



**CHHATTISGARH STATE MINOR FOREST PRODUCE  
(TRADING & DEVELOPMENT) CO-OPERATIVE FEDERATION LIMITED**  
"Van Dhan Bhavan" Sector 24, Nava Raipur, Atal Nagar, Dist – Raipur  
Phone - 0771-2513100 to 2513110  
E-mail: mfpfed.cg@nic.in; Website: www.cgmfpfed.org

Notification No. T.P.(2025)-I

Dated : 03.12.2024

**ONLINE TENDER NOTICE**

**THE ADVANCE SALE OF TENDU LEAVES OF 2025 SEASON TO BE  
COLLECTED IN CHHATTISGARH**

**INTRODUCTION**

Whereas the Chhattisgarh State Minor Forest Produce (Trading & Development) Co-operative Federation Limited, Raipur hereinafter called the FEDERATION has been appointed as Agent under Section 4 of Chhattisgarh Tendu Patta (Vyapar Viniyaman) Adhiniyam 1964 for the collection, purchase and trade of tendu leaves in whole of the state as per orders of the State Government herein after called Government.

The Government has directed the Federation in year 2025 season to get the tendu leaves collected through Primary Forest Produce Co-operative Societies herein after called the Society in which the State Government is a share holder in the supervision of District Forest Produce Co-operative Union herein after called District Union in the areas of the Societies.

As per the Government orders the Society will pay the collection charges per standard bag fixed by the Government to the collectors for the Tendu leaves brought from Government lands and Forest lands and purchase price per standard bag fixed by the Government to the private growers at different collection centers (Phads). The green leaves will be handed over to the purchaser appointed for the society on the collection centres only. The treatment, transport and godowning etc. of delivered tendu leaves will be done by the purchaser at his own expenses.

Now therefore, the Federation acting in the name of and on behalf of the Governor of Chhattisgarh invites online Tenders from Persons/Registered firms/ Companies etc for the purchase of the said Tendu leaves. Tender Notice (Annexure I to XI including Schedule A and B) may be downloaded from Federation's website [www.cgmfpfed.org](http://www.cgmfpfed.org) and from online tender portal <https://cgmfpfed.abcprocuretenders.com> from following mentioned dates.

<b>Tender Round</b>	<b>Date from which tender notice can be downloaded</b>	<b>Starting date of online submission of tender</b>	<b>Last date of online submission of tender</b>	<b>Date of online opening of tender</b>
First	30.12.2024	10.01.2025	17.01.2025	17.01.2025
Second	30.01.2025	03.02.2025	06.02.2025	06.02.2025
Third	18.02.2025	24.02.2025	27.02.2025	27.02.2025
Fourth	10.03.2025	11.03.2025	13.03.2025	13.03.2025
Fifth	21.03.2025	26.03.2025	28.03.2025	28.03.2025

## 2. DEFINITIONS AND TERMS AND CONDITIONS OF TENDER AND INSTRUCTIONS FOR TENDERERS

### ANNEXURE-I (Terms and Conditions)

The Definitions of different words and expressions, which have been used in this Notice including its Annexure(s) and Schedule(s) shall unless the context other-wise requires be as are given in the "Terms and Conditions of the tender and instructions for the tenderers" contained in Annexure-I. These, "Terms and Conditions of tender and instructions for tenderers" shall form part and parcel of this tender notice and shall be construed as included in this notice for all purposes.

### SCHEDULE-A & B (Lot list and Phad list of tendu leaves)

## 3. LOT LIST AND CONTRACT PERIOD

Tenders are invited for the purchase of lots of Tendu leaves to be collected/purchased by Societies as shown in the lot list (Schedule-A) and Phad list (Schedule-B) appended to this notice, for the contract period ending on 31.03.2026.

### ANNEXURE-II (Tender Form 1, 2 & 3) ANNEXURE-III (Tenderer's Agreement)

## 4. TENDER FORM ETC

- (i) The Tender form (Annexure - II form 1, 2, 3) along with Tenderer's Agreement (Annexure-III) can be downloaded from the website of the Federation or from online tender portal <https://cgmpfed.abcprocure.com>.
- (ii) The tenderer shall personally verify and ensure that he has submitted the tenderer's agreement along with the tender form as it is compulsory to submit the tenderer's agreement along with the tender

## 5. SUBMISSION OF TENDERS

(i) As per section 139A of the Income Tax Act, 1961, writing of Permanent Account Number (PAN) at appropriate place in tender form and enclosing of photocopy of PAN card is compulsory for the tenderer.

(ii) Enclose Scanned copy of Aadhaar Card issued by unique Identification Authority of India (UIAI). Scanned copy of Aadhaar Card of Individual for Individual, Proprietor's for Proprietorship firm, 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) Aadhar Card of Karta and one adult family member is to be enclosed.

### ANNEXURE-X (Instructions for Submission of online tender)

(iii) The Instructions for submission of online tender (Annexure-X) for tendereres to submit the online tenders will be available on e-Procurement portal <https://cgmpfed.abcprocure.com> and the online tender can be submitted as per time and date mentioned in time schedule (Annexure-XI).

### ANNEXURE-XI (Time Schedule)

(iv) It is mandatory to submit copy of last 03 years of Income tax return (ITR-V) filed by Tenderer.

*If the tenderer is a newly established company, then (ITR-V) of the Directors of the company; if the tenderer is a newly established Hindu Undivided family, then (ITR-V) of Karta; if the tenderer is a newly established Partnership Firm, then (ITR-V) of the partners of the firm and if the tendrer is a newly established proprietary firm then, then (ITR-V) of the proprietor is mandatory to be submitted with the tender.*

- (v) It is compulsory for the Tenderer to submit (GSTIN) certificate along with the tender document.

## 6. OPENING OF TENDERS

Tenders received will be opened as per the time and date mentioned in the time schedule (Annexure-XI )

## 7. EXECUTION OF PURCHASER'S AGREEMENT

**ANNEXURE –VII  
(Tenderer wise  
allotment list)**

**ANNEXURE -VIII  
(List of successful  
tenderers)**

**ANNEXURE - IX  
(List of  
unsuccessful  
tenderers)**

**ANNEXURE - IV  
(Purchaser's  
Agreement)**

- (i) As per the decision taken on the tender, the tenderer wise allotment list will be available on on the Federation website in Annexure-VII. The list of successful and unsuccessful tenderers will be available on the Federation website [www.cgmfpfed.org](http://www.cgmfpfed.org) in Annexure-VIII and Annexure-IX respectively. The acceptance of offer of successful tenderers will be communicated by e-mail and on the issue of such acceptance contract regarding purchase of tendu leaves of concerned lot between the tenderer and the Federation will be deemed to have come into force and the tenderer will be treated as the purchaser of the lot.
- (ii) The successful tenderer shall have to execute the agreement before the Chief Conservator of Forests or the person authorized by him for this purpose in the form given in Annexure-IV (Purchaser's Agreement) through online mode by using DSC (Digital Signature Certificate) in the Post Bid Sale Management System Portal [cgmf.project247.in](http://cgmf.project247.in) in the manner provided in Clause-14, in respect of every lot within 30 days or till 15-04-2025, whichever is earlier, of issuance of the sanction order against tenderes offer by the Federation. This period may be extended by 7 days by the Chief Conservator of Forests on deposition of a fee of Rs. 5000/- Applicable GST by the tenderer. After the expiry of extended 7 days, the period may further be extended maximum till 15-04-2025 by Managing Director, C.G. State Minor Forest Produce after the application is received with satisfactory reasons from the tenderer on deposition of a addition fee of Rs. 5,000/- Applicable GST by the tenderer. If the tenderer has not deposited the fee of Rs.5000/- Applicable GST at the circle office for 7 days extensions, the extension for 1st, 2nd, 3rd, 4th and 5th tender till 15-04-2025 can be granted if the tenderer has deposited Rs - 10,000/- Applicable GST as fee and provided satisfactory reasons. If the 30th / 7th day described above is a public holiday, the agreement can be executed on the next working day. The period of 30 days / 7 days shall be counted from the day next to the date of issue of order by the Federation/Chief Conservator of Forests. No further extension of time shall be provided, if the agreement is not done till 15-04-2025 for 1st, 2nd, 3rd, 4th and 5th rounds of tenders and action shall be taken as per the clause 7(iii) of purchase agreement.
- (iii) In the event of non-execution of the agreement the appointment shall be liable to be cancelled and on such cancellation 10% of the purchase price of the concerned lot shall be forfeited from the E.M.D and the Tenderer may be black listed by the Chief Conservator of Forests for a period which may extend to 3 years. In addition, on subsequent disposal of lot(s) for which the appointment of the purchaser has been cancelled, the purchaser shall bear the loss accruing to the Federation, if any, and if the amount of loss is not

deposited by the purchaser within 15 days from the issue of demand notice in this regard, the amount of loss shall be liable to be recovered as an arrears of land revenue. But if on such subsequent disposal, the amount realized is more than the purchase price, purchaser shall have no right or claim to the excess amount. But if purchaser is interested then by depositing the 15% amount of the sale value including amount of EMD, he can be free from all subsequent liability including recovery and black listing.

## 8. PAYMENT OF AMOUNT DUE

- (i) The purchaser shall make payment of the purchase price due, in the manner provided in the purchaser's agreement in four equal installments on or before the following dates:-

No. of the Installment	Date
I <sup>st</sup>	06-10-2025
II <sup>nd</sup>	24-11-2025
III <sup>rd</sup>	06-01-2026
IV <sup>th</sup>	23-02-2026

- (ii) Rebate on full payment of purchase price:-

If the purchaser makes full payment of the purchase price of the lot along with all due taxes up to the due date of Ist installment, a rebate of 2% of purchase price shall be given. If the purchaser wants to avail this facility, he shall pay 98% amount of the purchase price along with all due taxes on the purchase price (100%). If the collected quantity exceeds the notified quantity, then the rebate will be allowed on collected quantity.

## 9. TRANSPORT/REMOVAL OF LEAVES

Removal and transportation of leaves after the payment of the installment(s) due has been made shall be in accordance with the provisions contained in the Annexure-I & IV.

## 10. ANNEXURES

Annexure-I to V and Schedules A and B referred to above and Annexure-VI to XI (Annexure-VI will be available in Hindi only) which are annexed to this Tender Notice No. TP (2025)-I dated 03.12.2024 will be treated to be Annexure of this tender notice for all purposes and may therefore be seen for reference.

## 11. ACCEPTANCE OF THE TERMS AND CONDITIONS

The act of submitting the tender shall be deemed to be unconditional acceptance of terms and conditions contained herein.

**12. IN THE EVENT OF NON EXECUTION OF PURCHASER'S AGREEMENT OR CANCELLATION OF PURCHASER'S AGREEMENT**

THE AMOUNT OF LOSS WILL BE COMPUTED AS FOLLOWS:-

Total expected receipts including taxes in concerned Tender/Auction (+) expenditure on storage, supervision etc. up to disposal (-) receipts including taxes from subsequent Tender / Auction (-) Forfeited amount of EMD and Security deposit

**13. HINDI VERSION TO BE AUTHORISED TEXT**

The HINDI version of this notice including its schedule and Annexures shall be deemed to be the authorised text for all purposes.

For and on behalf of Governor of Chhattisgarh

**MANAGING DIRECTOR**  
Chhattisgarh State Minor Forest Produce(T&D)  
Co.-op. Federation Ltd., Raipur

**Annexure - I**  
**TERMS AND CONDITIONS OF TENDER AND INSTRUCTIONS FOR THE**  
**TENDERERS FORMING PART OF THE TENDER NOTICE**  
**NO. T.P. (2025) - I DATED – 03.12.2024**

The following are Terms and Conditions of the Tender, and instructions for the tenderers, and the definitions of the different words and expressions which have been used in the Tender Notice including its Schedules and Annexures. These shall form part and parcel of the Tender Notice.

**1. DEFINITIONS**

In the Tender notice including its annexures unless the context otherwise requires.

- (i) **"ADHINIYAM"** means, Chhattisgarh Tendu Patta (Vyapar Viniyaman) Adhiniyam 1964 (Act No. 29 of 1964) for the time being in force;
- (ii) **"AGENT"** means, agent appointed by the Government under section 4 of the Adhiniyam;
- (iii) **"AMOUNT DUE"** means, the amount which is the total of the purchase price of the lot and the tax payable on it, which a successful tenderer will have to pay. The purchase price along with tax payable on the collected/purchased quantity in addition to the notified quantity will also be included in it.
- (iv) **"ANNEXURE"** means an annexure to the Tender notice;
- (v) **"ARREARS"** means, any amount outstanding against tenderer which is due to the Forest Department of the Government or Federation and intimation of which has been sent to him by the Forest department or Federation or their Officer, by Registered Post at least 30 days prior to the last date of submission of the tender;
- (vi) **"COLLECTION SEASON"** means, period of the calendar year from April to July;
- (vii) **"CHIEF CONSERVATOR OF FORESTS"** means, concerned territorial Chief Conservator of Forests who is also declared as Ex-officio General Manager of Federation;
- (viii) **"DISTRICT UNION"** means, a District Forest Produce Co-operative Union registered under Chhattisgarh Co-operative Societies Act 1960 (Act No.17 of 1961) which is a member of the Federation.
- (ix) **"DIVISIONAL FOREST OFFICER"** means, concerned Divisional Forest Officer who is also declared as Managing Director of the concerned District Union;
- (x) **"FEDERATION"** means Chhattisgarh State Minor Forest Produce (Trading and Development) Co-operative Federation Limited, Raipur;
- (xi) **"GOVERNMENT"** means, Government of Chhattisgarh;
- (xii) **"LOT"** means, the Tendu leaves to be collected in a Primary Co-operative Society area (excluding National Park and Sanctuary area).
- (xiii) **"NIYAMAVALI"** means, Chhattisgarh Tendu Patta (Vyapar Viniyaman) Niyamavali 1966 for the time being in force;

- (xiv) "**PRIMARY SOCIETY**" means, a Primary Forest Produce Co-operative Society registered under the Chhattisgarh Co-operative Societies Act, 1960 (Act No.17 of 1961) which is a member of District Union;
- (xv) "**PURCHASE CAPACITY**" means, that amount which is in accordance with the provisions of conditions No. 5(ii) of these terms and conditions;
- (xvi) "**PURCHASE PRICE**" means, that amount which is arrived at by multiplying the purchase rate defined in (xvii) below, by the quantity collected in standard bags of the lot;
- (xvii) "**PURCHASE RATE**" means, the tendered rate offered by tenderer per standard bag which has been accepted by the Federation;
- (xviii) "**RANGE OFFICER**" means, concerned Range Officer who is also ex-officio Range Manager of Federation;
- (xix) "**TAX PAYABLE**" means, Goods & Service Tax and other taxes / cess as leviable from time to time, on the purchase price of the Tendu leaves in a lot;
- (xx) "**TENDERED RATE**" means, the rate per standard bag (which does not include Goods & Service Tax and other taxes / cess) offered by the tenderer separately for each lot in the Tender Form given in Form No. 2 of Annexure-II of the Tender Notice for the purchase of Tendu leaves comprised in such lot;
- (xxi) "**TENDERER**" means, a person or a Registered Firm or legal company who offers tender for the purchase of Tendu leaves in accordance with the terms and conditions here in contained which expression shall include his heirs successors, representatives and assignees;
- (xxii) Words and expressions which have not been defined above but which are defined in the Adhiniyam or Niyamavali, will have the same meaning as is assigned to them in the said Adhiniyam or Niyamavali.
- (xxiii) "**STANDARD BAG**" means a 1000 bundles of 50 *tendu patta* i.e. 50,000 *tendu patta* .

## 2. DETAILS OF UNIS

Details of units (Name & Boundary) from which collection has been made are given in notification No.TP/11001 dated 26.11.1986 issued by Chief Chief Conservator of Forests (Production) M.P. under section 3 of Chhattisgarh Tendu Patta (Vyapar Viniyaman) Adhiniyam 1964 as amended from time to time.

## 3. PROVISIONS OF ADHINIYAM ETC APPLICABLE:

All the provisions of the Adhiniyam and Niyamavali for the time being in force in so far as they are applicable to purchasers shall specifically form part and parcel of the terms and conditions of the tender notice and the purchaser's agreement.

## 4. PERSONS AUTHORISED TO SUBMIT TENDER ETC

- (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 fulfill the terms and conditions of the agreement during the currency of the contract thereof, notwithstanding the dissolution of the partnership in the mean time, 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.
- (iii) Tenders submitted by such persons who are minors, or insolvent or who have been blacklisted, shall be treated as invalid. If any Individual, Proprietary firm, Partnership firm, Company, Hindu undivided family (HUF) are blacklisted, it would be deemed that all the partners of blacklisted Partnership firm, Directors of blacklisted company and Karta and all the members of blacklisted Hindu undivided family (HUF), are also blacklisted.

If, from the above blacklisted list any individual in the individual capacity or constitute another Proprietary firm, Partnership firm, Company with other person than that firm shall also be treated as blacklisted.

- (iv) Defaulter tenderer who is the debtor of C.G. State Minor Forest Produce and wish to participate in the tender process, can participate after depositing the outstanding amount through DD/Bank draft of any scheduled Bank before the opening of tender, but if the tenderer fails to deposit the outstanding amount C.G. State Minor Forest Produce shall deduct the outstanding amount from EMD and compute the purchase capacity accordingly.
- (v) The tenderer must be registered under the Adhinyam and Niyamavali as manufacturer/exporter on the date of submission of the tender and if successful he must obtain registration certificate till the date of expiry of contract period. Registration Number and date of the registration certificate of the year in which tender is submitted and name of Forest Division shall be mentioned at the specified place in the tender form. It is obligatory to upload the photo copy of the registration certificate issued by the Divisional Forest Officer along with the tender form.

## 5. EARNEST MONEY DEPOSIT

- (i) Every tender shall be accompanied by an Earnest Money Deposit of a sum which shall in no case be less than 10% of the purchase capacity declared by the tenderer in the tender form as per the details given in the condition no. 13(i). Tenders accompanied by earnest money in any other form shall be liable to be summarily rejected.
- (ii) The amount of purchase capacity will be 10 times of the Earnest Money Deposit and the tender shall be considered on the basis of such accepted purchase capacity.
- (iii) The list of successful and unsuccessful tenderers will be available on the Federation website [www.cgmfpfed.org](http://www.cgmfpfed.org) in Annexure-VIII and Annexure-IX respectively. In case of a successful tenderer Earnest Money Deposit shall in the first instance be adjusted upto the limit of 10% of sale value towards payment of security deposit as required by condition No. 9(i).
- (iv) The surplus amount of earnest money available after adjustment of security deposit as above and full amount of EMD of unsuccessful tenderers will be refunded in the bank account mentioned in the tender form (Sr. No. 5 of Form No. 1 of Annexure-II) after declaration of the tender result. Tenderer will be wholly responsible for not getting the refund due to wrong information of bank account. The amount will not be refunded in any other bank account even on the request of the tenderer. For the next round of tender, the tenderer will have to deposit the Earnest Money Deposit again.
- (v) The EMD amount of the unsuccessful tenderer will be refunded after the result is published.
- (vi) No interest shall be paid in any case on the amount of Earnest Money Deposit.

## 6. MANNER OF FILLING TENDER

- (i) A tenderer can submit only one tender for the purchase of one / several lots. No tender of a tenderer will be considered if more than one tender is submitted by him.
- (ii) Tender can be submitted online portal <https://cgmfpfed.abcprocure.com> only. Tender submitted otherwise will be treated as invalid.
- (iii) The tenderer shall submit separate offer in his tender form for each lot showing his order of priority for the purchase of the lots. The tenderer shall offer / submit rate per standard bag exclusive of any tax / cess for purchase of Tendu leaves for each lot mentioned in his tender form. The offer must be made showing rate per standard bag and not in lump sum amount. The rate should be quoted in whole rupees.
- (iv) The tenderer should enter particulars of his first priority lot at the serial number 1, particulars of his second priority lot at serial number 2 of the tender form (Form-2 of Annexure-II) and so on. The tenderer will not be allowed to change his order of priority shown by him in the tender form under any circumstances.
- (v) Offers for different lots can be made in such a way that the total purchase price of the lots, for which rates are tendered does not exceed 12.5 times the amount of purchase capacity. But the offers will be accepted only up to the limit of purchase capacity.
- (vi) If the total purchase price of offers submitted by a tenderer is beyond the limit of 12.5 times the purchase capacity, then such offers (in the order of priority) as are more than this limit, will not be taken into consideration.

- (vii) If any tenderer submits more than one offer for a lot, then only the highest rate given by him will be considered and the offers of lower rates will be presumed to have not been made at all. If all the rates offered by a tenderer for a lot are equal, then only the offer at the highest priority will be considered and the offers at lower priority will be presumed to have not been made at all.
- (viii) If in the tender submitted by a tenderer, the offer for any lot is not clear that is for which specific lot or there is a mistake regarding identity of the lot then offer of such lot will not be considered.
- (ix) Tenderer shall have to mention his correct and complete postal address, Telephone No. and E-mail address in his Tender form at the place prescribed for this purpose. Communication sent to him by e-Mail on this address will be presumed to have been received by him. Responsibility for receiving all communications addressed to him will be that of the tenderer. If the postal address and E-mail address mentioned by the Tender is found to be incorrect he will be liable to be blacklisted.
- (x) The tenderer should fill up every template of the Tender Form, and upload all necessary documents and Tenderer's Agreement as duly executed with it and submit it as shown in clause 5 of Tender Notice. On failure to upload Tenderer's Agreement duly executed and other documents along with the Tender form tender shall be liable to not being considered.

## **7. WITHDRAWAL OF OFFERS ETC.**

A tenderer, shall not withdraw his offer for any lot/lots after final submission of Tenders and shall be bound by his offer and by the terms and conditions of the tender notice including those contained herein till issue of communication of the acceptance or rejection of his offer by the Federation. In case of breach of this condition, 10% amount of purchase price of the concerned lot(s) arrived at by multiplying the rate quoted by him by the quantity of the lot in standard bags shall be forfeited from the total amount of Earnest Money deposited by him and he may also be blacklisted for a period which may extend to three years.

## **8. ACCEPTANCE OF TENDERS**

- (i) The Government / Federation reserves the right to accept or reject offer(s) of all or any of the lots mentioned in the Tender form without assigning any reason.
- (ii) The Government / Federation also reserves the right to fix different cut off levels/upset prices for different lots or class of lots or lots of different areas in deciding allotment of lots to different tenderers.
- (iii) If for a particular lot same rate is offered by more than one tenderer, the allotment of lot shall be done on basis of priority of the offer of tenderer. If the tendered rate as well as the order of priority of two or more tenders are the same, the priority for allotment of the lot shall be decided by draw of lot by the Federation.
- (iv) The tenderer will be bound to accept lot/lots within his purchase capacity for which his offer(s) is / are accepted.

## **9. SECURITY DEPOSIT**

- (i) Before signing the purchaser's agreement the successful tenderer shall have to deposit security deposit amounting to 25% of the total purchase price of the lot(s) sanctioned by Federation in his favour for the due observance of the terms and conditions of the purchaser's agreement executed by him and for this purpose the earnest money 10% of

the sale value deposited as per condition, No.5 shall, to the extent of its availability, be adjusted towards the payment of the security deposit by the Federation The balance 15% amount of security will be deposited with the Chief Conservator of Forests as per details given in the condition no. 13 or by means of separate FDR/BG of any scheduled Bank for each district union drawn in favour of Managing Director, C.G. State Minor Forest Produce Federation Ltd. Payable at a branch of a scheduled Bank and in part by means of Discharged Fixed Deposit Receipt which should be signed on back at appropriate place by the depositor of any drawn in favor of Managing Director C.G. State Minor Forest Produce Federation Ltd. Raipur or as bank guarantee of any scheduled bank for the period upto **30.04.2026** in the form given in Annexure-V.

**If the purchaser wishes, he can deposit the amount of 15% security deposit through two separate Bank Guarantee/Discharged Fixed Deposit Receipt. One Bank Guarantee/Discharged Fixed Deposit Receipt will be of 5% and the other will be of 10%.**

**The purchaser can execute purchaser's agreement by depositing the post dated cheque of 30-04-2025 (Payable at Raipur) of self account in the name of Managing Director of C.G.M.F.P. Federation of any branch of Nationalised Bank situated in Chhattisgarh and can take cheque back after depositing the bank guarantee by 30.04.2025. If the bank guarantee is not submitted till 30.04.2025, the cheque will be deposited in the account of Federation. Dishonouring of above cheque by banks will be treated as breach of purchaser's agreement.**

**In such breach action shall be taken according to condition no. 13(i) of the condition.**

- (ii) This security deposit can be adjusted either wholly or in part as the case may be, by the Divisional Forest Officer towards any amount recoverable from the purchaser, including the purchase price under provisions of the Adhiniyam, Niyamavali, Purchaser's agreement and the terms and conditions of the tender notice and all such deductions shall have to be made good, by the purchaser by depositing an equal amount within 15 days of issue of the notice to that effect.
- (iii) If the dues to be recovered from the purchaser exceed the amount of security deposit, amount in excess shall unless made good to the Divisional Forest Officer within 15 days from the date of issue of the notice to that effect, be recoverable as arrears of land revenue.
- (iv) The Security Deposit or the balance amount (excluding the bank guarantee), as the case may be, except the 5% of purchase price as cash or bank guarantee as desired by the purchaser, shall be adjusted in the last installment if the delivery is being given from the godown and towards the last payment if the leaves are released from the phad after Divisional Forest Officer is satisfied, that purchaser has complied with all the terms and conditions of the purchaser's agreement, the Adhiniyam, Niyamavali and conditions of the tender notice, and no amount is outstanding against him.
- (v) **After the adjustment of the security deposit as per sub condition (iv) above, the balance Security Deposit in terms of bank guarantee/cash will be refunded to the purchaser after Divisional Forest Officer is satisfied, that purchaser has complied with all the terms and conditions of the purchaser's agreement, the Adhiniyam, Niyamavali and conditions of the tender notice, and no amount is outstanding**

**against him; in that case security deposit amount of 15% or 5% of additional security deposit of the lot(s)/stock which are not stored in the Federation's warehouse, shall be refunded. In case of the lot(s)/stock which are stored in the Federation's warehouse, security deposit amount of 15% and the additional security deposit of 5% amount will be refunded after the entire stock of Tendu leaves has been lifted by the purchaser.**

## **10. DELIVERY OF LEAVES**

- (i) The purchaser can remove/transport the leaves from the godown only after full payment of the amount of installment due, has been made.
- (ii) Removal/transport of the one fourth of the total collected quantity of the lot shall be permitted after the full payment of amount due of each installment.
- (iii) Either during the godowning period or at the time of removal of leaves from the godown no opening of bags for the selection of leaf from the lot will be permitted and the removal will be permitted from that one side of the stack only from which the removal has commenced. If the evidence of selection of leaves or removal of leaves from more than one side of stack is found during inspection of godown, it will be considered as specific violation of the purchaser's agreement.

## **11. BREACH OF ADHINIYAM ETC**

A purchaser, who commits any breach of provisions of Adhinyam, Niyamavali and/or any condition of the purchaser's agreement as a result of which he is punished under section 15 of the Adhinyam or where his agreement is terminated, shall be liable to be blacklisted for a period up to 5 years.

## **12. TRANSFER OF AGREEMENT:**

The purchaser shall not transfer the contract to any other person / registered firm or legal institution without obtaining prior written permission of the Federation / Chief Conservator of Forests. The transfer of such contract can be done by the Federation / concerned Chief Conservator of Forests on the condition that

- i. The purchaser shall submit an application for transfer of lot to the Chief Conservator of Forests mentioning the reasons for which he wants to transfer the lot. The transfer permission will be issued to the buyer only after the Chief Conservator of Forests obtains permission from the Federation on this application.
- ii. The person/registered firm or legal entity in whose favor the agreement is to be transferred shall pay 0.75% of the purchase price of the lot or an amount of Rs. 50,000/- whichever is higher and the amount of tax payable thereon, as transfer fee and;
- iii. Transferee will pay minimum 25% of the purchase price calculated on the basis of notified quantity of the lot as security deposit, out of which minimum 10% amount will be paid as per the details mentioned in condition number 13(ii) and the remaining partial amount of security in form of Discharged Fixed Deposit Receipt in the name of Managing Director, Chhattisgarh State Minor Forest Produce Cooperative Federation,

Raipur payable at the branch of any scheduled bank with the signature of the depositor at the prescribed place of any scheduled bank till 30.04.2026 The bank guarantee for the period has to be submitted to the Chief Conservator of Forests in the format shown in Annexure (v). The amount of Bank Guarantee/Discharged Fixed Deposit Receipt of the security amount shall be 15% of the purchase price.

- iv. Application of the transferor, consent of the transferee, photo copy of the certificate of the manufacturer/exporter under the Act and 0.75% of the purchase price of the lot as mentioned above or an amount of Rs. 50,000/- whichever is more plus applicable taxes, transferee is required to pay 25% of sale value of the concerned lot through online mode in Post Bid Sale Management or the transferee can pay 10% of the amount through online mode in Post Bid Sale Management and 15% amount through bank guarantee/Fixed Deposit Receipt (FDR) of the amount of 25% of the security deposit of the purchase price, shall be deposited to Federation / concerned Chief Conservator of Forests before 30.04.2025.
- v. In such cases, the transferor will not be relieved of his obligations in respect of the lot until the transferee buyer executes the agreement of the buyer of the concerned lot in the office of the concerned Chief Conservator of Forests.
- vi. Permission for transfer of buyer's agreement - Transfer of purchaser's agreement can be done maximum twice -
  - A. After the execution of the first agreement and or before 30.04.2025.
  - B. Second installment from 16.07.2025 and before the due date of the first installment.
- vii. Transfer facility will not be available from 01.05.2025 to 15.07.2025.
- viii. In case of transfer before from 16.07.2025 to the date of first installment, it will be mandatory for the transferee to pay the transfer fee and the entire purchase price of the lot along with taxes and transfer application. In such cases, the transferor will not be released from his responsibilities in relation to the lot until the transferee buyer executes the purchaser's agreement of the concerned lot.  
The facility of transfer will not be available from and after the last due date of the first installment.
- ix. The Federation will not be responsible for the quality of tendu leaves in transfer between buyers.
- x.

### **13. PROCEDURE FOR PAYMENT OF DUE AMOUNT BY PURCHASER / TENDERER**

- (i) By the tenderer

The tenderer will have to make the online payment of Earnest Money Deposit 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 X.

(ii) **Tenderer on appointment as purchaser –**

The purchaser can only make payment from any of his bank accounts to the ICICI Bank of the Federation online through RTGS/NEFT after receiving the challan on bank account number 016101015839 (ICIC0000161) as per the following procedure in [cgmf.project247.in](http://cgmf.project247.in). Transfer of funds directly through RTGS/NEFT without obtaining the challan will be invalid.

All purchasers will be given ID and password for the said system. The purchasers can view the lot wise list allotted to them by logging into [cgmf.project247.in](http://cgmf.project247.in)

If the buyer has to make payment related to any lot then click on the lot list. On clicking, the lot wise list allotted to the buyer will be displayed. By clicking on any lot on this page, the page will open for information related to that lot and various types of payments, which are as follows:-

1. On this page, the amount of security deposit of 15 percent will be displayed for the lot allotted. This amount can be paid by the buyer through RTGS/NEFT, Bank Guarantee/FDR/cheque. If the amount is deposited through Bank Guarantee/FDR/cheque, the purchaser needs to upload a scanned copy in the PBSMS. Thereafter, as per condition number 14, necessary action will be taken for execution of the buyer's agreement.
2. If the buyer wants to deposit the godown rent, then the godown rent to be charged for the concerned lot will be displayed in this page and along with it, there will be a button of Pay godown Rent . By clicking on this button, the buyer can generate the challan and pay the godown rent through RTGS/NEFT.
3. If the buyer wants to deposit the amount the first installment then the following action will have to be taken:-
  - i. If the of collection of leaves is 10% more than the notified quantity, the purchaser has to deposit additional security deposit. The buyer can deposit the entire amount of 25% security deposit online by generating challan or 10% security deposit amount through challan and 15 percent security deposit amount will have to be deposited through bank guarantee/FDR.
  - ii. In case where the godowned quantity is less than the quantity collected and delivered, the buyer will have to deposit the payment amount of the difference between the quantity delivered and stored before depositing the amount of the first installment online through Post Bid Sale Management System.
  - iii. Before making any payment, the buyer will have to obtain permission for income tax exemption from the Federation through PBSMS only. After this, the purchaser needs to pay 2% of the sale value of lot as ABS (Access Benefit Sharing). The 2% amount can be paid through online mode using PBSMS Portal or through bank guarantee/FDR.

- iv. After taking the above mentioned action, the buyer will see the 'Pay now' button next to the information of the first installment on the same page. By clicking on this button the buyer can get the challan and pay it through RTGS/NEFT. Similarly, the amount of second and third installment is to be deposited.
- v. To deposit the amount of the fourth installment, the buyer will first have to obtain permission for income tax exemption from the Federation through PBSMS portal. After this, the payment amount of the fourth installment shown in the PBSMS will be adjusted by the District Union. Thereafter, a 'Pay now' button will be displayed next to the information of the fourth installment to the buyer. By clicking on this button the buyer can get the challan and pay through RTGS/NEFT.
- vi. For payment of full installment the Purchaser can obtain the challan by clicking on the 'Pay full Installment' button and through RTGS/NEFT.

#### **14. PROCEDURE FOR ONLINE EXECUTION OF PURCHASER AGREEMENT**

The Purchaser must have (Digital Signature Certificate DSC) to e-sign the purchase agreement. The Purchaser will have to use the same DSC using which he participated in the e-tender, using any other DSC will not be considered as a part of the Purchaser agreement. The following action is to be taken for execution of Purchaser's agreement through POST BID SALE MANAGEMENT SYSTEM Portal [cgmf.project247.in](http://cgmf.project247.in):-

1. After the purchaser deposits the amount of 15 percent security deposit for the lot allotted through PBSMS, the Purchaser's agreement will be issued automatically.

2. The purchaser needs to download the issued agreement and after Digitally Signing the agreement using DSC, the purchaser has to upload the agreement in the PBSMS portal.

3. A copy of the digitally signed by the purchaser will be automatically displayed at the login of the concerned circle office. This copy of the purchaser's agreement will be downloaded by the circle office and will be digitally signed using DSC and shall be uploaded to PBSMS by the Chief Forest Conservator.

4. The Purchaser's Agreement uploaded by the Chief Forest Conservator will automatically be displayed on the login of the Chief Forest Conservator, Managing Director District Union and the buyer.

**Annexure - II****(परिशिष्ट-II)**

(निविदा सूचना क्रमांक ते.प.(2025)-I दिनांक 03.12.2024 का परिशिष्ट)

**छत्तीसगढ़ राज्य लघु वनोपज (व्यापार एवं विकास) सहकारी संघ मर्यादित****“वन धन भवन” सेक्टर 24, नवा रायपुर, अटल नगर, रायपुर - 492007****तेन्दू पत्ता लाट के क्रय हेतु आनलाइन निविदा पत्र****ONLINE TENDER FORM FOR PURCHASE OF TENDU LEAVES LOTS****(Form No. 1)**

1.	Registration Details		
	(a)	Registration No. and Date Under Chhattisgarh Tendu Patta (Vyapar Viniyaman) Adhinyam 1964	
	(b)	Name of Forest Division Where Tenderer Registered	Selection from Drop down menu (List provided by Federation)
	(c)	Status of Tenderer	Drop Down Menu (MANUFACTURER, EXPORTER / TRADER, BOTH)
2.	Goods and Services Tax Identification Number (GSTIN) <b>(Scanned Copy of certificate of Goods and Services Tax Identification Number to be Uploaded)</b>		
3.	Name of the Directors / Partners / Family Members (HUF)		
	(1)		
	(2)		
	(3)		
	(4)		
	(5)		
	(6)		
	(7)		
	(8)		
4.	Outstanding dues of Forest Department / Federation against the Tenderer (Condition No. 1(V) of Annexure - I) – In Rs.		
5.	Tenderer's Bank Details		
	(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)	IFS Code	

Lot-wise Rate Offer  
(Form No. 2)

Earnest Money Deposit (E.M.D) - In Rs. : Entered by Tenderer

Purchase Capacity (P.C) - In Rs. : Non-edited (E.M.D x 10)

Bidding Capacity (B.C) - In Rs. : Non-edited (P.C x 12.5)

Priority	Lot No. and Quantity (In Standard Bags)	Purchase Rate per Standard Bag (In Rs.)	Purchase Price (In Rs.) (Quantity x Rate)
1.			
2.			
3.			
4.			
5-			
6-			
7-			

Documents to be Uploaded  
(Form No. 3)

1.	Scanned copy of Registration in DFO Office for the year 2025. (Mandatory)
2.	Scanned copy of PAN Card . (Mandatory)
3.	Scanned copy of Aadhaar Card of Individual for Individual, Proprietor's for Proprietorship firm, in case of Company Aadhaar Card of two Director's and in case of Partnership firm Aadhaar Card of two Partners is required, in case of Hindu Undivided Family (HUF) Aadhaar Card of Karta and one adult family member has to be enclosed. (Mandatory)
4.	It is compulsory to submit copy of last 03 years of Income tax return (ITR-V) filed by Tenderer. (Mandatory)
5.	Scanned copy of certificate of Goods and Services Tax Identification Number (GSTIN). (Mandatory)
6.	Scanned copy of Partnership Deed (if applicable)
7.	Scanned copy of Certificate of Company Incorporation and List of Latest Directors of Company, AOA and MOA (if applicable)
8.	Scanned copy of list of family members in case of H.U.F.
9.	Any other relevant Document

## Annexure – III

## परिशिष्ट-III

(Annexure to Tender Notice No. T.P. (2025) - I Dated 03.12.2024)

**TENDERER'S AGREEMENT****(Condition 4(ii) of Tender notice)**

This agreement is made this ..... day of ..... (month) of ..... (year) between Managing Director, Chhattisgarh State Minor Forest Produce (Trading & Development) Co-operative Federation Limited (hereinafter called 'Federation', which expression shall, where the context so admits, include its successors / representatives and assignees in office) of the first part and I / We (hereinafter called the Tenderer which expression shall include his heirs, successors, representatives and assignees) of the second part.

Whereas, trading in tendu leaves is regulated by the provisions of Chhattisgarh Tendu Patta (Vyapar Viniyaman) Adhiniyam, 1964 and the rules made there under.

And whereas, the Government has authorized the Federation to sell in advance the Tendu leaves to be collected in different societies (lots) in Chhattisgarh.

And whereas, the Federation desires to dispose of the Tendu leaves to be collected in different societies during 2025 collection season in advance and has issued notice inviting Tenders vide Notice No. T.P. (2025)-I dated 03.12.2024 and also desires that the prospective Tenderers should execute an agreement before submission of the tender to abide by the conditions of the Tender Notice.

Now the tenderer hereby agrees as follows:-

1. I / We hereby declare that I / We have read and understood all the provisions of the Chhattisgarh Tendu Patta (Vyapar Viniyaman) Adhiniyam, 1964 and the rules made thereunder, the conditions of the tender notice referred to above, Terms and conditions of Tender etc. contained in Annexure-I of the Tender notice and conditions of the purchaser's agreement appended to the Tender notice and agree to abide by the same.
2. I / We hereby declare that I / We shall not withdraw my / our tender / offer after submission of tenders. I / We further declare that I / We shall be bound by my / our offer and by the terms and conditions of the tender notice till orders of competent authority, accepting / rejecting my / our offer, are passed or another person or party is appointed as purchaser of the lot(s) for which I / We have submitted the tender.
3. In the event of my / our failure to abide by the conditions of this agreement. I/We shall be liable to pay such penalty, as may be leviable under the terms and conditions of the tender notice.
4. This agreement shall be deemed and always be deemed to be subject to the provisions of Chhattisgarh Tendu Patta (Vyapar Viniyaman) Adhiniyam, 1964 the rules made thereunder and the orders and notifications issued from time to time under the said Adhiniyam and the rules and of the terms and conditions of Tender Notice No. T.P. (2025)-I dated 03.12.2024 all of which shall form part of and shall be deemed to have become part of this agreement and shall be construed to have been specially provided for in this agreement.

5. I / We hereby declare that neither any dues of Forest Department / Federation are outstanding against me / us in Chhattisgarh nor have I / We been blacklisted by the Government / Federation.

In witness where of the tenderer has put his/her signature on the day and year written first above.

**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.**

**Annexure - IV****(Annexure to Tender notice No. T.P.(2025)-I dated 03.12.2024)****PURCHASER'S AGREEMENT****(Condition 7 of Tender Notice)**

This agreement made this ..... day of .....(month) .....(year) between the Governor of Chhattisgarh acting through the Chief Conservator of Forests & Ex-officio General Manager of Federation ..... Circle, hereinafter called Chief Conservator of Forests (which expression shall, where the context so admits, include his successor in office) of the one part and Shri ..... Son of ..... resident of ..... Village ..... and carrying on business in partnership with (i) Shri ..... (ii) Shri ..... (iii) Shri ..... in the name and style of at ..... a company registered under the Indian companies Act, 1913 (Act VII of 1913), the companies Act, 1956 (Act 1 of the 1956) and having its registered office at ..... hereinafter referred to as the "Purchaser" (which expression shall, unless the context does not so admit, include his heirs, executors, and administrators, their survivors or survivors of them, the heirs, executors and administrators of the last survivor, the partners for the time being of the said firm, its successors) of the other part (strike out portions not applicable).

Whereas, trading in Tendu leaves in the State of Chhattisgarh is regulated by the provisions of the Chhattisgarh Tendu Patta (Vyapar Viniyaman) Adhiniyam, 1964 (Act 29 of 1964) and the Chhattisgarh Tendu Patta (Vyapar Viniyaman) Niyamavali 1966, made under the said Adhiniyam, the Indian Forest Act, 1927 and rules made there under and the statutory modifications thereof in so far as they are applicable to such trade.

Whereas, the State Government has appointed the Chhattisgarh State Minor Forest Produce (Trading & Development) Co-operative Federation Limited as the agent for collection and disposal of tendu leaves and the Federation had invited tenders for advance sale of Tendu leaves to be collected in 2025 collection season vide its Tender Notice No. T.P.(2025)-I Dated 03.12.2024 and has accepted the rate offered by the purchaser for purchasing the Tendu leaves of the lot no. .... (in figures) ..... (in words) society name ..... and notified quantity in standard bags ..... (in figures) .....(in words) and which has been more fully described in the Schedule A & B of the said Tender Notice on terms and conditions hereinafter mentioned and has agreed to appoint him as purchaser of the said leaves for the period ending 31.03.2026.

Now these presents witness and it is hereby mutually agreed between the parties hereto as follows:-

### **1. PERIOD OF PURCHASER'S AGREEMENT**

This agreement will commence from ..... (date) and shall remain in force up to 31.03.2026 unless terminated earlier, under the terms and conditions of this agreement.

### **2. PARTS OF THE AGREEMENT**

This agreement shall always be deemed to be subject to the provisions of Chhattisgarh Tendu Patta (Vyapar Viniyaman) Adhiniyam 1964, the rules made there under and the orders and notifications issued from time to time under the said Adhiniyam and the rules and the terms and conditions of the said Tender Notice including the General / other terms and conditions of the tender and instructions for Tenderers contained in Annexure I of the Tender notice, all of which shall form part of and shall be deemed to have become part of this agreement and which shall be construed to have been specifically provided for in these presents.

### **3. PURCHASE RATES ETC.**

The purchaser shall purchase the tendu leaves to be collected / purchased in this lot which can be more or less than the notified quantity at the rate of Rs. .... (in figures) ..... (in words) per standard bag. In addition to the purchase price of the lot the purchaser shall also pay the Goods and Services Tax and other Tax / Cess as leviable on the purchase price from time to time.

### **4. PROCEDURE FOR COLLECTION / PURCHASE AND PAYMENT AND DELIVERY OF LEAVES AT COLLECTION CENTRES**

- (i) (a) The purchaser shall take the delivery of the green tendu leaves collected in the Primary Society - ..... which has been fully described in Schedules A & B, on all the collection centers given in Schedule B or any other additional center decided by Managing Director, District Union within the next two days of the date of collection from Primary Society or any person authorised by the Managing Director, District Union. The purchaser will not obtain tendu leaves directly from collectors / producers after paying collection charges / purchase price.

Note : The purchaser shall not raise any objection, if the leaves delivered by the Society to him in the standard bundle of 50 leaves fit for manufacturing bidies, are less or more by 2 leaves.

- (b) The purchaser will take the delivery only on the collection centers mentioned in 4.I(a) above. The leaves found on unauthorised phad / place will be forfeited in addition to the action under Adhiniyam and this contract.
- (c) No collection centre shall be allowed to be opened within the boundaries of Reserved / protected Forests except in Forest village or rocky areas / Sandy bed or rivers and nalas. Collection centres shall not be established beyond half kilometer of village habitation. Permission for opening collection centres within the boundaries of Reserved / protected Forests in the places other than places mentioned above, may if necessary under special circumstances, be granted by the concerned Chief Conservator of Forests on the recommendation of the concerned Managing Director, District Union.

- (ii) The Primary Society will collect the tendu leaves from the Government lands and Forest lands and pay the collection rate per standard bag fixed by the Government and purchase the green unbagged tendu leaves from the private producers during collection season.
- (iii) Purchaser shall appoint representative for each collection center. Purchaser will submit list of such representatives along with samples of their attested signatures, addresses and photographs in duplicate to the Managing Director, District Union, on or before 15.04.2025. If the Managing Director, District Union directs the purchaser to remove any representative, the purchaser shall immediately remove such person and bar him from carrying out any work under this agreement.
- (iv) It is the responsibility of the representative of the purchaser at every collection center that he will obtain the information of collection from Primary Society daily during collection period. Representative of the purchaser shall have to take possession of tendu leaves on the basis of their particulars in the collection booklet and he shall give receipt in prescribed form to the representative of the society immediately after taking possession of tendu leaves. The leaves which have been delivered to the purchaser and the leaves, the delivery of which has not been taken by the purchaser within next two days from the date of collection, will be at the risk of purchaser at the collection centers.
- (v) The purchaser shall not refuse to take the delivery of the tendu leaves offered by the primary society unless leaves are unfit for the manufacture of bidies. The leaves not accepted by the purchaser will be separately kept by the primary society and will be produced for inspection to Sub Divisional Forest Officer / Divisional Forest Officer or to the any officer authorized by them. The inspecting officer will deliver his decision to the representative of the purchaser on the collection center only which will be final and binding on the purchaser and if the leaves are fit for manufacturing of bidies as per the decision, then this quantity will also be included in calculation of due installments. If the purchaser does not take the delivery of tendupatta within next two days of the decision tendupatta shall be on the purchaser's risk and action may be taken according to the Condition VI.
- (vi) If the purchaser fails to take the delivery of tendu leaves within the period prescribed in the condition 4(I)a and 4(V), then in addition to any action for the violation of the purchaser's agreement.
  - (a) Managing Director of District union can deliver the leaves to the purchaser only after recovering the supervision charges of Rs.50/- per standard bag. If the leaves are delivered later on after drying, bagging and transportation to the purchaser by Federation or Primary Society or District Union as the case may be, then the purchaser in addition to supervision charges will pay the expenditure incurred on drying, bagging and transportation etc. as decided by the Managing Director of the District Union whose decision shall be final and binding on the purchaser.

OR

- (b) The Federation can dispose such leaves through sale and can recover the loss amount from the purchaser.

- (vii) If the purchaser is offered any quantity in addition to notified quantity by the primary society, the purchaser is bound to take the delivery of additional quantity on phad.
- (viii) The purchaser will himself treat, bag, load, transport and godown the leaves after taking the delivery of the green leaves and bear the expenses on these works himself. The number of bundles in any condition will not be less than 500 in actual bag of size 44"x56". The purchaser is also responsible for the proper treatment of the phad to protect the leaves from termite and other insects. So the responsibility of any damage to the leaves from termite and other insects between collection and delivery is of the purchaser only.
- (ix) In case of any dispute regarding boundaries of primary societies, the decision of Managing Director of District union shall be final and binding on the purchaser.
- (x) If the Managing Director Distt. Union in his discretion communicates to take the delivery of empty hessian bags and jute yarn, the purchaser shall be bound to take delivery of such quantity on the rate fixed by the Managing Director, District Union. Purchaser shall make payment of the cost of above quantity of bags and jute yarn in the office of the Managing Director of Distt. Union in the form of condition no.13(II) for the Distt. Union on or before 01.05.2025. The purchaser will be delivered bags and yarn after the full payment as mentioned above only.
- (xi) Purchaser shall cross mark the existing mark on the bags supplied by the Distt. Union before bagging such bags. Any bag, found with its original mark intact and not cross marked during transportation of leaves, shall be treated as illegal collection and transportation and liable to be seized. Purchaser shall write the name of the district union, name of primary society, name of the purchaser, name of the phad, serial no. of the bag on the phad and no. of bundles in the green colour on the bags provided by the District union or purchased by himself. The purchaser will clearly write the serial no. of godown on each bag in black colour.

## 5. PAYMENT OF ADDITIONAL SECURITY DEPOSIT

If the collected quantity exceeds the notified quantity by more than 10%, then the buyer can pay the entire 25% of the purchase price calculated on the basis of the access quantity collected can be deposited online through challan at Post Bid Sale Management System or 10% of the security deposit can be deposited online and 15 percent security deposit amount will have to be deposited through bank guarantee.

In case of warehousing by the buyer, payment will have to be made before the release of part /full quantity of tendu leaves or 15.07.2025 whichever is earlier in case of delivery from godowns and before the issue of release order of additional quantity incase of delivery from phad's. In case of delay in payment, Fee @ 0.035% per day will be charged.

## 6. PROCEDURE FOR PAYMENT OF AMOUNT DUE AND DELIVERY OF LEAVES

- (i) (a) **If the purchaser wants, he can remove the Tendu leaves up to the notified quantity of the lot from the collection centres under transit pass issued as per the provision of the Adhiniyam and Niyamvali, by making payment in the office of the Managing Director of Distt. Union the purchase price calculated on the basis of the notified quantity along with tax payable after informing**

the place and full address of godown and name, telephone number and complete address of owner of the godown. If the collected quantity is more than the notified quantity then the permission for removal of additional quantity from the phad will be given only on the payment of additional amount due along with taxes.

**For this, the buyer will upload the application in POST BID SALE MANAGEMENT SYSTEM, which will be sent by the District Union along with information of standard bags and actual bags of the quantity collected in the lot, photographs of the temporary godown, photographs of the quantity stored in the temporary godown and verification/report of the stored quantity from a Managing Director/officer appointed by Managing Director, concerned District Union, to Federation through POST BID SALE MANAGEMENT SYSTEM for approval. Action for delivery of the stock to the purchaser will be initiated only after the approval of the said application by the Federation.**

- (b) If the purchaser does not want to get the leaves released from the phad after paying the full balance amount due and expresses the written desire to store the leaves in the godowns under double lock of purchaser and federation to avail the facility of the payment in installments up to 15.04.2025 or 21 days from the date of purchaser appointment order whichever is later, he will be permitted to store the leaves in the godowns taken on rent by him in the state of Chhattisgarh, specially approved for this purpose by the Managing Director Distt. Union or any officer authorized by him for the purpose after executing the tripartite agreement (Annexure-VI) enclosed with this tender notice. The permission to transport the leaves from phad to godowns will be granted after it only. It is the responsibility of the purchaser to store in double lock up to 01.07.2025 the whole quantity of Tendu leaves delivered at different collection centers. For the purpose of inspection in the godowns, stacking of the tendu leaves will be done minimum 2 feet away from the godown walls. If the Managing Director Distt. Union directs the purchaser through a letter by 31.03.2025 or 15 days from the date of purchaser appointment order whichever is later to take the godowns of Forest Department / Federation / Primary Society / others on rent, then he will be bound to do so on the rent of Rs. 40/- per actual bag but he will not be required to execute the tripartite agreement in Annexure-VI and can keep the leaves in the godown till 15.04.2026 but if the purchaser wants, he can store the leaves in his own godown under double lock of purchaser and Federation after paying the rent of Rs. 40/- per actual bag. The purchaser will have to make the payment of godown rent on the basis of storage capacity of the godown fixed by the Managing Director, District Union by 15.05.2025 in one installment.

If after paying the proportionate rent, the trader does not want to keep the Tender Leaves at the Federation godowns, he shall submit a application to that effect before the concerned Managing Director, district union within specified

time (as decided by the Managing Director, district union) . Such godowns will be used by the federation to store the leaves of the unsold lots and the trader shall not object to it. If the trader applies and willing to keep the leaves in the Federation's godowns then trader cannot keep the leaves in the private godowns and he shall be bound to keep the leaves in the Fedeation's godowns.

- (c) Bundles (Guddies) of 5% bags of each trip will be verified in godown campus by the Godown In charge/ person authorized by the Managing Director District Union before the leaves are stored according to condition 6(I) above inside/outside state and according to condition 6(I)b inside the state in the double lock, and panchnama of verification will be prepared. For verification, proportionate number of bags from each collection centre will be selected. During counting of bundles (guddies) collection centre wise percentage of excess bundles found will be applicable to all the bags of that collection centre in particular trip and for that purchaser will have to pay the sale value along with the taxes for additional quantity without affecting any other action under the purchaser's agreement. For verification, the purchaser will provide laborers but Federation can also engage the laborers and expenses of verification, which will be determined by the Managing Director District Union, will be paid by the purchaser within 21 days of the date of issue of the notice.
- (d) The purchaser shall make payment in the office of Managing Director of Distt. Union the amount due that is the full purchase price along with the tax payable on it on or before the following dates in four equal installments as per details given in the condition no. 13 (ii) of Annexure-I.

Instalment	Due date of Instalment
1st	06-10-2025
2nd	24-11-2025
3rd	06-01-2026
4th	23-02-2026

- (ii) REBATE ON FULL PAYMENT OF PURCHASE PRICE:-

If the purchaser makes full payment of the purchase price of the lot along with all due taxes up to the due date of Ist installment, a rebate of 2% of purchase price shall be given. If the purchaser wants to avail this facility, he shall pay 98% amount of the purchase price along with all due taxes on the purchase price (100%). If the collection is more or less than the notified quantity the rebate will be allowed on collected quantity.

- (iii) The purchaser will be entitled to remove the 1/4th quantity of tendu leaves from the godown on payment of one installment. If purchaser had not taken the delivery of tendu leaves at collection centre or not godowned the delivered tendu leaves from the collection centre in double lock, then firstly the purchase price of this quantity will be adjusted from the installment paid by the purchaser. If the purchaser fails to pay any installment of the amount due by the due date, he shall pay late Fee at the rate of 0.035% per day on the delayed payment and GST as applicable on late fee. If the due date of any installment is on a public holiday, the next working day will be taken as the due date for the purposes of calculation of late Fee.
- (iv) The leaves shall be kept under the custody, watch and ward and supervision and at the risk of the purchaser but under the control of Managing Director of the Distt. Union and

on the conditions of putting a lock of the Federation to the godown or by any other device prescribed by the Managing Director of the Distt. Union to have full access and control over the leaves

- (v) The purchaser shall necessarily have to get initially insured against possible loss due to fire and theft etc. for the leaves to be kept in the godown / godowns. The purchaser will insure the total amount of sale value and taxes due as per the estimated quantity for the period 20.04.2025 to 30.04.2026 and handover the certified photocopy of Insurance Policy by 20.04.2025 in the office of Managing Director, District Union. In case the collection is more than the estimated quantity, then the purchaser will handover certified photocopy of the insurance policy for the period up to 30.04.2026 of extra amount by 18.06.2025 or before transportation of leaves from the Phad whichever is earlier in the office of Managing Director, District Union. Besides, the purchaser will ensure that the insurance of the leaves shall be for the amount which shall not be less than the amount due against the purchaser at any time. The permission to receive the transit pass from Phad / Godown or the delivery order from the office of District Union will be subject to the delivery of the insurance policy of the adequate amount in the office of the Managing Director District Union. If there is any loss to tendu leaves by any reason, the compensation shall be payable by the insurance company directly to the Federation and the purchaser shall have to get this provided in the insurance policy to the satisfaction of the Managing Director of the Distt. Union. These are specific conditions of the facility of godowning. If the insurance company fails to pay compensation to the Federation for any reason, the purchaser shall be bound to make such a payment. In case of any difference between the amount paid by the insurance company and the amount payable to the Federation, the purchaser shall pay the difference. If the payment of compensation or part thereof is received after the due date of installment, the purchaser shall pay late Fee @ 0.035% per day on the delayed amount.

## **7. PAYMENT OF TAXES**

- (I) Under this agreement an installment shall not be deemed to have been paid unless all taxes due thereon are also fully paid.
- (II) The Purchaser shall pay the Goods & Service Tax under Chhattisgarh Goods & Service Tax Adhiniyam 2017 as amended from time to time and other taxes / cess as per details given in the condition no. 13(ii) of Annexure-I. Further GST will also be applicable on late fee .
- (III) The purchaser, unless exempted by the Income tax authorities in the prescribed proforma, shall pay the Income tax due under the Income Tax Act 1961.

## **8. ISSUE OF SALE CERTIFICATE**

The Federation or an Officer authorized by the Federation or Managing Director District Union shall after giving delivery of Tendu leaves, issue sale certificate in prescribed form as Goods & Service Tax (GST) Adhiniyam 2017.

## **9. COMPLIANCE OF AGREEMENT**

If the terms and conditions of tender notice pertaining to delivery and sale and of this agreement are not fully complied with it will be considered that the purchase of leaves has not taken place.

## 10. SECURITY DEPOSIT

- (i) The purchaser binds himself to perform all the acts and duties as are required to be carried out and to restrain himself and his servants and agents from doing all those acts as are prohibited, by or under the provisions of the Adhinyam and rules made there under, Indian Forest Act 1927 and rules made there under to the extent these are applicable to this agreement and for timely observance and compliance of the terms and conditions of this agreement, he has deposited with the Chief Conservator of Forests a sum of Rs. .... by way of security in accordance with the provisions of Tender Notice.
- (ii) This security deposit can be adjusted either wholly or in part as the case may be, by the Divisional Forest Officer towards any amount recoverable from the purchaser, including the purchase price under provisions of the Adhinyam, Niyamavali, Purchaser's agreement and the terms and conditions of the tender notice and all such deductions shall have to be made good, by the purchaser by depositing an equal amount within 15 days of issue of the notice to that effect.
- (iii) If the dues to be recovered from the purchaser exceed the amount of security deposit, the amount in excess shall unless made good to the Divisional Forest Officer within 15 days from the date of issue of the notice to that effect, be recoverable as arrears of land revenue.
- (iv) The Security Deposit or the balance amount (excluding the bank guarantee), as the case may be, except the 5% of purchase price as cash or bank guarantee as desired by the purchaser, shall be adjusted in the last installment if the delivery is being given from the godown and towards the last payment if the leaves are released from the phad after Divisional Forest Officer is satisfied, that purchaser has complied with all the terms and conditions of the purchaser's agreement, the Adhinyam, Niyamavali and conditions of the tender notice, and no amount is outstanding against him.
- (v) After the adjustment of the security deposit as per sub condition (iv) above, the balance Security Deposit in terms of bank guarantee / cash will be refunded to the purchaser after Divisional Forest Officer is satisfied, that purchaser has complied with all the terms and conditions of the purchaser's agreement, the Adhinyam, Niyamavali and conditions of the tender notice, and no amount is outstanding against him.

## 11. VIOLATION OF ADHINIYAM ETC.

The purchaser agrees to pay to Government / Federation a sum which may extend to Rs.15,000/- (Rupees Fifteen thousand only) for any violation of the provisions of the Adhinyam, rules made there under or if this agreement committed by himself or by any person employed by him.

## 12. PENALTIES

If the purchaser commits breach of any of the terms and conditions of this agreement and it is not proposed to terminate the agreement on account thereof, the Managing Director of the District Union shall have the power to levy a penalty not exceeding Rs.10,000/- for each such breach. If this exceeds Rs.10,000/- (Ten Thousand), an appeal against such order may be made within 30 days of the issue of the order to the Chief Conservator of Forests whose decision, thereon shall be final and binding.

### 13. TERMINATION OF PURCHASER'S AGREEMENT

- (i) If the purchaser fails to pay the first installment before the due date of 3rd installment or 2nd installment before due date of the 4th installment or third installment before due date of 4th installment or the last installment within 15 days of its due date or any other amount due or to comply with any of the provisions of this agreement, the Chief Conservator of Forests may at his discretion and without prejudice to any other right and remedies that maybe available to him, terminate this agreement after giving 15 days notice and giving an opportunity of hearing to the purchaser and blacklist the purchaser for a period up to 5 years.
- (ii) The order of termination of the agreement shall be delivered in person to the purchaser or sent by Registered post. The termination shall be effective from the date of order terminating the agreement.
- (iii) On termination of the agreement, the Federation shall be entitled to :-
  - (a) Forfeit the Security deposit in full.
  - (b) Forfeit the undelivered stocks of tendu leaves in storage in favour of the Federation for which payment has been made and to remove the purchaser's control on godown's double lock, but if the purchaser is interested to restore the agreement as per the condition 13(IV), then the purchaser will submit the insurance policy as per purchaser's agreement condition 6(5) for the minimum period of 01.05.2026 to 31.10.2026 in the office of Managing Director District Union and he can keep his security guards in the godown campus to protect the leaves from theft and fire till the resale of lot to the other purchaser, so that there is no dispute about quantity of leaves on the revival of the agreement. It is the responsibility of the purchaser to immediately remove his lock from the godown on the termination of agreement and he will take letter from Managing Director District Union for keeping record of having done so.
  - (c) (i) Sell the Tendu leaves in the godown for which amount due has not been paid and undelivered stock of tendu leaves in storage which has been forfeited in favour of the Federation under condition 13(III)(b) and recover the loss. Such loss shall also be recoverable from sale of such leaf which has been forfeited in favour of the Federation under condition 13(III)(b). Provided if the lot is not resold in the first tender/auction, or the tendu leaves are destroyed due to fire before sanction of resale after issue of order of termination of agreement, loss will be recovered from the purchaser treating the value of the lot as zero, However, if the lot is sold in subsequent tender / auction, the amount of sale price recovered or amount received from insurance claim as such shall be adjustable against balance amount of loss or be refunded to the purchaser as the case may be. However no late Fee will be payable to the purchaser on such amount. In event of cancellation of purchaser's agreement the loss to be recovered from the 1st purchaser will be computed as follows:-

Total expected receipts including all taxes in concerned Tender / Auction (+) expenditure on storage, supervision and insurance etc. up

to disposal (-) receipts including taxes from subsequent Tender/Auction  
 (-) Forfeited amount of EMD and Security deposit

- (ii) Recover any amount of loss still remaining due as arrears of land revenue.
- (iii) Retain the full amount, if on such resale higher amount is received than is due in respect of the lot and the purchaser shall have no right or claim thereto.
- (d) Recover all cost and expenses incurred for recovering loss.
- (e) Recover all penalties imposed and compensation assessed not yet paid.
- (iv) (a) If after termination of the agreement but before sale of the leaves but not after 30.09.2026, the purchaser pays the entire amount due including late Fee, all taxes and cess payable, penalties imposed and restoration fee of Rs.10000/- in the office of Managing Director of District Union, and submits the insurance policy as per purchaser's agreement condition 6(5) up to the period 31.10.2026 in the office of Managing Director District Union, the Managing Director of the Federation may at his discretion revive the agreement and extend the period of contract if necessary up to 30.09.2026. On restoration of the agreement and payment of all due amount and restoration fee as above, the undelivered stock of tendu leaves, will be delivered to the purchaser.
- (b) If the purchaser does not want to avail of the facility described in condition no 13(iv)(a) and wants the facility to deposit the balance purchase price in installments, the Managing Director of the Federation may, at his discretion, grant the facility to the purchaser to pay in installments and may revive the above agreement but in such case the purchaser shall make payment with an late Fee at the rate of 0.045 percent per day on amount payable including all taxes(including GST on late fee) / cess and penalties from the original date of payment of concerned installment and restoration fee of Rs.10000/- and submit the insurance policy as per Purchaser's Agreement condition 6(5) up to the period 31.10.2026. On such revival of the agreement, the Managing Director of Federation may at his discretion, specify the date of payment of installments and period of delivery but the date of installments or extended agreement period shall not be beyond 30.09.2026. The purchaser will have to deposit Rs.10000/-, minimum one installment along with due taxes / cess and late Fee on the installment with the application for revival. If the purchaser fails to pay the installment and late Fee due on or before amended date of installment then the Chief Conservator of Forests will again terminate the agreement without issuing the show cause notice to the purchaser. If all dues are not paid within the extended agreement period, then the agreement will be deemed to have been terminated again.

If the purchaser after date 30.09.2026 or before the resale, pays the due installments amount including taxes, 0.045% interest per day, godown rent, Rs 25,000/- as late fee and any other due amount in full (including GST on late fee and godown rate), the Managing Director C.G. State Minor Forest Produce, may at his discretion, fix time and extend the

validity period of purchase agreement and restore the concerned lot(s) and allow for release of Tendu Leaves.

- (iv) Whenever the agreement is so revived, the security deposit forfeited due to the termination, shall stand restored automatically and the purchaser can again restore double locking with Federation in the godowns.
- (vi) However, if the full amount due has not been paid and the Purchaser's Agreement has not been terminated and the contract period has expired even then Federation will be entitled as per purchaser agreement condition 13(iii) and the purchaser can proceed as per condition 13(iv) and (v).

#### 14. MAINTENANCE OF ACCOUNTS

The purchaser shall keep such accounts and records in such forms on collection centers, godowns and other places and shall submit such returns on or before such dates as are prescribed by the Managing Director of District Union from time to time. The records kept at collection centers, godowns and other places will be produced for inspection to any forest officer and person authorised by Managing Director District Union. The noncompliance of the instructions given by the Managing Director District Union will be the violation of purchaser's agreement.

#### 15. PERFORMANCE OF DUTIES ETC. BY PURCHASER

- (a) The purchaser shall perform all acts and duties required to be done by him and shall abstain from doing by himself or by his servants and agents any act prohibited by / or under the provisions of the said **Adhinyam**, and the said Niyamavali in so far as they are not inconsistent in the context of this agreement.
- (b) Purchaser shall perform all acts and duties required to be done by him under the provisions of Biodiversity Act 2002 and Chhattisgarh Biological Diversity Rules 2015.

#### 16. (i) PRUNING

- a. The pruning work in all phads of revenue and forest area will be done by the Primary Forest Produce Co-operative Societies.
- b. The contractor will ensure that no fire and illicit felling of tendu trees takes place during pruning and collection period in forest area of all collection centres during the period from 15.02.2025 to 15.04.2025. Illicit felling of trees or lopping of the branches of tendu leaves and setting forests on fire will be strictly prohibited in the said period. The purchaser will not only protect the area from the losses but also inform the forest department about the above losses and provide active and timely co-operation to prevent them. The purchaser shall be fully responsible for the loss during the period from 15.02.2025 to 15.04.2025 due to illicit felling of tendu trees and fire in the forest area of all collection centres.

#### (ii) DAMAGE TO THE FORESTS

If the purchaser is not able to protect the forest area of any collection centre of the lot from illicit felling of tendu trees or fire from 15.02.2025 to 15.04.2025 as per condition 16(1)(b), then up to 5% of the purchase price will be forfeited by the Chief Conservator of Forests from the 25% security amount deposited by the purchaser in

addition to the recovery of the loss which will be assessed by the Chief Conservator of Forests and his decision will be final and binding on the purchaser.

**17. TRANSPORT OF TENDU LEAVES AND ISSUE OF TRANSPORT PERMIT**

The Purchaser shall not transport Tendu leaves without a valid transport permit issued by the competent authority as contemplated under the said Adhiniyam and the Niyamavali. Last transit pass of the lot will be issued to the purchaser after the full payment of due amounts.

**18. PAYMENT OF STAMP DUTY**

The purchaser shall at all times comply with the provisions of the Indian Stamp Act, 1899 and Court Fee Act of 1870 and rules and regulation made there under, as applicable to Chhattisgarh.

**19. FIRST CHARGE**

(i) The amount of purchase price or the balance thereof as the case may be as is due under the terms and conditions of the Tender Notice and the terms and conditions of this agreement, the Adhiniyam and the rules, shall form first charge on the Tendu leaves taken delivery of by the purchaser.

(ii) The purchaser shall not export or utilize for manufacture of bidies or otherwise dispose off such Tendu leaves until this charge is fully discharged.

**20. LEGAL JURISDICTION**

(i) Any dispute arising out of this agreement shall be subject to the jurisdiction of courts in Chhattisgarh.

(ii) If any purchaser moves to court against Govt. / Federation and the decision of the court is in favour of Govt. / Federation, then the purchaser shall be responsible for the loss in the value of forest produce due to court proceeding, and this loss with interest will be recovered from purchaser.

In witness whereof the Chief Conservator of Forests and Ex-officio General Manager of Federation has hereto set his hand and affixed the seal of his office and the purchaser / purchasers above named has / have hereto set his / their respective hand(s) on the day and year first herein above written.

Signed, sealed and delivered by Chief Conservator of Forests and Ex-officio General Manager of Federation in presence of following witnesses:-

For and on behalf of  
Governor of Chhattisgarh

**WITNESS:**

- 1. Signature .....
- Name .....
- Full Postal Address .....

..... Chief Conservator of Forest & *Ex-officio*  
General Manager of Federation

- 2. Signature .....
- Name .....
- Full Postal Address .....
- .....

Signed by the Purchaser(s)  
 above named in the presence of  
 following witnesses.

**WITNESS:**

- 1. Signature .....
- Name .....
- Full Postal Address .....
- .....
- 2. Signature .....
- Name .....
- Full Postal Address .....
- .....

Signature of the Purchaser  
 Name .....

Full Postal Address .....

**Annexure – V****परिशिष्ट-V****(Annexure to Tender Notice No. T.P. (2025) - I dated 03.12.2024)****DEED OF BANK GUARANTEE****(Condition 9 of Tender Notice)**

In consideration of the Chhattisgarh State Minor Forest Produce (Trading & Development) Co-operative Federation Limited, "Van Dhan Bhawan" Sector 24, Nawa Raipur, Atal Nagar (hereinafter called the 'Federation', which expression shall, where the context so admits, include its successors in office), having agreed to exempt Messers/Shri ..... S/o ..... of Village ..... Police Station ..... Post ..... District of ..... State ..... (hereinafter called the 'Purchaser of Kreta, which expression shall, where the context so admits, include his heirs executors, administrators and representatives) from immediate full payment of purchase price for Tendu leaves Lot(s) purchased by him to the extent of Rs..... (Rupees ..... only) in cash (hereinafter called the said amount) and accept in lieu thereof of Bank Guarantee from the purchaser under the terms and conditions contained in the Tender Notice No. T.P. (2025)-I dated 03.12.2024 and the General /other terms and conditions of tender and instructions for Tenderers contained in Annexure-I of Tender notice and the purchaser's agreement dated ..... executed in accordance with condition 7 of the Tender Notice (hereinafter called Purchaser's agreement) for payment of the purchase price by him in installments in accordance with and for fulfillment of the terms and conditions contained in the said Tender Notice and the said purchaser's agreement.

We ..... (hereinafter referred to as Bank which

(indicate the name of Bank)

expression shall, where the context so admits, include their successors and assignees), at the request of the said purchaser do hereby undertake to pay to the Managing Director, District Forest Produce Co-operative Union Ltd. And Divisional Forest Officer ..... Division (hereinafter called Managing Director) an amount not exceeding Rs. (in figures) ..... Rs. (in words) ..... Only against the purchase price of lot(s) purchased by the purchaser and any loss or damage caused to or suffered or, would be caused to or suffered by the Federation by reason of any breach by the said purchaser of any of the terms and conditions contained in the said Tender Notice, Purchaser's Agreement or by reason of purchaser's failure to perform the said purchaser's agreement or non observance of any condition of tender notice.

2. We ..... do hereby undertake to pay the amounts due

(indicate the name of Bank)

and payable under this guarantee without any demur and merely on a demand from the Managing Director, District Union stating that the amount claimed is due by way of purchase price of the lot(s) purchased by the purchaser and / or loss or damage caused to or would be caused to or suffered by the Federation by reason of breach by the said purchaser of any of the

terms or conditions contained in the said Tender Notice/purchaser's agreement or by reason of purchaser's failure to perform the said purchaser's agreement or non observance of any conditions of tender notice. Any such demand made on the Bank shall be conclusive as regards the amount due and shall be payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. (in figures) ..... Rs. (in words)..... Only).

3. We ..... under take to pay to the Managing Director  
(indicate the name of Bank)

any money so demanded not with standing any dispute or disputes raised by the purchaser in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present guarantee being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the purchaser shall have no claim against us for making such payment.

4. We ..... further agree that the Guarantee herein  
(indicate the name of Bank)

contained shall remain in full force and effect during the period that would be taken for the performance of the said purchase's agreement and observance of terms and conditions of Tender Notice and that it shall continue to be enforceable till all the dues of the Federation under or by virtue of the conditions of the said Tender Notice / Purchaser's agreement have been fully paid and its claims satisfied or discharged or till the Managing Director certifies that the terms and conditions of the said Tender Notice / Purchaser's Agreement executed by the said purchaser in favor of the Chief Conservator of Forests ..... circle have been fully and properly carried out by the Purchaser and accordingly discharges this guarantee. Unless demand or claim under this guarantee is made on us in writing on or before ..... (date) .....(month) ..... (year), we shall be discharged from all liability under this guarantee thereafter.

1. We ..... further agree with the Federation/  
(indicate the name of Bank)

Chief Conservator of Forests ..... circle / Managing Director Federation / Chief Conservator of Forests ..... circle / Managing Director Union shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said Tender Notice / Purchase's agreement executed by the purchaser or to extend time for performance by the said purchaser from time to time or to postpone for any time or from time to time exercise of any power exercisable by the Federation / Chief Conservator of Forests ..... Circle / Managing Director Union against the said purchaser and to forebear to enforce any of the terms and conditions relating to the said Tender Notice / Purchaser's agreement, and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said purchaser or for any forbearance act or omission on the part of the Federation / Conservator of Forest ..... Circle / Managing Director, Union or any indulgence shown by the Federation / Conservator of Forest ..... Circle / Managing Director, Union to the said purchaser of any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effected of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the said purchaser.

7. We, ..... lastly undertake not to

(indicate the name of Bank)

revoke this guarantee during its currency except with the previous consent of the Federation / Conservator of Forest ..... Circle / Managing Director, Union in writing.

Dated the ..... Day of..... (month) .....(Year)

Seal of the Bank

(Signature of the Authority  
Issuing Bank Guarantee)  
(Indicate the name of Bank)

Name .....  
Designation .....

**N.B.:** Simultaneously with the issuing of this Bank guarantee the Bank has sent separately vide Register A.D. letter No. .... dated ..... Intimation to the Managing Director, District Forest Produce Co-operative Union Ltd. and Division Forest Officer ..... Division in the form prescribed (sample form enclosed with tender notice) by the Federation that this Bank Guarantee be treated as genuine, for the purpose of the purchaser's agreement

(Signature of the Authority  
Issuing Bank Guarantee)  
(Indicate the name of Bank)

Name .....

Designation .....

(Seal of Bank)

REGISTERED A.D.

**Sample form enclosed with Annexure-V of Tender Notice**

Office of the Branch Manager

..... Branch  
 .....Bank  
 .....(Floor)  
 .....(Place)  
 .....(District)  
 .....(State)

To,

The Managing Director  
 District Forest Co-operative Union Ltd. .... and  
 Divisional Forest Officer,  
 ..... Division  
 ..... Chhattisgarh

Sub:- Issue of Bank guarantee in your favour on account of

M/S/Shri .....  
 S/o ..... of (Village) .....  
 (Police Station) ..... (Post office) .....  
 (District) ..... (State) ..... for  
 Rs..... (Rupees .....only).

Dear Sir,

I beg to inform you that a Bank Guarantee bearing No .....  
 dated ..... for Rs. .... (Rupees  
 ..... only), has been issued by this Bank, in your  
 favour on account of M/s / Shri ..... Son of  
 ..... of ..... village  
 ..... (Police Station) ..... (Post Office)  
 ..... (District) .....  
 Of..... (State) .....  
 For the purpose of guaranteeing the payment of purchase price of Tendu leaves lot(s)  
 purchased by the said M/s / Shri .....

2. The aforesaid Bank Guarantee has been issued as required under the terms and conditions of the Tender Notice issued vide Notification No. .... dated ..... by the Chhattisgarh State Minor Forest Produce (Trading & Development) Co-operative Federation and the purchaser's agreement dated ..... Executed in accordance with condition No. 7 of the Tender Notice and shall be valid upto ..... (date) ..... (month) ..... (year).

3. The Bank Guarantee has been drawn in the proforma prescribed by the Federation in the said tender notice and bears the official seal of the Bank. It has been signed by the issuing authority of the Bank.

Thanking you,

Yours faithfully

Dated:

(Signature of Branch Manager)

(Seal of Bank)

**Annexure - VI****परिशिष्ट- VI****(निविदा सूचना क्रमांक ते.प.(2025)-I दिनांक 03.12.2024 का परिशिष्ट)****गोदाम किराये का त्रि-पक्षीय करारनामा****[क्रेता का करारनामा की शर्त क्रमांक 6(ख)]**

यह करार आज दिनांक .....माह.....सन्.....को प्रथम पक्ष प्रबंध संचालक, जिला वनोपज सहकारी यूनियन मर्यादित....., (जहां संदर्भ में ऐसा ग्राह्य हो, उनके कार्यालयीन उत्तराधिकारी सम्मिलित होंगे) तथा द्वितीय पक्ष के श्री..... आत्मज .....निवासी..... ग्राम.....और जो (1) श्री.....(2) श्री .....(3) श्री ..... के साथ .....स्थित कम्पनी, जिसका नाम ..... है तथा जो इंडियन कंपनी एक्ट, 1913 (7-1913), कंपनी अधिनियम, 1956 (1956 का सं. 1) के अधीन पंजीकृत है तथा जिसका पंजीकृत कार्यालय .....में स्थित है, के साथ भागीदारी में कारोबार कर रहे हैं, जो इसमें इसके पश्चात् क्रेता के नाम से विनिर्दिष्ट है (जिस अभिव्यक्ति में, जब तक संदर्भ में इस प्रकार ग्राह्य न हो, उसके दायद, उत्तराधिकारी, निष्पादक और उनके उत्तरजीवी, अंतिम उत्तरजीवियों के दायद, निष्पादक तथा प्रशासक उक्त कंपनी का तत्कालीन भागीदार, उसके उत्तराधिकारी सम्मिलित होंगे) के बीच किया जाता है (उन शब्दों को काट दिया जाए जो लागू न हो), तथा तृतीय पक्ष के श्री.....आत्मज .....निवासी.....ग्राम.....और जो (1) श्री.....(2) श्री .....(3) श्री ..... के साथ .....स्थित कम्पनी, जिसका नाम .....है तथा जो इंडियन कंपनी एक्ट, 1913 (7-1913), कंपनी अधिनियम, 1956 (1956 का सं. 1) के अधीन पंजीकृत है तथा जिसका पंजीकृत कार्यालय .....में स्थित है, के साथ भागीदारी में कारोबार कर रहे हैं, जो इसमें इसके पश्चात् गोदाम मालिक के नाम से विनिर्दिष्ट है (जिस अभिव्यक्ति में, जब तक संदर्भ में इस प्रकार ग्राह्य न हो, उसके दायद, उत्तराधिकारी, निष्पादक और उनके उत्तरजीवी, अंतिम उत्तरजीवियों के दायद, निष्पादक तथा प्रशासक उक्त कंपनी का तत्कालीन भागीदार, उसके उत्तराधिकारी सम्मिलित होंगे) के बीच किया जाता है (उन शब्दों को काट दिया जाए जो लागू न हो)

चूंकि क्रेता, क्रेता करारनामा (परिशिष्ट-IV) की शर्त क्रमांक- 6 (ख) में दशयि अनुसार क्रेता के द्वारा संग्रहण वर्ष..... के लाट क्रमांक..... की देय राशि को किश्तों में पटाने की सुविधा प्राप्त करने की दृष्टि से पत्ते को तृतीय पक्षकार के .....स्थित गोदाम में क्रेता एवं संघ के दोहरे ताले में रखने के लिये इच्छा व्यक्ति की है, तृतीय पक्षकार द्वारा गोदाम के स्वामित्व के प्रमाण के रूप में (अभिलेख का नाम) प्रस्तुत किया गया है तथा गोदाम द्वितीय पक्षकार को तेन्दू पत्ता रखने के लिये किराये पर देने पर सहमति दी है तथा जिला यूनियन के प्रबंध संचालक द्वारा पत्ते को इस गोदाम में रखने की अनुमति प्रदान की गई है।

अब यह प्रलेख निम्नलिखित बातों का साक्षी है और संबंधित पक्ष एतद् द्वारा निम्नलिखित रूप से परस्पर करार करते हैं:-

1. क्रेता करारनामा की अवधि -

यह करार दिनांक 01.05.2025 से प्रारम्भ होगा और जिस त्रैमास तक लाट का पूर्ण पत्ता गोदाम से क्रेता (अन्य क्रेता सहित) के द्वारा निकाल नहीं लिया जाता या दिनांक 31.12.2026 में जो भी पूर्व हो तक प्रवृत्त रहेगा। त्रैमास से तात्पर्य जनवरी से मार्च, अप्रैल से जून, जुलाई से सितंबर तथा अक्टूबर से दिसंबर है।

## 2. करारनामे के भाग -

इस करार के संबंध में यही और सदैव यही समझा जावेगा कि वह छत्तीसगढ़ तेंदूपत्ता (व्यापार विनियमन) अधिनियम, 1964 के, और उसके अधीन बनाये गये नियमों के, और उक्त अधिनियम तथा नियमों के अधीन समय-समय पर जारी किए गए आदेशों तथा अधिसूचनाओं तथा इस निविदा सूचना के निबंधन तथा शर्तों के तथा इस निविदा सूचना के समस्त परिशिष्ट इस करार के भाग होंगे, और इसके भाग बन गये समझे जावेंगे, और जिनका अर्थ लगाया जायेगा कि इस प्रलेख में विनिर्दिष्ट रूप से उपबंधित है, उपबंधों के अध्यक्षीन है।

3. यह कि उक्त लाट के तेन्दू पत्ते के भण्डारण हेतु द्वितीय पक्षकार तृतीय पक्षकार को रूपये (अंको में) ..... (शब्दों में)..... का त्रैमासिक किराया प्रत्येक त्रैमास से पूर्व राशि प्राप्ति रसीद प्राप्त कर अग्रिम में भुगतान करेगा तथा इसके उपरान्त ही तेन्दू पत्ते की गोदाम से निकासी कर सकेगा। जून 2025 तक का गोदाम किराया द्वितीय पक्षकार द्वारा रूपये (अंको में)..... (शब्दों में) ..... अग्रिम में तृतीय पक्षकार को भुगतान कर दिया गया है। गोदाम किराये के भुगतान का कोई दायित्व प्रथम पक्षकार का नहीं होगा।
4. यह कि यदि पक्षकार क्रमांक-2 को विक्रित उक्त लाट का क्रेता करारनामा वन संरक्षक के द्वारा समाप्त कर दिया जाता है, तो भण्डारित तेन्दू पत्ता पूर्णतया प्रथम पक्ष के अधिकार में आ जायेगा और इस पर द्वितीय पक्ष के सभी अधिकार समाप्त हो जावेंगे। भण्डारित तेन्दू पत्ते का स्वामित्व लघु वनोपज संघ / शासन के पास होने के उपरान्त भी जब तक कि गोदाम में भण्डारित तेन्दू पत्ते का विक्रय किसी अन्य क्रेता को नहीं कर दिया जाता तथा अन्य क्रेता के द्वारा गोदाम से पूर्ण तेन्दू पत्ता निकाल नहीं लिया जाता, तब तक किराये की राशि का भुगतान द्वितीय पक्षकार तृतीय पक्षकार को अनिवार्य रूप से करता रहेगा तथा पक्षकार क्रमांक-1 का अथवा उक्त लाट के अन्य क्रेता का गोदाम किराये के भुगतान का कोई दायित्व नहीं होगा। अन्य क्रेता के नियुक्त होने पर गोदाम खाली होने पर गोदाम के रिक्त होने की सूचना प्रथम पक्षकार द्वारा द्वितीय पक्षकार को दी जावेगी।
5. यह कि पक्षकार क्रमांक-3 द्वारा गोदाम में भण्डारित तेन्दू पत्ते के भण्डारण एवं निकासी से किसी प्रकार का संबंध नहीं रहेगा। अन्य क्रेता नियुक्त होने की स्थिति में किराये के भुगतान में द्वितीय तथा तृतीय पक्षकारों में विवाद होने पर भी या तीनों पक्षकारों में किसी अन्य विवाद के होने पर द्वितीय तथा तृतीय पक्षकार अन्य क्रेता या प्रथम पक्षकार के साथ गोदाम में भण्डारित पत्ते पर नियंत्रण अथवा पत्ते की निकासी में भी कोई विवाद / व्यवधान उत्पन्न नहीं करेंगे। तृतीय पक्षकार द्वारा प्रथम एवं द्वितीय पक्षकार को तथा अन्य क्रेता को गोदाम तक पहुंचने की निर्बाध सुविधा प्रत्येक दिवस प्रातः 5.00 बजे से सायं 7.00 बजे तक उपलब्ध कराई जावेगी, भले ही गोदाम तृतीय पक्षकार के किसी ऐसे परिसर में स्थित हों, जिसको कि तृतीय पक्षकार द्वारा अन्य ताले से बंद किये जाने से इस गोदाम तक पहुंचना संभव नहीं होता है।
6. यदि द्वितीय एवं तृतीय पक्षकार द्वारा इस करारनामों की किसी शर्त (शर्त क्रमांक-7 सहित) का उल्लंघन किया जाता है, तो किसी अन्य वैधानिक कार्यवाही पर विपरीत प्रभाव डाले बिना प्रथम पक्षकार द्वारा रूपये 50,000/- तक की शास्ति प्रति उल्लंघन अधिरोपित की जा सकेगी तथा बारंबार अथवा गंभीर उल्लंघन की स्थिति में प्रथम पक्ष द्वारा यह करारनामा समाप्त भी किया जा सकेगा एवं ऐसी समाप्ति की दशा में प्रथम पक्ष भण्डारित तेन्दू पत्ता की पूर्ण अवशेष मात्रा को अपने अधिपत्य में ले सकेगा एवं कहीं भी परिवहन / भण्डारण कर सकेगा। शास्ति अधिरोपित तथा करारनामा समाप्ति पर द्वितीय / तृतीय पक्षकार का नाम 5 वर्ष तक की कालावधि के लिये काली सूची में भी दर्ज किया जा सकेगा। द्वितीय / तृतीय पक्षकार को काली सूची में दर्ज किये जाने के उपरान्त छत्तीसगढ़ राज्य लघु वनोपज संघ उससे किसी प्रकार का व्यापारिक या अन्य सव्यवहार नहीं करेगा। शास्ति अधिरोपित / करारनामा समाप्त / काली सूची में दर्ज किये जाने से पूर्व प्रथम पक्षकार कारण बताओ सूचना जारी करने की तिथि से 10 दिवस की अवधि द्वितीय / तृतीय पक्षकार को पक्ष प्रस्तुत करने के लिए प्रदाय करेगा। करारनामों की किसी शर्त का उल्लंघन हुआ है अथवा नहीं, के सम्बंध में प्रथम पक्षकार का निर्णय अंतिम तथा द्वितीय तथा तृतीय पक्षकार पर बंधनकारी होगा।

7. कंडिका-6 के तहत कारण बताओ सूचना पत्र जारी होने के उपरान्त द्वितीय / तृतीय पक्षकार जब तक कारण बताओ सूचना पत्र का निर्णय नहीं हो जाता तथा शास्ति प्रथम पक्षकार को भुगतान नहीं कर दी जाती तब तक द्वितीय/तृतीय पक्षकार अपनी किसी अचल सम्पत्ति का विक्रय नहीं कर सकेंगे।
8. यदि कंडिका-6 में अधिरोपित शास्ति प्रथम पक्षकार के द्वारा नोटिस जारी करने की तिथि से 21 दिवस के भीतर जमा नहीं की जाती है, तो प्रथम पक्षकार यह राशि द्वितीय / तृतीय पक्षकार की संघ / वन विभाग के पास उपलब्ध किसी राशि या वनोपज के विक्रय से या राजस्व के बकाया की भांति वसूली कर सकेगा।
9. इस करार के अधीन उद्भूत होने वाले सभी विवाद छत्तीसगढ़ राज्य के न्यायालयों के अधिकार क्षेत्र के अध्यक्षीन होंगे।
10. निम्नलिखित साक्षियों की उपस्थिति में प्रबंध संचालक, जिला यूनियन के द्वारा हस्ताक्षर किये गये, सील लगाई गई और द्वितीय पक्षकार एवं तृतीय पक्षकार को परिदत्त किया गया:-

**साक्षीगण:-**

1. ....

(हस्ताक्षर)

नाम एवं डाक का पूरा पता

2. ....

(हस्ताक्षर)

प्रबंध संचालक, जिला यूनियन.....

नाम एवं डाक का पूरा पता

निम्नलिखित साक्षियों की उपस्थिति में द्वितीय पक्षकार एवं तृतीय पक्षकार द्वारा हस्ताक्षर किये गये:-

**साक्षीगण :-**

1. ....

(हस्ताक्षर)

नाम एवं डाक का पूरा पता

2. ....

(हस्ताक्षर)

नाम एवं डाक का पूरा पता

द्वितीय पक्षकार के हस्ताक्षर (क्रेता)

नाम.....

डाक का पता.....

तृतीय पक्षकार के हस्ताक्षर (गोदाम मालिक)

नाम.....

डाक का पता.....

**Annexure – VII****परिशिष्ट- VII****(Annexure to Tender notice No. T.P.(2025) - I dated 03.12.2024)****TENDU PATTA TENDER 2025 SEASON****(C.G LAGHU VANUPAJ SANGH)****TENDERER WISE ALLOTMENT LIST****(Condition 7 of Tender Notice)**

Tender Opening Date : .....

Permanent Tenderer Number	Tenderer's Name	Tenderer's Purchase Capacity / E.M.D (In Rs.)	Lot No.	Quantity (In Std. bags)	Sanctioned Rate per Std. Bag (In Rs.)	Total Value of Lot (Rs.)

**Annexure – VIII****परिशिष्ट- VIII****(Annexure to Tender notice No. T.P.(2025) - I dated 03.12.2024)****TENDU PATTA TENDER 2025 SEASON  
(C.G LAGHU VANUPAJ SANGH)****LIST OF SUCCESSFUL TENDERERS  
(Condition 7 of Tender Notice)**

Tender Opening Date : .....

S.No.	Permanent Tenderer Number	Tenderer's Name	Deposited E.M.D (In Rs.)	Adjusted E.M.D in Sanctioned Lots (In Rs.)	Unadjusted E.M.D to be Refunded (In Rs.)

**Annexure – IX****परिशिष्ट- IX****(Annexure to Tender notice No. T.P.(2025) - I dated 03.12.2024)****TENDU PATTA TENDER 2025 SEASON****(C.G LAGHU VANUPAJ SANGH)****LIST OF UNSUCCESSFUL TENDERERS****(Condition 7 of Tender Notice)**

Tender Opening Date : .....

S.No.	Permanent Tenderer Number	Tenderer's Name	Deposited E.M.D to be Refunded (In Rs.)

## Annexure – X

### परिशिष्ट- X

## Instructions for the Submission of the Online Tender

(Condition 5(iii) 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://cgmpfed.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](http://www.cca.gov.in)). The tenderer will have to obtain DSC from <https://cgmpfed.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 (eg. 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://cgmfpfedtenders.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.

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

Sl. No.	Description	Charges	G.S.T @ 18%	Total Amount
1.	Online Registration (Valid for One Year)	Rs. 3000/-	Rs. 540/-	Rs. 3540/-

**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 :-

**(c) 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	PAN Card	Address Proof	Electricity Bill
	Passport		Passport
	Voter ID		Voter ID
	Driving License		Driving License
	Aadhaar Card		Bank Pass Book

**(d) 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	PAN Card	Address Proof	Electricity Bill
	Passport		Passport
	Voter ID		Voter ID
	Driving License		Driving License
	Aadhaar Card		Bank Pass Book

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

**(e) 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)

<b>ID Proof</b>	PAN Card	<b>Address Proof</b>	Electricity Bill
	Passport		Passport
	Voter ID		Voter ID
	Driving License		Driving License
	Aadhaar Card		Bank Pass Book

- (ii) **Any one of the Organization proof issued by Government** (Attested by authorized signatory of Organization alongwith organization seal)

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

**(f) 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)

<b>ID Proof</b>	PAN Card	<b>Address Proof</b>	Electricity Bill
	Passport		Passport
	Voter ID		Voter ID
	Driving License		Driving License
	Aadhaar Card		Bank Pass Book

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 inform 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**

1. Filling of Tenderer's Information - Form No. 1 of Annexure – II
2. Filling of Lotwise Rate Offer - Form No. 2 of Annexure – II
3. Upload of required documents - Form No. 3 of Annexure – II
4. Acceptance of Tenderer's Agreement - Annexure – III

**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 :-

e-Procurement Technologies Ltd., Ahmedabad on following contact details

**Phone No. & Landline Number** - +91-6353217080, +91-9099090830

**Email ID** - support@abcpcure.com

**For Registration Support & Cell Number** +91-6353217080, +91-9099090830

**Email ID** - info@abcprocure.com

**For Technical Support & Cell Number** 91-785900609, 6352931766,  
7859800621, 9510813528  
support@abcprocure.com

**For Digital Signature Support & Cell Number** 91-6353217080, +91-9099090830

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

**For Banking Support & Cell Number** 7021046757, 9099090830

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

## Time Schedule

### Annexure – XI

### परिशिष्ट- XI

(Annexure to Tender notice No. T.P.(2025)-I dated 03.12.2024)

### Tender Details for Tendu Patta Season 2024 (I<sup>st</sup> Round) (Condition 5(IV) of Tender Notice)

Tender Detail	
General Detail	
Tender Id :	System Generated
Tender No :	T.P.(2025)-I dated 03.12.2024 – I <sup>st</sup> Round
Department Name :	Chhattisgarh State Minor Forest Produce (Trading & Development) Co-operative Federation Limited
Scope of work :	Advance Sale of Tendu Leaves of Collection Season 2025 (Open for those who registered in Divisional Forest Office under Chhattisgarh Tendu Patta (Vyapar Viniyaman) Adhiniyam 1964)
Tender Details :	Advance Sale of Tendu Leaves of Collection Season 2025 (Open for those who registered in Divisional Forest Office under Chhattisgarh Tendu Patta (Vyapar Viniyaman) Adhiniyam 1964)
Mode of Tender Submission :	Online
Tender Type :	Open
Type of Contract :	Advance Sale of Tendu Leaves
Bidding Type :	National
Consortium :	Not Allowed
Download Tender Documents :	Before Login / After Login
Purchaser Location :	Any where in India
Key Dates	
Document Download Start Date & Time :	30.12.2024 upto 17:00:00
Document Download End Date & Time	17.01.2025 upto 14:30:00
Starting Date & Time of online Tender Submission :	10.01.2025 from 11:00:00
Ending Date & Time of online Tender Submission :	17.01.2025 upto 15:00:00

Date & Time of online opening of Tender :	17.01.2025 from 15:10:00 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 :	<b>Online</b>
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 :	Advance Sale of Tendu Leaves

## Tender Details for Tendu Patta Season 2025 (II<sup>nd</sup> Round)

Tender Detail	
General Detail	
Tender Id :	System Generated
Tender No :	T.P.(2025)-I dated 03.12.2024 – II <sup>nd</sup> Round
Department Name :	Chhattisgarh State Minor Forest Produce (Trading & Development) Coop. Federation Limited
Scope of work :	Advance Sale of Tendu Leaves of Collection Season 2025 (Open for those who registered in Divisional Forest Office under Chhattisgarh Tendu Patta (Vyapar Viniyaman) Adhinyam 1964)
Tender Details :	Advance Sale of Tendu Leaves of Collection Season 2024  (Open for those who registered in Divisional Forest Office under Chhattisgarh Tendu Patta (Vyapar Viniyaman) Adhinyam 1964)
Mode of Tender Submission :	Online
Tender Type :	Open
Type of Contract :	Advance Sale of Tendu Leaves
Bidding Type :	National
Consortium :	Not Allowed
Download Tender Documents :	Before Login / After Login
Purchaser Location :	Any where in India
Key Dates	
Document Download Start Date & Time :	30.01.2025 upto 17:00:00
Document Download End Date & Time	06.02.2025 upto 14:30:00
Starting Date & Time of online Tender Submission :	03.02.2025 from 11:00:00

Ending Date & Time of online Tender Submission :	06.02.2025 upto 15:00:00
Date & Time of online opening of Tender :	06.02.2025 from 15:10:00 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 :	Advance Sale of Tendu Leaves

## Tender Details for Tendu Patta Season 2025 (III<sup>rd</sup> Round)

Tender Detail	
General Detail	
Tender Id	System Generated
Tender No .	T.P.(2025)-I dated 03.12.2024 – III <sup>rd</sup> Round
Department Name :	Chhattisgarh State Minor Forest Produce (Trading & Development) Coop. Federation Limited
Scope of work :	Advance Sale of Tendu Leaves of Collection Season 2025  (Open for those who registered in Divisional Forest Office under Chhattisgarh Tendu Patta (Vyapar Viniyaman) Adhinyam 1964)
Tender Details :	Advance Sale of Tendu Leaves of Collection Season 2025  (Open for those who registered in Divisional Forest Office under Chhattisgarh Tendu Patta (Vyapar Viniyaman) Adhinyam 1964)
Mode of Tender Submission :	Online
Tender Type :	Open
Type of Contract :	Advance Sale of Tendu Leaves
Bidding Type :	National
Consortium :	Not Allowed
Download Tender Documents	Before Login / After Login
Purchaser Location :	Any where in India
Key Dates	
Document Download Start Date & Time :	18.02.2025 upto 17:00:00

Document Download End Date & Time	27.02.2025 upto 14:30:00
Starting Date & Time of online Tender Submission :	24.02.2025 from 11:00:00
Ending Date & Time of online Tender Submission :	27.02.2025 upto 15:00:00
Date & Time of online opening of Tender :	27.02.2025 from 15:10:00 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 :	Advance Sale of Tendu Leaves

## Tender Details for Tendu Patta Season 2024 (IV<sup>th</sup> Round)

Tender Detail	
General Detail	
Tender Id :	System Generated
Tender No :	T.P.(2025)-I dated 03.12.2024 – IV <sup>th</sup> Round
Department Name :	Chhattisgarh State Minor Forest Produce (Trading & Development) Coop. Federation Limited
Scope of work :	Advance Sale of Tendu Leaves of Collection Season 2025  (Open for those who registered in Divisional Forest Office under Chhattisgarh Tendu Patta (Vyapar Viniyaman) Adhinyam 1964)
Tender Details :	Advance Sale of Tendu Leaves of Collection Season 2025  (Open for those who registered in Divisional Forest Office under Chhattisgarh Tendu Patta (Vyapar Viniyaman) Adhinyam 1964)
Mode of Tender Submission :	Online
Tender Type :	Open
Type of Contract :	Advance Sale of Tendu Leaves
Bidding Type :	National
Consortium :	Not Allowed
Download Tender Documents	Before Login / After Login
Purchaser Location :	Any where in India
Key Dates	
Document Download Start Date & Time :	10.03.2025 upto 17:00:00
Document Download End Date & Time	13.03.2025 upto 14:30:00

Starting Date & Time of online Tender Submission :	11.03.2025 from 11:00:00
Ending Date & Time of online Tender Submission :	13.03.2025 upto 15:00:00
Date & Time of online opening of Tender :	13.03.2025 from 15:10:00 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 :	Advance Sale of Tendu Leaves

## Tender Details for Tendu Patta Season 2025 (V<sup>th</sup> Round)

Tender Detail	
General Detail	
Tender Id :	System Generated
Tender No :	T.P.(2025)-I dated 03.12.2024 – V <sup>th</sup> Round
Department Name :	Chhattisgarh State Minor Forest Produce (Trading & Development) Coop. Federation Limited
Scope of work :	Advance Sale of Tendu Leaves of Collection Season 2025  (Open for those who registered in Divisional Forest Office under Chhattisgarh Tendu Patta (Vyapar Viniyaman) Adhinyam 1964)
Tender Details :	Advance Sale of Tendu Leaves of Collection Season 2025  (Open for those who registered in Divisional Forest Office under Chhattisgarh Tendu Patta (Vyapar Viniyaman) Adhinyam 1964)
Mode of Tender Submission :	Online
Tender Type :	Open
Type of Contract :	Advance Sale of Tendu Leaves
Bidding Type :	National
Consortium :	Not Allowed
Download Tender Documents	Before Login / After Login
Purchaser Location :	Any where in India
Key Dates	
Document Download Start Date & Time :	21.03.2025 upto 17:00:00
Document Download End Date & Time	28.03.2025 upto 14:30:00

Starting Date & Time of online Tender Submission :	02.04.2025 from 11:00:00
Ending Date & Time of online Tender Submission :	28.03.2025 upto 15:00:00
Date & Time of online opening of Tender :	28.03.2025 from 15:10:00 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 :	Advance Sale of Tendu Leaves