variety Quoted	Unit	Available Stock	Monthly Supply Capacity	Unit Rate Figures	Unit Rate Words
1	Dragon Fruit	Red Lady / Vietnam Red / Ecuadorian Palora / Delight/ Purple Haze/ American Beauty and other approved	Nos.				

SN	Crop	Variety Quoted	Unit	Available Stock	Monthly Supply Capacity	Unit Rate Figures	Unit Rate Words
2	Kinnow	Kinnow Mandarin	Nos.				
3	Jackfruit	Vietnam Baramasi / Varikka / other approved	Nos.				
4	Guava	VNR Bihi / L-49 / Lalit / Allahabad Safeda / other approved	Nos.				
5	Custard Apple	Balanagar / Arka Sahan / other approved	Nos.				
6	Aonla	NA-07 / Laxmi-52 / Chakaiya / Banarasi / NA-10 / other approved	Nos.				
7	Apple Ber	Green / Kashmiri Red / Umran / Gola / Banarasi Karaka / other approved	Nos.				

Declaration: The unit rate is inclusive of plant, QR tag, Bihar hardening, INM/IPM maintenance during hardening, health/source certificates, packing, loading, transport, unloading, inspection support, replacement obligation and all taxes/duties.

Annexure VII. Turnover and Net Worth of the Firm

SN	Financial Year	Annual Turnover	Nursery/QPM Turnover	Net Worth
1	FY 2022-23			
2	FY 2023-24			
3	FY 2024-25			
	Average / latest			

Certified by Chartered Accountant: _____ Membership No.: _____ Signature
/ Seal / Date: _____

Annexure VIII. Experience and Past Performance

SN	Work/Supply Order	Date	Issuing Agency	Order Value	Plants Supplied	Completion / Payment Proof	Complaint / Mortality Record

Annexure IX. Source Authentication Dossier Format

SN	Field	Details
1	Crop and variety	

SN	Field	Details
2	Primary producer nursery name, address and GPS coordinates	
3	Nursery license/accreditation number and validity	
4	Source of mother plant / scion / cutting / budwood / rootstock	
5	Mother plant/block ID and geotagged photograph reference	
6	Propagation method and date range	
7	Batch ID and number of plants propagated	
8	Current stock available and hardening status	
9	Plant health/pest/disease monitoring details	
10	Documents enclosed with page numbers	

Annexure X. Bihar Hardening Infrastructure Declaration

SN	Infrastructure / Record	Details / Evidence
1	Hardening site address and GPS coordinates	
2	Ownership/lease/tie-up proof	
3	Total hardening area and crop-wise capacity per cycle	
4	Shade-net/polyhouse/hardening yard details	
5	Irrigation/misting/drip/water source	
6	Drainage/raised platform/benching arrangement	
7	Quarantine/isolation area	
8	Technical staff posted at site	
9	Security/CCTV/photo record arrangement, if any	
10	Date by which site is ready for inspection	

Annexure XI. INM/IPM and Plant Health Register Format

Date	Crop/Variety/Batch	Irrigation / Nutrition Action	Pest/Disease Observation	IPM / Treatment Action	Mortality / Rejection	Technical Staff Signature

Annexure XII. Mother Plant and Batch Register

SN	Crop	Variety	Mother Plant / Source ID	Source Certificate Ref.	Propagation Method	Propagation Date	Batch ID	Stock Available

Annexure XIII. QR / Traceability Data Template

SN	Data Field	Status
1	Unique Plant/Batch QR ID	Mandatory
2	Crop	Mandatory
3	Variety	Mandatory
4	Propagation Method	Mandatory
5	Primary Nursery Name and License	Mandatory
6	Mother Plant/Source ID	Mandatory
7	Bihar Hardening Site ID and GPS	Mandatory
8	Hardening Start Date and Duration	Mandatory
9	Batch ID and Propagation Date	Mandatory
10	Plant Age, Height and Container Size	Mandatory
11	Health Certificate / Inspection Reference	Mandatory before dispatch
12	Dispatch Challan Number and Date	Mandatory before dispatch
13	Vehicle Number, Driver Contact and GPS Route/Time	Mandatory before dispatch
14	District/Block/Farmer Destination	Mandatory as per supply order
15	Date of Farmer Receipt / Distribution	Mandatory where feasible
16	Survival Verification Status	Mandatory before final release

Annexure XIV. Supply Calendar and Capacity Commitment

Crop	Variety	Source Stock	Bihar Hardening Capacity	Ready Month	Districts Proposed	Replacement Reserve

Crop	Variety	Source Stock	Bihar Hardening Capacity	Ready Month	Districts Proposed	Replacement Reserve

Annexure XV. Pre-Dispatch Inspection Report

Inspection Field	Observation
Supplier name	
Bihar hardening site inspected	
Date and time of inspection	
Crop/variety/batch ID	
Quantity offered	
Sample size checked	
Traceability/QR verified	
Source dossier matched	
INM/IPM log verified	
Plant health satisfactory	
Packing/transport plan satisfactory	
Rejected/defective plants observed	
Decision: Approved / Approved after rectification / Rejected	

Inspection Committee Signatures: _____ Supplier Representative: _____

Annexure XVI. Delivery Receipt and Quality Acceptance

Field	Details
Supply Order No.	
Supplier	
District/Block/Destination	
Crop/variety/batch ID	
Quantity dispatched	
Quantity received	
Quantity rejected at receipt	
QR/tag verification sample result	
Visible quality status: Accepted / Part accepted / Rejected	
Photograph references	
Remarks	

Receiving Officer Signature: _____ Supplier Representative: _____

Annexure XVII. Survival Verification and Replacement Report

Field	Observation
Supplier	
District/Block/Village	
Farmer/beneficiary group reference	
Crop/variety/batch ID	
Date of delivery/farmer receipt	
Date of survival verification	
Quantity planted/verified	
Alive plants	
Dead/failed plants	
Mortality percentage	
Probable cause: Supplier / Farmer / Natural calamity / Other	
Replacement required: Yes / No	
Replacement completed on	
Payment recommendation: Release / Withhold / Deduct / Penalize	

Verification Committee Signatures: _____ Supplier Representative: _____

Annexure XVIII. Performance Evaluation for Extension

Parameter	Marks	Score Awarded	Remarks
Delivery timeliness	20		
Plant quality at receipt	15		
Survival performance	25		
Traceability compliance	15		
Complaint closure	10		
Documentation/audit compliance	10		
Farmer service and coordination	5		
Total	100		
Recommendation	Extend / Do not extend / Extend with conditions		

Annexure XIX. Transport and Replacement Guarantee

1. We shall dispatch only hardened, healthy and inspected planting material in suitable packing and covered/ventilated vehicle.

2. We accept responsibility for in-transit damage and latent transport-stress mortality until survival verification as per RFP.
 3. We shall maintain replacement stock as prescribed and replace plants within 7-10 days when directed.
 4. We shall bear all costs of replacement, transport, loading/unloading and documentation for supplier-attributable mortality/defect.
 5. We shall provide crop-wise care instructions in Hindi and coordinate with district officials for grievance resolution.
- Signature / Name / Designation / Seal / Date: _____

