



**CHHATTISGARH STATE MINOR FOREST PRODUCE
(TRADING & DEVELOPMENT) CO-OP. FEDERATION LIMITED**

" Van Dhan Bhawan " Sector -24, Nava Raipur Atal Nagar (Chhattisgarh)

Pin code - 492001 PHONE: (0771) 2513100 to 2513110

E-mail: mfpfed.cg@nic.in Website: www.cgmfpfed.org

Notification No. Fed/Medicinal Plant & Seed/2023/I, Dated:11/05/2023

TENDER NOTICE FOR E-PROCUREMENT OF MEDICINAL HERBAL PLANTS / SEEDS

1. Online Tender on e-Procurement Portal <https://cgmfpfed.abcprocure.com> as in **Annexure – I (Technical Bid) and Annexure - II (Financial Bid)** are invited only from eligible bidders i.e., **Owner of Plant Nursery for the supply of Medicinal Herbal Plants/Seeds as per specification given in Section 1** by Chhattisgarh State Minor Forest Produce (Trading & Development) Cooperative Federation Limited.
2. Tender notice along with **Section 1, Annexure-I, II, III, IV, V and VI** giving detailed specification / delivery schedule etc, can be seen and downloaded from Federation's website www.cgmfpfed.org and e-Procurement portal <https://cgmfpfedtenders.abcprocure.com> only, on the following Dates:-

Tender Round	Date from which e-Bid notice can be downloaded	Start date of online submission of Bid	Last date of online submission of Bid	Date of online opening of Bid
First	17-05-2023	24-05-2023 From 11:00 AM	31-05-2023 Up to 3:00 PM	31-05-2023 3:10 PM onwards
Second	05-06-2023	07-06-2023 From 11:00 AM	14-06-2023 Up to 3:00 PM	14-06-2023 3:10 PM onwards
Third	16-06-2023	19-06-2023 From 11:00 AM	23-06-2023 Up to 3:00 PM	23-06-2023 3:10 PM onwards

3. (i) Tenders are to be submitted only online in the prescribed Tender Forms only for **Technical Bid (Annexure – I) and Financial Bid (Annexure - II)**.

(ii) The tenderer will propose in Financial Bid the **rate (inclusive of Basic Rate, G.S.T and Other Taxes if any should be mentioned)** F.O.R destination including all taxes i.e., Goods and Services Tax and surcharge and the Local Bodies Taxes if any on F.O.R destination basis. (Delivery locations (Destination) of all the items as mentioned in clause 4 (Table 1 and Table 2) below is provided in Annexure IV.

4. **The requirement details for Medicinal Herbal Plants and seeds are as follows:**

Table 1: Medicinal herbal Plant

S.no	Species	Type (Plant)	Numbers of Medicinal Herbal Plants Required	EMD
Item 1	Sarpagandha	Naked Plant	150000 (No of Plant)	35000/-
Item 2	Sarpagandha	Poly Pot Plant	100000 (No of Plant)	
Item 3	Shatavar	Naked Plant	150000 (No of Plant)	
Item 4	Shatavar	Poly Pot Plant	100000 (No of Plant)	
Item 5	Gurmar	Naked Plant	50000(No of Plant)	
Item 6	Gurmar	Poly Pot Plant	25000 (No of Plant)	

***Technical specifications about the products are mentioned in Section 1**

Table 2: Medicinal herbal Plant Seed

S.no	Species	Type (Seed)	Numbers of Medicinal Herbal Plants /Seeds Required	EMD
Item 7	Sarpagandha	Seed	5 (Quintal)	35,000/-
Item 8	Shatavar	Seed	2 (Quintal)	
Item 9	Gurmar	Seed	1 (Quintal)	
Item 10	Bakuchi	Seed	10 (Quintal)	

***Technical specifications about the products are mentioned in Section 1**

5. The Tenderer shall submit online Technical and Financial Bid in separate Technical Bid Envelope and Financial Bid Envelope respectively mentioned in **Annexure - V**.
6. The tenderer should upload certified photocopies of all the documents required in this tender notice. The tenders shall be accepted up to **15.00 hrs. on 31.05.2023** and Bid shall be opened online in this office only at **15.10 hrs. on 31.05.2023** even if it is a public holiday by the duly constituted Committee.
7. Decision of the Managing Director of the Federation to declare any of the tenderer to have or have not qualified in Technical Bid shall be final and binding on the tenderer. Intimation of decision of the competent authority shall be conveyed to the tenderers.
8. Financial Bid of only those tenderers who qualify in the pre-qualification (Eligibility Criteria) shall be opened. Financial Bid of only those tenderers who qualify in the pre-qualification (Eligibility Criteria) shall be opened and Financial bid of only those tenderers will be considered whose sample(s) is/are conforming to the Technical specifications provided by the Federation in Section 1 and has been approved by the technical committee constituted for the purpose. **Samples for each item that the bidder has applied for should reach Federation on or before the last date of submission of Bid as mentioned in clause 6 above or any extension provided by Federation. Bids for which the Samples has not reach Federation on or before the last date of submission of Bid shall be summarily rejected.**
9. Earnest Money Deposit (EMD): The tenderer will have to make the online payment of total amount of EMD as shown in **Clause 4 (Table 1 and Table 2)** of the tender notice. If the tenderer is applying the tender for the supply of one Item or multiple items mentioned in **clause 4:Table 1**, EMD amount pertaining to that particular **Table 1** will have to be deposited by the tenderer. In case where the tenderer is applying for one or more items/mentioned under Table 1 and Table 2 both, then the total EMD amount which will be equivalent to the sum of EMD amount mentioned in table 1 as well as Table 2 will have to be paid. **Illustration: In case of application for supply of four items, two items from table 1 and two items of Table 2 then the bidder will have to pay total EMD amount i.e., Table 1 – INR 35,000 and Table 2- INR 35000.00= INR 70,000/-, will have to be deposited by the Tenderer.** The bid/s will summarily be rejected if there is any discrepancy in the amount of EMD that is required to be deposited. **For example: If tenderer has applied bid for 3 (three) items; two items Clause 4:Table 1 and one item clause 4:Table 2 but has deposited the EMD amount mentioned in Table 1 (i.e., INR 35,000/-), then the bid shall be considered for evaluation of items specified under Clause 4: Table 1 (Medicinal Herbal Plant) only and the bid submitted for Table 2 (Medicinal herbal plant Seed) shall not be evaluated. EMD has to be deposited through payment gateway service provider in any of the following ways -**
 1. **Credit Card / Debit Card (VISA / Master / Maestro Cards)** - The tenderer after selecting the option of the Credit Card / Debit Card (VISA / Master / Maestro Cards)

make the online payment, as per the instructions of payment mentioned in the payment gateway.

2. **Net Banking** - Tenderer can make the payment only from the bank account in having net banking facility. The list of banks for net banking will appear in the payment gateway and tenderer should select his bank from that list and make the payment as per the instructions given in the payment gateway.
3. **RTGS / NEFT** - The tenderer can make the payment as per the instructions of clause 2.2 of enclosed **Annexure - V**.

The E.M.D. of unsuccessful tenderers will be returned online only in the Bank Account mentioned in the point no. 13 of Form No. 1 **Annexure – I** only. No interest on E.M.D. will be paid in any circumstances.

9.1 Earnest Money Deposit will be forfeited in following conditions:

- i. If at any stage any information / Declaration given by the Bidder is found False or misleading
- ii. If a bidder withdraws bid during the period of validity specified in the Tender's Terms & Conditions
- iii. In case of any lapse /default in honouring the Terms and Conditions at any stage after submitting the E-Tender
- iv. In case of Final selection of bidder, if bidder fails to furnish contract performance security in accordance with the terms and conditions of the e-tender

10. The rate offered by the tenderer in the Financial Bid will be valid up to forty-five days from the date of opening of the Financial Bid but not later than 75 days of opening of the Technical Bid.

11. Rate should be clearly mentioned in the Financial Bid in figures only. **The tenderer can bid for one / more than one / all the Medicinal Plants/Seeds mentioned in clause 4 (Table 1&Table 2) and clause 9 of this tender notice and pay the EMD accordingly.**

12. Eligibility Criteria

- A. The Bidder should be either registered under Companies act or a firm registered under partnership firm, or a cooperative firm registered under cooperative act or a proprietorship firm for at least 3 years. A certificate to this effect should be uploaded.
- B. The Bidder should be the owner of Nursery of quality planting material (Relevant document should be uploaded)
- C. The bidder experience in executing any sizeable work orders of supply of Medicinal herbal Plants/seeds during last 3 year in any Government /Semi Govt., private sector (Work order and completion certificate from client to be uploaded)
- D. Bidder must have a Minimum Annual Average turnover not less INR 10 Lakh from the Supply of Medicinal Herbal Plant/Seed for the last three Financial Years (FY 2018-19, FY 2019-20, FY 2021-2022) (**Scanned copies of Profit and loss statement and Balance Sheets certified by Chartered Accountant having UDIN number, of the last three financial years and Annual Turnover Certificate for last three Financial Years, certified by CA must be uploaded**)
- E. Bidder should be a self-producer of item (s) bidder is quoting for (Bidder has to upload self-declaration in this regard)
- F. The tenderer must submit the blacklisting certificate indicated that their firm is not blacklisted from any Government Organization.

- G.** Samples required to be submitted as per clause 8 of the Tender Notice. Bids for whom the sample has not reached Federation on or before last date of submission of Bid shall be summarily rejected.

Documents to be enclosed (Mandatory)

- I. The tenderer must have latest GST/VAT/Sales Registration certificate.
- II. As per section 139A of the Income Tax Act, 1961, enclosing of scanned copy of PAN card is compulsory for the tenderer.
- III. Enclosing of Scanned copy of Aadhaar Card issued by Unique Identification Authority of India. (UIDAI) is compulsory. Scanned copy of Aadhaar Card of Managing Director of the Company and in case of Partnership firm Aadhaar Card of at least two of Partners required, in case of Hindu Undivided Family (HUF) Aadhaar Card of Karta and one adult family member is to be enclosed.
- IV. The bidder should compulsorily disclose the number of Medicinal herbal Plants/Seeds, variety, Height, area under plantation of the Medicinal herbal Plant/Seed bidder is applying for and total area of nursery available for plantation of Medicinal herbal Plant/seed etc. with technical bid along with annual production of the nursery and number of ready to supply item(s) for which bidder is bidding while submission of the Technical Bid. (Written declarations on the letter head of the bidder on above heads should be uploaded)

13. Person Authorised to Submit Bid

- (i) Person or persons signing the tender form shall state in what capacity he or she or they are signing the tender form e.g., as sole proprietor of the firm concerned or as Managing Director or Director or Secretary of Limited Company. In the case of partnership firm, the names of all the partners should be recorded and the tender form should be signed by all the partners or their duly constituted attorney having authority to bind all partners in all matters pertaining to the contract as recorded in the power of attorney or in the partnership deed. True copy of the Registered "Partnership Deed" should be uploaded along with the tender form failing which the tender shall be liable to be rejected. It shall be obligatory on the part of every partner of the firm, which enters into agreement to fulfil the terms and conditions of the agreement during the currency of the contract thereof, not with standing the dissolution of the partnership in the meantime, In the case of a limited company, the tender form shall be signed by a person empowered to do so by the company, copy of Certificate of incorporation of the company and the letter authorizing the person signing the tender documents shall be uploaded to the tender form failing which the tender shall be liable to be rejected. In the case of Hindu undivided family, the names of the family members should be uploaded with the tender form and 'Karta' who can bind the family should sign the tender form.
- (ii) The person signing the tender form on behalf of another or on behalf of a Firm shall enclose with the tender form power of attorney or deed duly executed in his favour or the partnership deed giving him such power showing that, he has the authority to bind such other person or the firm, as the case may be in all matters pertaining to the contract. If the person so signing the tender form fails to upload the said power of attorney or partnership deed, his tender shall be liable for summary rejection. The power of attorney should be signed by all the partners in the case of partnership concerns, by the proprietor in case of a proprietary concern and by the person who by his signature can bind company in the case of limited company. In the case of Hindu undivided family, the power of attorney should be signed by the 'Karta' who by his signature can bind the family.

14. A bidder shall not have conflict of interest. All bidders found to have conflict of interest

shall be disqualified. A bidder may be considered to be in conflict of interest with one or more parties in this bidding process, if, including but not limited to:

- a) They have controlling shareholders in common or
 - b) They receive or have received direct or indirect subsidy from any of them or
 - c) They have the same legal representative for purposes of this bid or
 - d) They have a relationship with each other, directly or through common third parties,
 - e) that puts them in a position to have access to information about or influence on the bid of another bidder or
 - f) A bidder participates in more than one bid in this bidding process. Participation by a bidder in more than one bid will result in the disqualification of all bids in which the party is involved.
 - g) A bidder participated as a consultant in the preparation of the design or technical specification of the contract that is subject of the bid
15. The successful bidder will have to submit a Performance security of equivalent to 3% of the Contract /Order value before the issue of award letter valid till 6 months beyond the period of defect liability of 6 months in shape of crossed Demand Draft/Pay order/Fixed Deposit Receipt/Bank Guarantee from a commercial bank in favor of the CGMFP Raipur, payable at Raipur. This will be released beyond 6 months after completion of 6 Months Defect Liability Period. If the security deposit is not deposited within the specified time, the supply order will be cancelled, the EMD will be forfeited and the tenderer may be blacklisted for future transactions with Federation by the Managing Director Chhattisgarh MFP Federation, Raipur for a maximum period of 3 years. No interest shall be paid by CG State MFP (T&D) Co-op. Federation on such security deposit.
16. The bids submitted online should be signed electronically with a Digital Certificate to establish the identity of the tenderer tendering online. The tenderer can obtain the Digital Signature Certificate as per the instructions of step 1 of clause 1 of enclosed Annexure - V.
17. Representatives authorised by Federation shall visit the Nursery prior to opening of Financial bids and if any irregularities are found during the visit Federation reserves the right to reject the tender.
18. In order to participate in the tender, the tenderer is required to get registered on the e-Procurement portal (<https://cgmfpfed.abcprocure.com>). Only after online registration of the tenderer, the tenderer shall be allowed to participate in the tenders floated by the C.G.M.F.P Federation using the e-Procurement System. After obtaining the Digital Certificate as mentioned in above S.No. 15 and successfully installed on their system, the tenderer have to be online registered through “New Bidder Registration” page of the e-Procurement portal (<https://cgmfpfed.abcprocure.com>) and mapped their Digital Certificate.
19. The Instructions for submission of online tender (Annexure - V) for tenderers to submit the online tenders will be available on e-Procurement portal <https://cgmfpfed.abcprocure.com> and the online tender can be submitted as per time and date mentioned in time schedule (Annexure - VI).
20. The tenderers will have to submit (Upload Scan Copies / fill) his / her offer / credentials online as required in the tender in the online templates in relevant envelopes.
21. The tenderers may refer User Manual for tenderers available online to perform their online activities. (Annexure V)
22. The Managing Director, Chhattisgarh State Minor Forest Produce (Trading & Development) Co-operative Federation Limited does not bind itself to accept the lowest or any other tender

and reserves the right to accept / reject any or all the tenders without specifying any reason thereof. CGMFPFED reserves the right to relax any tender condition.

23. Conditional offer other than on our terms and conditions shall not be accepted.
24. SUPPLIERS WHO MAY NOT BE IN A POSITION TO MAKE TIMELY SUPPLIES OF QUALITY MATERIAL ACCORDING TO TENDER SPECIFICATION AND GOOD FINISH SHOULD NOT BID.
25. Tenderers who are selected after opening of the financial bid have to supply the equipment/ items/ goods within 15 days of release of sanction letter.
26. For the interpretation of the tender conditions, the decision of the Managing Director of Chhattisgarh State M.F.P Federation will be final. In case of any clarification, the tenderer may contact the Managing Director, Chhattisgarh State Minor Forest Produce (Trading & Development) Co-operative Federation Limited, Raipur.
27. All the terms & conditions of this tender notice will be binding on the supplier / tenderer.
28. The amendments in this tender notice are possible. The amendments will be available on Federation's website www.cgmfpfed.org and e-Procurement portal <https://cgmfpfedtenders.abcprocure.com>. The tenderer should regularly view the above website and portal till the opening of financial bid so that he can take the appropriate action according to the amendments.
29. The online e-tender notification is already available on the Federation's website www.cgmfpfed.org and e-Procurement portal <https://cgmfpfedtenders.abcprocure.com>. Only the entities registered with service provider e-Procurement Technologies Ltd (abcProcure) can bid in the tender.

MANAGING DIRECTOR
CG State MFP (T& D) Co-op Federation Ltd. Raipur.

Section 1

Technical Specification

(Ref: Clause 4 of the tender notice)

Table 1: Medicinal Herbal Plant

S.no	Species	Type	Parameter		Numbers of Plants Required
			Plant Description	Average Height	
Item 1	Sarpagandha	Naked Plant	6 leaf stage plant	20-30 cm	150000
Item 2	Sarpagandha	Poly Pot Plant	10x15 cm Poly Pot	30-45 cm	100000
Item 3	Shatavar	Naked Plant	6 leaf stage plant	20-30 cm	150000
Item 4	Shatavar	Poly Pot Plant	10x15 cm Poly Pot	30-45 cm	100000
Item 5	Gurmar	Naked Plant	6 leaf stage plant	20-30 cm	50000
Item 6	Gurmar	Poly Pot Plant	10x15 cm Poly Pot	30-45 cm	25000
Total Number of plants required					575000

Table 2: Medicinal Herbal Plant Seed

S.no	Species of Medicinal Seed	Type	Parameter	Quantity Required (In Quintal)
			Seed Description	
Item 7	Sarpagandha	Seed	Germination- 25% Seed should be of latest season	5
Item 8	Shatavar	Seed	Germination- 90% Seed should be of latest season	2
Item 9	Gurmar	Seed	Germination- 65% Seed should be of latest season	1
Item 10	Bakuchi	Seed	Germination- 80% Seed should be of latest season	10
Total Number of Seeds required				18

Note -The corresponding quantity are subject to change on the dicretion of the Federation.

TENDER FORM (Technical Bid)

CHHATTISGARH STATE MINOR FOREST PRODUCE (T&D) CO-OP. FED. LTD.

"VAN DHAN BHAWAN " SEC-24, NAVA RAIPUR ATAL NAGAR, PIN CODE -492001 (C.G)

ANNEXURE – I

(Form No. 1)

Subject:- Technical bid for supply items (Medicinal plants/Seed) mentioned in clause 4as per enclosed specifications given in tender notice for Chhattisgarh for the Season 2023

1. Tender Notification Number:Fed/Medicinal Plant& Seed/2023/I		Round 1: 31.05.2023
2. Date of opening of Bid		Round 2: 14.06.2023 Round 3: 23.06.2023
1.	Status of Tenderer (Select)	Drop Down Menu (INDIVIDUAL, PROPRIETORSHIP FIRM, PARTNERSHIP FIRM, COMPANY, HUF, OTHERS)
2.	(a) Proprietor's Name (In case of Proprietorship Firm) / Name of Karta (In case of HUF)	
	(b) Father's Name / Husband's Name	
3.	Address for Correspondence	
	(a) House No.	
	(b) Street / Location	
	(c) Area / Landmark	
	(d) City	
	(e) District Name	
	(f) State	Selection from Drop down menu (List provided by Federation)
	(g) Pin Code	
4.	Contact No. 1 (Provide STD Code also in case of Landline No.)	
5.	Alternate Contact Nos. (Mobile No.)	
	(a) Contact No. 2	
	(b) Contact No. 3	
6.	Fax No. (Provide STD Code also)	
7.	Alternate E-mail Id	Should be valid E-mail Id

8.	Income Tax P.A.N. (Scanned Copy to be Uploaded)			
9.	Goods and Services Tax Identification Number (GSTIN) (Scanned Copy of certificate of Goods and Services Tax Identification Number to be Uploaded)			
10.	Details of items for which bidder is bidding for (one Item/more than one item/all items as per clause 4 (Table 1 and Table 2) of Tender Notice)			
	S.no	Medicinal Herbal Plant /Seed	Type	Items bidder is bidding for (Yes/No)
Item 1	Sarpagandha (Plant)	Naked Plant		
Item 2	Sarpagandha (Plant)	Polypot Plant		
Item 3	Shatavar (Plant)	Naked Plant		
Item 4	Shatavar (Plant)	Polypot Plant		
Item 5	Gurmar (Plant)	Naked Plant		
Item 6	Gurmar (Plant)	Polypot Plant		
Item 7	Sarpagandha (Seed)	Seed		
Item 8	Shatavar (Seed)	Seed		
Item 9	Gurmar (Seed)	Seed		
Item 10	Bakuchi (Seed)	Seed		
11.	Details of samples submitted at Federation's office, for the items bidder is submitting bid for, as per the specifications given in tender conditions (reference condition 8 of Tender Notice)			
12.	The bidder experience in executing any sizeable work orders of supply of Medicinal herbal Plants/seeds during last 3 year in any Government /Semi Govt., private sector (Work order and completion certificate from client only one for each year to be uploaded)			
	Financial Year	Quantity of Medicinal Herbal Plant Supplied (No of Plants)	Quantity of Medicinal Herbal Plant Seed (In Quintal)	
2019-20				
2020-21				
2021-22				

13	Bidder must have a Minimum Annual Average turnover not less INR 10 Lakh from the Supply of Medicinal Herbal Plant/Seed for the last three Financial Years (FY 2018-19, FY 2019-20, FY 2021-2022) (Condition 12D of the tender notice, as applicable). Scanned copies of Profit and loss statement and Balance Sheets certified by Chartered Accountant having UDIN number, of the last three financial years and Annual Turnover Certificate for last three Financial Years, certified by CA must be uploaded		
Annual Turnover of the last three years			(Minimum Annual Average Turnover of the last three years)
FY 2019-20		FY 2020-21	FY 2020-21
14.	The Bidder should be the owner of Nursery of quality planting material (condition 12 (B))		
(a)	Complete address of Nursery of quality planting material		
15.	Bidder should be a self-producer of item (s) bidder is quoting for as per condition 4 (Table 1 and Table 2) of the tender notice (Bidder has to upload self-declaration in this regard), (Condition 12 (E))		(Yes/No)
16.	Tenderer's Bank Details for Transactions by Federation		
(a)	Type of Account		Drop Down Menu (Saving Bank A/c / Current A/c / Cash Credit A/c / Over Draft A/c)
(b)	Account Number		
(c)	Name of Bank and Branch		
(d)	IFSC Code		
17.	Name of the person signing the tender		
18.	Capacity in which the person is signing the tender (Condition 13 (i) of the tender notice)		

I / We hereby submit Technical Bid for supply Medicinal Herbal Plants and Seeds as per terms & conditions of the above mentioned notification of Chhattisgarh State Minor Forest Produce (Trading & Development) Co-operative Federation Limited., Raipur which are acceptable to me / us. I / We are aware that while evaluating the bid, if any, of the items mentioned above is not found meeting the requirement of the tender notice, the bid will not be accepted.

E.M.D. Details

(Form No. 2)

Total EMD for the Item (s) as per clause 4 of tender notice.

1	EMD for the Tender	Rs. _____
	Supply of Medicinal Herbal Plants and Seeds as per clause 4 (Table 1 and Table 2) of the tender notice	

Note: If the tenderer is applying the tender for the supply of one Item or multiple items mentioned in clause 4: Table 1, EMD amount pertaining to Table 1 will have to be deposited by the tenderer. In case where the tenderer is applying for one or more item/s mentioned under Table 1 and Table 2 both, then the total EMD amount which will be equivalent to the sum of EMD amount mentioned in Clause 4 for Table 1 and Table 2 items, will have to be deposited by the bidder.

Illustration: In case of application for supply of four items, two items from table 1 and two items of Table 2 then the bidder will have to pay. total EMD amount i.e., Table 1 – INR 35,000 and Table 2- INR 35000.00= INR 70,000/-, will have to be deposited by the Tenderer. The bid/s will summarily be rejected if there is any discrepancy in the amount of EMD that is required to be deposited. For example: If tenderer has applied bid for 3 (three) items; two items Clause 4:Table 1 and one item clause 4:Table 2 but has deposited the EMD amount mentioned in Table 1 (i.e., INR 35,000/-), then the bid shall be considered for evaluation of items specified under Table 1 (Medicinal Herbal Plant) only and the bid submitted for Table 2 (Medicinal herbal plant Seed)shall not be evaluated.

Acceptance of Undertaking

(Form No. 3)

1.	I / We undertake to abide by the terms & conditions of tender notice along with Annexures.
2.	I / We undertake to make the entire supply as per delivery schedule of tender notice.
3.	I / We undertake to make the suppliesto locations as mentioned in the tender notice and /or as per the requirement of MFP Federation.
4.	In the event of tender being accepted, we agree to furnish balance Security Deposit within twelve days of dispatch of acceptance of the tender / offer.
5.	I / we am / are not black listed or otherwise debarred from tendering / supplying from any State or Central Govt. Department / Agency / Undertaking.

Documents to be uploaded (Form No. 4)

1.	Scanned copy of PAN Card (Mandatory)
2.	Scanned copy of Aadhaar Card of Managing Director of the Company and in case of Partnership firm Aadhaar Card of at least two of Partners required, in case of Hindu Undivided Family (HUF) Aadhaar Card of Karta and one adult family member is to be enclosed (Mandatory)
3.	Scanned copy of certificate of Goods and Services Tax Identification Number (GSTIN) (Mandatory)
4.	Scanned copy of Partnership Deed (if applicable)
5.	Scanned copy of Certificate of Company Incorporation and List of Latest Directors of Company along with DIN (if applicable)
6.	Scanned copy of Power of Attorney / letter of Authority for bid submission(If applicable)
7.	Scanned copy of list of family members in case of H.U.F.(If applicable)
8.	Copy of supporting document with regards to the ownership of Nursery of quality planting material (Relevant document should be uploaded) as per condition 12 (B) (Mandatory)
9.	Copy of required approvals /licenses required for operating Nursery /for supplying Medicinal Herbal Plant /Seed
10.	Work orders of supply of Medicinal herbal Plants/seeds during last 3 year in any Government /Semi Govt., private sector (Work order/completion certificate from client minimum one for each year to be uploaded) as per condition 12 (C) (Mandatory)
11.	CA Certificate certifying the minimum Annual Average Turnover of last three financial years (i.e., 2019-20, 2020-21, 2021-22) having UDIN as per condition 12 D(Mandatory)
12.	Profit and loss statement and Balance Sheets certified by Chartered Accountant having UDIN number for Financial Year 2019-20 (Mandatory)
13.	Profit and loss statement and Balance Sheets certified by Chartered Accountant having UDIN number for Financial Year 2020-21(Mandatory)
14.	Profit and loss statement and Balance Sheets certified by Chartered Accountant having UDIN number for Financial Year 2021-22) (Mandatory)
15.	Bidder has to upload self-declaration with regards of being a self-producer of item (s) bidder is quoting for on Bidder's letter head (Mandatory)
16.	Self-Declaration indicating that bidder's firm is not blacklisted from any Government Organization (Mandatory)
17.	Written declaration on the letter head of the bidding firm/agency- Bidder should disclose the number of Medicinal herbal Plants/Seeds, variety, Height, area under plantation of the Medicinal herbal Plant/Seed bidder is applying for and total area of nursery available for plantation of Medicinal herbal Plant/seed etc., with annual production of the nursery and number of ready to supply item(s) for which bidder is bidding (Mandatory)
18.	Any other relevant Document

TENDER FORM (Financial Bid)

CHHATTISGARH STATE MINOR FOREST PRODUCE (T&D) CO-OP. FED. LTD.
"VAN DHAN BHAWAN " SEC-24, NAVA RAIPUR ATAL NAGAR, PIN CODE -492001 (C.G)

ANNEXURE – II

(Form No. 1)

1. Tender Notification Number: Fed/Medicinal Plants & Seed/2023/I	
2. Date of opening of Technical Bid	Round 1: 31.05.2023 Round 2: 14.06.2023 Round 3: 23.06.2023

1.	<p>I / We submit Financial bid for Supply of Medicinal Herbal Plants and Seeds as per terms & conditions of tender notice of Chhattisgarh State Minor Forest Produce (Trading & Development) Co-operative Federation Limited, Raipur which are acceptable to me/us.</p> <p>RATE QUOTED ARE INCLUSIVE OF GOODS AND SERVICES TAX (GST) INCLUDING LOCAL BODIES TAXES (IF APPLICABLE FROM THE POINT OF DESPATCH, INSURANCE, TRANSPORTATION FROM DESPATCHING POINT TO SPECIFIED DESTINATION IN CHHATTISGARH AND ANY OTHERS) FOR DELIVERY AT ANY DESTINATION IN CHHATTISGARH.</p>																																																																																								
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I / We hereby submit Financial bid for supply of Medicinal Herbal Plants and Seeds as per terms & conditions of the above-mentioned notification of Chhattisgarh State Minor Forest Produce (Trading & Development) Co-operative Federation Limited., Raipur which are acceptable to me / us. I / We are aware that while evaluating the bid, if any, of the items mentioned above is not found meeting the requirement of the tender notice, the bid will not be accepted.

Acceptance of Undertaking

(Form No. 2)

1.	I / We undertake to abide by the terms & conditions of tender notice along with Annexures.
2.	The proposed rates are valid up to 45 days from the date of opening of Financial Bid but not later than 75 days of the opening of the Technical Bid.

ANNEXURE - III

**CHHATTISGARH STATE MINOR FOREST PRODUCE (T&D) CO-OP. FED. LTD. "VAN
DHAN BHAWAN " SEC-24, NAVA RAIPUR ATAL NAGAR, PIN - 492001**

Phone: 0771-2513100 to 2513110

E-Mail : mfpfed.cg@nic.in

Website : www.cgmfpfed.org

Notification No. Fed/Medicinal Plant & Seed/2023/I

Dated: 11/05/2023

**TERMS AND CONDITIONS FOR THE SUPPLY OF MEDICINAL HERBAL PLANTS
/ SEEDS**

1. The supplier / tenderer shall be deemed to have carefully examined the terms and conditions, specifications, etc. of the goods to be supplied. If he has any doubt as to the meaning of any portion of the conditions, specifications he may, refer to the Managing Director, Chhattisgarh State Minor Forest Produce (T & D) Co-operative Federation Ltd., and get clarification.
2. The supplier / tenderer shall not assign or sub-let his contract or any substantial part thereof to any other agency/contractor
3. All the medicinal herbal plants/seeds supplied shall be of best quality (i.e., Healthy and in good condition) and should conform to the specifications as per tender document. The decision of the Managing Director, Chhattisgarh State Minor Forest Produce (T & D) Co-operative Federation Ltd. shall be binding upon the supplier and in case of any item supplied is not being approved, then expenses or loss caused to M.F.P. Federation as a result of rejection or replacement of supplies, shall be entirely to the account of the supplier.
4. The Managing Director, Chhattisgarh State Minor Forest Produce (T & D) Co-operative Federation Ltd. or his duly authorized representative shall at all reasonable time access and examine the quality of supplied Medicinal herbal Plants and Seeds.
5. In case Medicinal Herbal Plants and Seeds other than of the approved specifications, quality, or size etc. are supplied, the same shall have to be replaced immediately by the supplier without extra cost. Any expenses or loss caused to M.F.P. Federation on whose behalf purchase has been made, shall be on account of the supplier.
6. The supplier should ensure that the goods/items (Medicinal herbal Plants and Seeds) are inspected and approved by the Inspection Agency or representative authorized by Federation to ascertain the quality material primarily. At the time of loading and unloading, the supplier should ensure that the Plants/Seeds are intact and not damaged. The supplier shall be responsible for unloading the Medicinal Plants/Seed at the delivery location. The inspection and sealing charges of inspection agency will be borne by CGMFPFED. If in the inspection, the supplied Medicinal Herbal Plants and Seeds are not found in conformity with the given specification / required quality, or size as per the Technical Specifications as per Section 1 (Table 1 and Table 2) of the Tender Document, the same will be rejected and the supplier shall have to replace the same immediately without any extra cost. Any expenses incurred / loss suffered by CGMFP Federation on this a/c shall be debited to the supplier's a/c.

CGMFPFED can also conduct a joint inspection if required and in case joint inspection is not carried out along with the supplier within the given time, it would be presumed that the complaints made by the consignees are quite genuine and loss sustained by the consignees, shall be recovered from the supplier.

7. The rejected Plants/Seeds must be removed by the supplier from the destination wherever they may be, within fifteen days of the date of inspection. The Purchaser concerned will take care of such rejected Plants/Seeds but in case of delay the purchaser shall not be responsible for any loss, shortage, damage, etc.
8. The supplier shall be responsible for the proper standard packing so as to avoid damage under normal conditions of transport by road and shall ensure delivery of the materials/items (i.e., Medicinal herbal Plants and Seeds) in good condition to the consignee at respective centers (Delivery locations). In the event of any loss, damage, torn / cut or any shortage found on checking / inspection of the materials/items by the consignee, the same shall be debited to the supplier's account.
9. The Proposed **rate (inclusive of Basic Rate, G.S.T and Other Taxes if any should be mentioned)** and will be valid up to 45 days from the date of opening of Technical Bid.
10. The Managing Director Chhattisgarh MFP Federation can repudiate the contract of supply at any time, at the risk and cost of the supplier, if the supplies are not made up to satisfaction of CG State MFP (T&D) Co-op. Federation.
11. A letter of award shall be issued to the successful tenderer (L1). The successful tenderer will have to execute agreement between Federation and Successful Tender within 10 days from the date of issue of award letter (LoA).
12. The successful bidder will have to submit a Performance security of equivalent to 3% of the Contract /Order value before the issue of award letter valid till 60 days beyond the period of expiry of the Warranty/ Guarantee period in shape of crossed Demand Draft/Pay order/Fixed Deposit Receipt/Bank Guarantee from a commercial bank in favor of the CGMFP Raipur, payable at Raipur. The performance security will remain valid till expiry of warranty period. This will be released beyond 60 days after completion of warranty period. If the security deposit is not deposited within the specified time, the supply order will be cancelled, the EMD will be forfeited and the tenderer may be blacklisted for future transactions with Federation by the Managing Director Chhattisgarh MFP Federation, Raipur for a maximum period of 3 years. No interest shall be paid by CG State MFP (T&D) Co-op. Federation on such security deposit.
13. Remittance charges on payment made to the supplier will be borne by the supplier.
14. Supply & Installation / Delivery Schedule: The supplies shall be made strictly as per the following schedule-
 - i. Delivery - Within 15 days from the Date of issue of award letter or as specified in the supply order;

If the supplier fails to supply the Medicinal Herbal Plants and Seeds according to the time schedule specified in firm order, it will be treated as breach of terms and conditions and will result in forfeiture of full/part EMD / Security Deposit by Managing Director, Chhattisgarh State Minor Forest Produce (T & D) Co-operative Federation Ltd., Raipur and further render the supplier responsible and liable for damage/loss specially the extra cost incurred by the purchaser for procurement of the unsupplied material from open market. The value of damage/loss will be assessed by the Managing Director, Chhattisgarh State Minor Forest Produce (T & D) Co-operative Federation Ltd., Raipur and will be final and binding on the supplier. In addition, the supplier can also be blacklisted by the Managing Director, Chhattisgarh State Minor Forest Produce (T & D) Co-operative Federation Ltd., Raipur for future transactions with Federation for a maximum period of 5 years.

15. The Medicinal herbal Plants and Seeds will be supplied at different places (Nurseries) located across Chhattisgarh, which are listed in the bid in Annexure III. Representative authorised by Federation shall verify the quality and quantity of the Medicinal herbal Plant/Seed, the quantity and the places may be changed with prior intimation.
16. The Medicinal Herbal Plants and Seeds shall be received strictly as per Specification laid down in the Tender document in Healthy and good condition. The Plants and seeds not confirming to the specification as per Tender document shall be rejected and the supplier shall replace the same at his cost.
17. The cost of damage, if any during transportation will be borne by the supplier.
18. Any change / corrigendum/ extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.
19. **Penalty for Delayed Services / Liquidated Damages:** In case the firm does not complete the supply within the laid down agreed delivery period as per contract, liquidated damages will be charged @ 0.5% per week or part thereof subject to a maximum of 5% of the contract value. However, the CGMFP reserves the right to either further extend or cancel the contract after expiry of delivery date and recover the liquidity damages from the dues of the firm by legal means.
20. **Evaluation of Tender: Single bidding process is adopted**

Pre-Qualification (Eligibility Criteria as per clause 12 of the Tender Notice)

- i. Evaluation of Technical Bids to assess their suitability against the laid down parameters in this tender notice
- ii. Tenderers must ensure that they enclose all documentary proofs which specifically bring out the compliance against the technical specifications mentioned in the tender notice.

Opening of Financial Bid

- i. The price bids of only those firms, found meeting the laid down specifications in pre-qualification and eligibility criteria shall be opened, evaluated and considered further.
 - ii. It is in the tenderers interest to include all relevant and detailed technical data as supporting documents along with their bid.
 - iii. The Financial bid will be considered in individual manner for all the items specified in clause 4 (Table 1 and Table 2) of the tender notice.
 - iv. Item wise, Lowest Financial proposal (L1) shall be declared successful bidder provided that the samples provided by the concerned bidder conform to the specifications provided in Section 1 of the Tender notice.
21. **Safety during Transit:** Safety of the supplied items shall be responsibility of the supplier from the date of shipment/dispatch till such time it is delivered at delivery locations as per Annexure IV.

22. Conflict of Interest

- a. The Agency is required to provide professional, objective and impartial advice and at all times hold the CGMFPFED's interest paramount, strictly avoid conflicts with other assignment/jobs or their own corporate interest and act without any consideration for future work.
- b. Without limitation on the generality of the foregoing, Agency and any of their affiliates, shall be considered to have a conflict of interest under any of the circumstances set

forth below:

- i. **Conflicting Assignment/job:** An Agency (including its affiliates) shall not be hired for any assignment/job that, by nature, may be in conflict with another assignment/job of the
 - ii. Agency to be executed for the same or for another Employer.
 - iii. **Conflicting Relationships:** An Agency that has a business or family relationship with a member of the CGMFPFED staff who is directly or indirectly involved in any part of the project shall not be awarded the Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the CGMFPFED throughout the selection process and the execution of the Contract.
 - iv. **Conflicting Activities:** An Agency or any of its affiliates, selected to provide consulting assignment/job for this project shall be disqualified from subsequent downstream supply of goods or works or services resulting from or directly related to this project.
 - v. Agency have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of CGMFPFED, or that may reasonably be perceived as having this effect. Any such disclosure shall be made to CGMFPFED, immediately. If the Agency fails to disclose said situations and if the CGMFPFED comes to know about any such situation at any time, it may lead to the disqualification of the Agency during bidding process or the termination of its contract during execution of the assignment.
- 23. Payment:** Payment shall be made on bill basis after the successful completion of Supply of Medicinal herbal Plants and Seeds and after ascertaining the quality, quantity and specification as per the Tender Document
- 24. Terms of Delivery:** FOR District Union locations in the state of Chhattisgarh (Details provided in Annexure-III)
- 25. Inspection After Receipt of Goods/items:** The inspection will be done by the Committee or representative authorised by Federation in the presence of the supplier's representative. The successful tenderer will have to provide at his own cost and arrangement technically qualified personnel at the consignee's location for joint inspection. In case of receipt of items (Medicinal Herbal Plant/Seed) in damaged condition the suppliers will have to arrange the replacement of such items free of cost. All expenses in this regard will be borne by the supplier.
- 26. Packing & Marking:** The packing and preservation of the supplied items i.e., Medicinal Herbal Plants and Seeds shall be roadworthy so that it may provide their safety during transit period. The supplier shall guarantee that the packing is strong enough to withstand the safety of the goods during transport. All damages which may occur as a result of defective packing or any damage to plants /seeds caused during transit shall be borne by the seller.
- 27. Compliance Statement:** The supplier must submit compliance statement-cum-technical bid in the format given in Technical specifications failing which their offer will be treated as incomplete and is liable to be rejected.
- 28. Guarantee:** The supplier shall undertake full responsibility for the services performed by them. The supplier shall guarantee adequacy and technical soundness of the services provided by them.
- 29. Dispute settlement:** The dispute arising out of this contract shall be subject to the jurisdiction of Indian laws & court at Raipur. Sole arbitrator is appointed by the MD, CGMFP and his decision will be final and binding to both parties (Supplier and Purchaser).
- 30. Price:** The price quoted shall be on firm and fixed basis and should be reasonable leaving no scope for any further negotiation on price. CGMFP is exempted from payment of excise duty.

Hence, excise duty will not be paid to the firm. For sales tax, CGMFP is not authorized to issue Sales Tax Form C&D; CGMFP is exempted from payment of Custom Duty

- 31. Penalty for use of undue influence:** The seller should undertake that he has not given offered or promised to give directly or indirectly any gift, consideration, reward, commission, fees brokerage of inducement to any person in service of the Purchaser or otherwise in procuring, the contract or forbearing top do or for having done or for borne to do any act in relation or execution of the contract or any other contracts with the CGMFP for showing or for bearing to show favor or disfavor to any person in relation to the contract or any other contract in the CGMFP. Any breach of the aforesaid undertaking by the seller or any one employed by him or acting his behalf whether with or without the knowledge the seller or the commission of any offers by the seller or any one employed or acting on his behalf, as defined in Chapter-IX of the IPC, 1860 or the Prevention of Corruption Act, 1947 or any other Act enacted for the Prevention of Corruption shell entitle the purchase to cancel the contract and all or any other contract with the CGMFP seller and recover from the seller the amount of any loss arising from such cancellation. A decision of the purchaser or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the seller towards any officer /employee of the purchaser or to any other person in a position to influence any officer /employees of the purchaser for showing any favor in relation to this or any other contract sell render.
- 32. Laws Governing the Contracts:** The contracts shall be governed by the laws of India for the time being in force. The contract shall be interpreted in accordance with these laws.
- 33. Termination of Contracts:** Time shall be the essence of the contract. The purchaser shall have the right to terminate the contract without any notice in part or in full in any of the following cases:
- a. The delivery of the item(s) is delayed for causes not attributed to Force Majeure after the scheduled date of delivery.
 - b. The seller is declared bankrupt or becomes insolvent.
 - c. The delivery Item is delayed due to causes of Force Majeure by more than reasonable time.
 - d. In case Performance Security is not furnished within the time period specified by the purchaser.
 - e. Supply in the case of successful Tenderer should strictly confirm to the specifications of the Items as per the specifications laid down in the Tender document.
 - f. Any change in Address /Telephone/Fax/e-mail of the tenderer should immediately be informed. The state of non-communication by the firm will make the offer liable for rejection.
 - g. Late /Delayed tenders shall not be considered at all. These will be returned to the firm as it is at their expenses. Post tender revision/correction shall also not be considered.
- 34. Acceptance or rejection of offer:** MD, CGMFP reserves the right to accept or reject any tender in part or full without assigning any reason thereof. The successful bidder should submit order acceptance letter within 10 days from the date of issue.
- 35.** The supplier shall ensure that intimation of dispatch about the item is sent to the representative authorised at the delivery location on the day of dispatch only by quick service available so that the consignee is in a position to make necessary arrangement for taking delivery of the item(S) (Medicinal herbal Plant/Seed) at the center / location where the item(s) have to be delivered by the suppliers, as per the supply order. Copy of such intimation should also be dispatched to Chhattisgarh State Minor Forest Produce (T & D) Co-operative Federation Ltd., Raipur on the same day.

36. All legal proceedings, if necessity arises to initiate by any of the parties Chhattisgarh State Minor Forest Produce (T & D) Co-operative Federation Ltd. or supplier shall have to be lodged in Courts situated in Raipur.
37. Any dispute arising in connection with this agreement not amicably settled, would be referred to the arbitrator i.e., three-member Committee appointed by Chhattisgarh Govt. Raipur who will act as sole arbitrator and the verdict of the arbitrator shall be final and binding on both the parties.
38. The Chhattisgarh State Minor Forest Produce (T & D) Co-operative Federation Ltd. shall have the right to accept or reject any or all tenders without assigning any reason thereof.
39. Allocation of quantity / destinations to any tenderer shall be at the sole discretion of the Managing Director, Chhattisgarh State Minor Forest Produce (T & D) Co-operative Federation Ltd. The proposed supply work may be increased as per need of this office
40. Any condition other than those mentioned above, shall not be accepted.
41. Any conditional offer shall be rejected summarily.
42. The Managing Director, Chhattisgarh State Minor Forest Produce (T & D) Co-operative Federation Ltd. reserves the right to increase or decrease or cancel quantity mentioned in the tender notice or supply order at any time without assigning any reason at the risk and cost of the suppliers/tenderer.
43. There will not be any negotiation regarding the rates proposed in the tender form but if the rate quoted by the two or more tenderers is the same, the lowest tenderer will be decided by drawing the lottery after opening of the tenders.
44. For the interpretation of the tender conditions, the decision of the Managing Director, Chhattisgarh State Minor Forest Produce (T & D) Co-operative Federation Ltd. will be final.

The above terms and conditions from 1 to 44 are accepted to us and these conditions will constitute the conditions of contract between me/us and Managing Director CG State MFP (T&D) Co-op. Federation, the moment our tender / proposal is accepted and firm supply order is issued.

Note : - Since the document is being submitted as a part of digitally signed tender document in e-tendering process, so the physical signatures of the tenderer and Managing Director, Chhattisgarh State Minor Forest Produce (Trading & Development) Co-op. Federation Limited are not available on this document.

MANAGING DIRECTOR
CG State MFP (T& D) Co-op Federation Ltd. Raipur

Annexure – IV

List of Delivery Sites for supply of Medicinal Herbal Plants and Seeds as per Technical Specification mentioned in Section 1 (Table 1 and Table 2) of the Tender Document

S.no	Species	Type	Tentative Delivery Location
Item 1	Sarpagandha	Naked Plant	1. Kurandi Nursery - *Du. Jagdalpur 2. Sukma - Du. Sukma 3. Dugli - Du. Dhamtari 4. Raha and Hardi - Du. Katghora 5. Turridih - Du. Raigarh 6. Devgarh - Du. Koriya 7. Balrampur - Du. Balrampur
Item 2	Sarpagandha	Poly Pot Plant	
Item 3	Shatavar	Naked Plant	
Item 4	Shatavar	Poly Pot Plant	
Item 5	Gurmar	Naked Plant	
Item 6	Gurmar	Poly Pot Plant	
Item 7	Sarpagandha	Seed	1. Jagdalpur 2. Sukma 3. Dhamtari 4. Katghora 5. Raigarh 6. Koriya 7. Balrampur
Item 8	Shatavar	Seed	
Item 9	Gurmar	Seed	
Item 10	Bakuchi	Seed	

(*Du - District Union)

Note -The final locations and corresponding quantity are shall be intimated prior to execution of agreement.

Annexure – V

Instructions for the Submission of the Online Tender

(Ref: Clause 19 of Tender Notice)

Note: The following steps need to be carried out for online submission of the Tender. Detailed instructions for each of the steps are given in the Tenderer's Manual on the Home Page of <https://cgmpfedtenders.abcprocure.com>

1. Sequence of steps for online tender submission:

Step 1 – To obtain Digital Signature Certificate (DSC):

The DSC is issued by an approved certifying authority, authorized by the Controller of Certifying Authorities (CCA), Government of India. The individual may obtain information required for issuance of a Class II / Class III DSC from the Controller of Certifying Authorities (www.cca.gov.in). The tenderer will have to obtain DSC from <https://cgmpfedtenders.abcprocure.com> or any other CCA approved agency.

DSC is issued upon receipt of mandatory identity proofs and verification letters attested by a Gazetted Officer. Only upon the receipt of the required documents, a DSC can be issued.

Important Note: The offers submitted online should be signed electronically with a DSC to establish the identity of the tenderer. In case, during the process of a particular tender, the user loses his/her DSC (e.g., due to virus attack, hardware problem, operating system problem etc.) he may not be able to submit the offer online. Hence the users are advised to back up the certificate and keep the copies at safe places under proper security to be used in case of emergencies.

In case of online tendering, the DSC issued to the authorized user of a firm and used for electronic tendering will be considered equivalent to no-objection certificate / power of attorney to that user. The firm has to authorize a specific individual via an authorization certificate signed by all partners to use the DSC as per Indian *IT Act 2000*. Unless the certificate is revoked, it shall be assumed to represent adequate authority of the user to submit tender on behalf of the firm for the Chhattisgarh State Minor Forest Produce (Trading & Development) Co-op. Federation Limited as per *Information Technology Act 2000*. The DSC of this authorized user will be binding on the firm. It shall be the responsibility of management / partners of the registered firm to inform the Certifying Authority or Sub-Certifying Authority, if the authorized user changes, and apply for a fresh Digital Signature Certificate and issue a fresh '**authorization certificate**' for the new user.

The same procedure holds true for the authorized users in a Private / Public company. In this case, the authorization certificate will have to be signed by the directors of the company.

Step 2 – Online registration of intending tenderer:

In order to participate in the tender, the tenderer is required to be registered on the e-Procurement portal (<https://cgmpfedtenders.abcpocure.com>). Only after online registration of the tenderer, the tenderer shall be allowed to participate in the tenders floated by the C.G.M.F.P. Federation using the e-Procurement System.

The following Registration Fee will be charged by the Service Provider (i.e. e-Procurement Technologies Limited) from the tenderer:

Sl. No.	Description	Charges	Service Tax @ 18%	Total Amount
1.	Online Registration (Valid for One Year)	Rs. 500/-	Rs. 90/-	Rs. 590/-

Documents required for Registration with the e-Procurement portal

- (I) **In case of Renewal** – No documents required for renewal of registration on the e-procurement portal.
- (II) **In case of New Registration** – The following documents required along with online registration form :-
- (a) **Individual or Proprietorship Firm** –
Any one ID Proof and One Address Proof (Attested by Banker or Notary or Gazetted Officer as well as Self Attested)

ID Proof		Address Proof	
	PAN Card		Electricity Bill
	Passport		Passport
	Voter ID		Voter ID
	Driving License		Driving License
	Aadhaar Card		Bank Pass Book

- (b) **Partnership Firm** –
- (i) **Any one ID Proof and One Address Proof** (Attested by Banker or Notary or Gazetted Officer as well as Self Attested)

ID Proof		Address Proof	
	PAN Card		Electricity Bill
	Passport		Passport
	Voter ID		Voter ID

	Driving License		Driving License
	Aadhaar Card		Bank Passbook

(ii) **Partnership Deed** details which have to be attested by partners with their company seal.

(c) **Pvt. Ltd. Company –**

(i) **Any one ID Proof and One Address Proof** (Attested by Banker or Notary or Gazetted Officer as well as Self Attested)

ID Proof	PAN Card	Address Proof	Electricity Bill
	Passport		Passport
	Voter ID		Voter ID
	Driving License		Driving License
	Aadhaar Card		Bank Passbook

(ii) **Any one of the Organization proofs issued by Government** (Attested by authorized signatory of Organization along with organization seal)

- **Certificate of Incorporation**
- **Articles of Incorporation**
- **Memorandum of Association**

(d) **Hindu Undivided Family (H.U.F) –**

Any one ID Proof and One Address Proof (Attested by Banker or Notary or Gazetted Officer as well as Self Attested)

ID Proof	PAN Card	Address Proof	Electricity Bill
	Passport		Passport
	Voter ID		Voter ID
	Driving License		Driving License
	Aadhaar Card		Bank Passbook

(e) **Others –**

(i) **Any one ID Proof and One Address Proof** (Attested by Banker or Notary or Gazetted Officer as well as Self Attested)

ID Proof	PAN Card	Address Proof	Electricity Bill
	Passport		Passport
	Voter ID		Voter ID
	Driving License		Driving License
	Aadhaar Card		Bank Passbook

(ii) Any other relevant documents-

The scanned copies of all required documents as above and payment proof of required fees for New Registration and payment proof of required fees for renewal are required to be submitted by the intending tenderer to e-Procurement Technologies Limited (abcProcure). After verification of the above documents the e-Procurement Technologies Limited (abcProcure) will register the Tenderer and inform by the e-mail accordingly.

After obtaining the Digital Signature Certificate successfully installed on their system, the tenderer have to be online registered through “**New Bidder Registration**” page of the e-Procurement portal (<https://cgmpfedtenders.abcprocure.com>) and mapped their Digital Signature Certificate.

After online registration your registration will be approved by the Service Provider and intimate the same to the tenderer. The tenderer will be informed about the Tenderer’s Code, login Id & password. The login Id and password will be required for online tender preparation and the Tenderer’s Code will be used for making EMD payment through RTGS / NEFT mode, if opted for.

Step 3 – Online tender preparation

Technical Bid Envelope (Folder)

1. Filling of Tenderer’s Information - Form No. 1 of Annexure – 1
2. E.M.D. Details – Form No. 2 of Annexure – 1
3. Acceptance of Undertaking - Form No. 3 of Annexure – 1
4. Documents to be uploaded - Form No. 4 of Annexure – 1

Financial Bid Envelope (Folder)

1. Rate Offer – Form No. 1 of Annexure – 2
2. Acceptance of Undertaking - Form No. 2 of Annexure – 2

Step 4 – Online payment of E.M.D

E.M.D can be paid online through Net-banking / Debit Cards / Credit Cards / RTGS / NEFT mode. In case, RTGS / NEFT mode is opted for, the detailed procedure is given below at point no. 2.2.

It will be solely the tenderer’s choice to select any of these payment options viz. Net-banking / Debit Cards / Credit Cards / RTGS / NEFT, best suited to him. It is understood that the tenderer is aware

of the payment cycle and other technical requirements / payment process under each of these modes. It is tenderer's responsibility to see that the amount of EMD is credited to C.G.M.F.P Federation.

Step 5 – Final submission of the tender.

2. Other Information:

2.1 Set-up of Machine:

In order to operate on the e-Procurement System, following minimum operating system and hardware is required.

- Windows XP with service pack 3
- Windows vista / windows 7
- Browser Internet Explorer 7, 8 or 9
- Minimum bandwidth 512 kbps
- Minimum RAM 2 GB

2.2 Procedure of payment of EMD through RTGS / NEFT mode:

Since RTGS / NEFT payments are settled by RBI in batches, intended EMD amount is required to be paid at least one day in advance of online tender submission by following procedure:

A. Please mention the following details while making the RTGS / NEFT payment from your Bank:

(i) Beneficiary account number – This will be in the following format:

<CGMF+ Tenderer Code>

For example, in case your Tenderer Code is ABC66215, the beneficiary account number will be **CGMFABC66215**.

(ii) Beneficiary bank branch - **ICICI Bank, CMS, Mumbai**

(iii) Beneficiary IFSC code - **ICIC0000104**

B. After completing the online tender preparation formalities, select RTGS / NEFT payment option at the EMD payment screen. Upon doing so, you shall be able to view the funds already remitted by you through NEFT / RTGS as available balance in beneficiary account. Tenderer should note that available balance against their name in ICICI Bank is not E.M.D amount available with C.G.M.F.P Federation.

C. Please proceed to deposit the E.M.D from available balance. Upon doing so, the required amount to be paid for the E.M.D, shall get appropriately deducted from the amount remitted and payment of E.M.D shall be confirmed & receipt will be generated in real time.

D. In case there is excess remittance i.e., money not transferred for use as E.M.D, the refund of the same can be claimed by the tenderer simultaneously. On submitting refund request, the amount would be transferred in the bank account opted by you by next working day.

E. In case, tenderer wants to utilize the excess fund (i.e., the remaining available balance) for participating in next round of tender by Federation under e-Procurement portal, they may do so instead of taking refund.

Please feel free to get in touch with our e-procurement support team / ICICI Bank support team in case any clarification is required.

2.3 Submission of Online Offers:

C.G.M.F.P Federation will not be responsible for any failure on part of the tenderer in submission of the Tender and/or the EMD etc. before scheduled time and date, for any reason whatsoever, including, inter-alia, non-credit of said amounts of EMD and therefore no claims shall be entertained on these grounds.

Under this online payment system for e-Tendering, the tenders will not be submitted / received by C.G.M.F.P Federation unless the EMD is received / credited before scheduled time and date. Hence, tenderer shall remit the said amount well in advance. It is clarified that the Tenders will not be considered for opening if EMD is not received/ credited before schedule time and date, for any reason whatsoever.

The tenderer is advised to submit his / her tender as well as pay the EMD amount well before the cut-off time and date to avoid any inconvenience on account of any problem e.g., system slow down or network problem.

2.4 Helpline:

For any assistance regarding Registration on e-Procurement portal, DSC, online tender form submission and other points of e-tendering process, please contact our service provider: -

Important Note for Bidders for New E-Tendering portal

abcProcure (M/s. e-Procurement Technologies Ltd.) is conducting e-Tenders for Chhattisgarh State Minor Forest Produce (Trading & Development) Co-operative Federation Limited (**CGMFPFED**) for sale of various Minor Forest Produces and for Procurement of various Goods, Services and works. It is to herewith inform to all existing bidders who are registered on <https://cgmfpfed.abcprocure.com> that abcProcure (M/s. e-Procurement Technologies Ltd.) is introducing new e-Tender Portal for foresaid tendering activities for CGMFPFED.

For introducing the new e-Tender portal, Training was scheduled whole month round in Mar. 2022.

It is to inform all the existing bidders that abcProcure (M/s. e-Procurement Technologies Ltd.), has shared with you your Log-IN ID, New Password for new portal (<https://cgmfpfedtenders.abcprocure.com>) on your registered email ID on 16.03.2022. All existing Bidders registered on <https://cgmfpfed.abcprocure.com> shall use Log-In and new Password shared over email on 16.03.2022 to login on new e-Tendering portal i.e., <https://cgmfpfedtenders.abcprocure.com>.

After logging in on new e-Tendering portal, bidders are mandatorily required to change their password and attach DSC. Once DSC is attached, bidders are required to get it verified from abcProcure (M/s. e-Procurement Technologies Ltd.) by getting in touch with DSC verification Team reachable on +91-9099090830 / +91-6353217080 and info@AbcProcure.com.

Further, All the bidders are issued new e-Wallet / Virtual Account for remitting EMD in new e-Tender portal which has been shared on your registered E-Mail ID on 10.03.2022. Bidders are required to use the same e-Wallet / Virtual account for remitting payment by NEFT/RTGS for e-Tender which are floated on new e-Tendering portal i.e., <https://cgmfpfedtenders.abcprocure.com>. Bidders are strongly requested to not to use their current/ existing e-Wallet / Virtual account for new e-Tender portal. The same is applicable for old e-Tendering portal only and not valid for new e-Tendering portal. Please take strong note of this.

Bidders can download Bidder Manual to get familiar with the new portal from <https://cgmfpfedtenders.abcprocure.com/EPROC/ajaxcall/downloadfile/23/577>

For New Registration/DSC Support/Profile Approval, please call or write on:

Cell Number: +91-9099090830 / +91-6353217080

e-mail at: info@AbcProcure.com

Call/write for e-Tender Submission / e-Auction Bid Support:

Phone Numbers: +91-79 6813 6854/50/48/49

Cell Number: +91-9374519729 / 9904406300 / 9510812971

Write by e-mail at: Support@AbcProcure.com

Call/write for e-Payment Related Queries:

Phone Numbers: +91-9374519729 / 9081000427

Write by e-mail at: Payment@eptl.in

Office Hours:

Monday to Friday - 10:00AM to 07:00PM

1st,3rd & 5th Saturday -10:00AM to 06:00PM

2nd & 4th Saturday - Holiday

For any assistance regarding banking transactions, please contact ICICI Bank, Civil Lines, Raipur at the following numbers:

Mr. Shivam Shekhar – 7077102017

Ms. Shubhangi Gupta – 9993822514

MANAGING DIRECTOR
**Chhattisgarh State Minor Forest Produce
(Trading & Development) Co-op.
Federation Limited**

Time Schedule

Annexure – VI

(Annexure to Tender Notice No.Fed/Medicinal Plant & Seed/2023/I Dated:11/05/2023)

Tender Details for Supply of Medicinal Herbal Plants and Seeds

Tender Detail	
General Detail	
Tender Id:	System Generated
Tender No:	Fed/Medicinal Plant & Seed/2023/I Dated: 11/05/2023
Department Name:	Chhattisgarh State Minor Forest Produce (Trading & Development) Co-operative Federation Limited
Scope of work:	Supply of Medicinal Herbal Plants and Seeds in Chhattisgarh
Tender Details:	Supply of Medicinal Herbal Plants and Seeds in Chhattisgarh
Mode of Tender Submission:	Online
Tender Type:	Open
Type of Contract:	Supply of Medicinal Herbal Plants and Seeds in Chhattisgarh
Bidding Type:	National
Consortium:	Not Allowed
Download Tender Documents:	Before Login / After Login
Purchaser Location:	Anywhere in India
Key Dates	
Document Download Start Date & Time:	17/05/2023 from 05:00 PM
Document Download End Date & Time:	31/05/2023 up to 3:00 PM
Starting Date & Time of online Bid submission:	24/05/2023 from 11:00AM
Last Date & Time of online Bid Submission:	31/05/2023 up to 03:00 PM
Date & Time of opening of Bid:	31/05/2023 from 03:10 PM onwards
Bid Validity Period (Days):	Till the decision of tender
Project Duration:	As per tender document
Document to be submitted Physically:	NIL

Tender Activity configuration	
Mode of EMD payment:	Online
Payment Details	
EMD Amount:	As per tender document
Details	
Eligibility Criteria:	As per tender document
General Terms and condition:	As per tender document
Other Details:	As per tender document
Product / Service / Works Keywords:	Supply of Medicinal Herbal Plant /Seed in Chhattisgarh