



OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS, KENDU LEAVES, ODISHA, BHUBANESWAR,  
PLOT NO. GD 2/12, 5TH FLOOR, ARANYA BHAWAN, CHANDRASEKHARPUR, BHUBANESWAR, ODISHA,  
PIN - 751023, PHONE NO. 0674 - 2300915 / 2300916, E-mail ID - pccfkldak@gmail.com

**ABRIDGED TENDER CALL NOTICE**  
**File No.3KL (WFA) 01/2025**

No. **1000** / Dated **18th, March, 2025**

**PROCUREMENT OF HESSIAN CLOTH (SUPERIOR/INFERIOR) AND HESSIAN TWINE.**

Sealed Tenders in prescribed format are invited from Companies/Firms/Manufacturers/Traders of Hessian material for supply, about **392 Bales of Hessian Cloth (Superior), 10 Bales of Hessian Cloth (Inferior) and 11.00 MT of Hessian Twine** for 2025 KL Crop Year. The Tender Document along with terms & conditions can be obtained from the O/o- the PCCF (KL), Odisha on submitting the proof of payment of Rs.10,000/- (Rupees Ten Thousand) only towards cost of Tender Paper (Non-refundable) in the **(Account No. 32269698772 (State Bank of India, Fortune Towers Branch, IFSC Code. SBIN0004414)**. The tender document can also be downloaded from Kendu Leaf Organization Web Portal:- <https://kenduleaves.odisha.gov.in>

**SCHEDULE OF TENDER**

<b>Sale of Tender Documents</b>	<b>On all working days from 17.03.2025 to 02.04.2025</b>
<b>Cost of Tender Documents (Non-refundable)</b>	<b>Rs. 10,000/-</b>
<b>Last Date of Submission of Tender</b>	<b>02.04.2025 (5.00 P.M.)</b>
<b>Opening of Technical Bid and Evaluation</b>	<b>09.04.2025 (11.00 A.M.)</b>
<b>Opening of Financial Bid</b>	<b>09.04.2025 (4.00 P.M.)</b>

*Murali*  
Assistant Chief Conservator of Forests,  
Kendu Leaves, Odisha

**Tender Call Notice for Procurement of Hessian Cloth  
(Superior/Inferior) and Hessian Twine for 2025 KL Operation.**

Sealed tenders in prescribed format are invited from the Companies/Manufacturers/Firms/Traders for supply of Hessian Cloth (Superior/Inferior) and Hessian Twines for use in 2025 KL Operation in accordance with the terms and conditions spelt out in this tender document. Bidders can bid for any or all of the items.

**1. Quantities of Materials intended to be procured:**

- a. 392 Bales of Hessian Cloth (Superior).
- b. 10 Bales of Hessian Cloth (Inferior)
- c. 11.00 MT of Hessian Twine.

**N.B. Quantities indicated above are tentative and may vary as per actual requirement.**

**2. Specification for Hessian Cloth (Superior/Inferior) and Hessian Twine:**

<b>Hessian Cloth (Superior)</b>	<p align="center"><b>Weight/Sq. Mtr: -</b></p> <p>i) 305 gm, Tolerance- + 24.4 gm, - 6.10 gm.                      ii) Ends/dm= 47, Tolerance- +2, - 0                      iii) Picks/dm= 47 , Tolerance- +2, - 0                      iv) Width/cm= 40 x 2.54 = 102.00,                      Tolerance - + 3, - 0                      (One Bale = 1828.8 meters)</p>
<b>Hessian Cloth (Superior)</b>	<p align="center"><b>Weight/Sq. Mtr: -</b></p> <p>i) 213 gm, Tolerance- + 17.00gm - 4.3 gm.                      ii) Ends/dm = 38, Tolerance - + 2 - 1                      iii) Picks/dm = 31, Tolerance - + 2 - 1                      iv) Width/cm = 40 x 2.54 = 101.60, Tolerance - + 3 - 0                      (One Bale = 1828.8 meters)</p>
<b>Hessian Twine</b>	<p align="center"><b>Weight - 340 Mtr. /Kg., Ply - 3, Twist - 90, Tolerance - +2%, -1%</b></p>

**3. Purchase of Tender Document:**

The tender document can be obtained from the office of the Principal Chief Conservator of Forests (KL) Odisha, 5<sup>th</sup>Floor, Aranya Bhawan, Chandrasekharpur, Bhubaneswar, PIN-751023 on submitting the proof of payment of **Rs. 10,000/-** towards cost of tender papers (non-refundable) on any working day from **11 AM to 5 PM.** from **17.03.2025 to 02.04.2025** The said payment must have been deposited in the **Account No. 32269698772 (State Bank of India, Fortune Towers Branch, IFSC Code. SBIN0004414)** and corresponding proof of this effect be produced at the time of purchase of tender document. The format can also be downloaded from the website:- **www.iklmsodisha.in**. And in case, Tender paper is downloaded from the website, the proof of payment of Tender paper cost in the Account No. mentioned above shall also be submitted in a separate envelope along with the Tender.

**4. About Tender Document:**

Tender Document comprises two parts; Technical Bid and Financial Bid. Each part duly filled in shall be separately sealed in envelopes and superscribed in the following manner. **“Tender for Hessian Cloth (Superior/Inferior) & Twine-Technical Bid”** for technical bid and **“Tender for Hessian Cloth (Superior/Inferior) & Twine-Financial Bid”** for financial bid. The name of the tenderer shall also be mentioned at the left lower portion of each envelope.



Both the envelopes shall then be enclosed in another envelope super-scribed with the script "**Tender for Hessian Cloth (Superior/Inferior) & Twine**" and sent/submitted to the Principal Chief Conservator of Forests (KL), Odisha, Bhubaneswar in the following address by Registered Post/Speed Post/Courier, so as to reach to this office within the time stipulated herein under. The tenderers intending to handover the tender documents by hand may drop the same in the "**Tender Box**" in the office chamber of the ACCF (KL).

**The Assistant Chief Conservator of Forests (KL), Odisha, O/o- Principal Chief Conservator of Forests (KL), Odisha, Plot No. GD-2/12, 5th Floor, Aranya Bhawan, Chandrasekharpur, Bhubaneswar-751023, Telephone No.0674-2300916, E-mail ID- pccfkldak@gmail.com.**

And in case of Tender paper having been downloaded from the website, the proof of payment of Tender paper cost shall also be submitted in a separate envelope along with Tender.

- i) Technical Bid document comprises **Format-T/1, Format-T/2, Format-T/3 and Format-T/4** prescribed here under to be submitted with documents as specified.
- ii. Financial Bid document comprises **Format-F** prescribed here under.

#### 5. Eligibility Criteria for Tenderer:

- a. Tenderer shall be a manufacturer of Hessian Cloth and Twine.
- b. Annual Turn Over shall not be less than Rs.10 crore in each of last three years.
- c. Annual Production of Hessian Cloth should not be less than 3000 bales and 50 MT of Hessian Twines.
- d. Must have registered under Goods & Services Tax Authority.
- e. Must have valid Manufacturing License issued by Director of Factories.
- f. Must have supplied Hessian cloth of value not less than Rs.3.00 crores in a single contract each in last two years (2022-23 & 2023-24). In case of supply of Hessian Twines the value of supply shall not be less than Rs.15 lakhs in a single contract each in last two years.
- g. Must not be under declaration of Ineligibility.
- h. Outside manufacturers who do not have any branch inside Odisha and have not made any transaction inside Odisha but are participating in the tender shall produce an affidavit to that effect.

#### 6. Tender Schedule:

The tender schedule shall be as under;

	<b>On all working days from 17.03.2025 to 02.04.2025</b>
Sale of Tender documents	<b>Rs.10,000/-</b>
Cost of Tender documents	<b>02.04.2025 (5.00 P.M.)</b>
Last date of receipt of Tender	<b>09.04.2025 (11.00 A.M.)</b>
Opening of Technical Bid	<b>09.04.2025 (4.00 P.M.)</b>
Opening of Financial Bid	

#### 7. Earnest Money Deposit (EMD):

Each tender shall be accompanied with a bank draft of **Rs. 10,00,000/-** (Rupees Ten Lakh Only) drawn on any Nationalized Bank payable at Bhubaneswar in favour of the **Assistant Chief Conservator of Forests (Kendu Leaves), Odisha, Bhubaneswar** towards Earnest Money deposit or Bid Security Money (BSM). The EMD will be forfeited if the bidder withdraws its bid before opening of the tender or does not deposit security money within specified period in case the bidder's offer is accepted by the competent authority. In other cases, it will be refunded. The earnest money will not be accepted in any other form. The EMD amount of successful tenderer will be adjusted against the Security Deposit.



**8. Submission of Samples:**

Each tenderer shall submit 23 samples of Hessian Cloth (Superior/Inferior) and 23 samples of 10 grams reel of Hessian Twine according to the specifications mentioned above along with the tender. Each sample of Hessian Cloth / Twine shall be in sealed transparent packet bearing the signature and seal of the tenderer.

**9. Submission of Tender Document:**

The document sealed in the manner as prescribed herein can be dropped in the 'Tender Box' in the office of the **Principal Chief Conservator of Forests (KL), Odisha** or can be sent by registered/speed post at the address of communication. However, the undersigned shall not be responsible for any postal delay nor any tender document received beyond the scheduled time shall be entertained.

**10. Documents to be enclosed with Technical Bid:**

- a. Copies of Income Tax Returns and audited balance sheet and profit & loss account duly audited by Chartered Accountant Firms for the financial year 2021-22, 2022-23 & 2024-25.
- b. Copy of GST/CGST Registration Certificate.
- c. Copy of Manufacturing License.
- d. Submission Self-declaration Certificate by the bidders as the Jute Manufacturer instead of Certificate from Jute Commission of India which has not been issued since 2016.
- e. Copies of supply order and completion certificate of concerned authorities.
- f. Submission of Fire License Certificate by the bidders is mandatory.
- g. Technical Bid document (Format-T/1)
- h. Self-Declaration (Format-T/2).
- i. Authorization Letter (Format-T/3).
- j. Tender terms & conditions Acceptance Letter (Format-T/4).

**11. About Financial Bid:**

In the financial bid, price shall be quoted separately for basic price, statutory taxes applicable thereon (Cess, CGST/SGST, and others if applicable) and transportation cost for each Bale of Hessian Cloth (Superior/Inferior), comprising One Bale = 1828.8 meters and one MT = 1000 Kgs. in case of Hessian Twine. The cost of transportation shall include packing forwarding, insurance charges, loading, unloading, and transportation to the specified destinations, anywhere within Odisha. ***The financial Bid shall be valid for a minimum of 90 days from the date of opening of the financial bid.***

**12. Acceptance of Tender Document:**

Tender document not submitted as per the terms and conditions spelt out herein shall be summarily rejected.



**13. Opening of Technical Bid:**

Bids will be opened on the scheduled date & time viz **09.04.2025 at 11.00 A.M.** in the office of **'First Party'** in the presence of the tenderers/their duly authorized persons. A Technical Committee constituted by the PCCF (KL) will examine and evaluate the technical bids with the reference to the terms & conditions of the tender and recommend the qualifying bidders to participate in the financial bid.

**14. Opening of Financial Bid:**

The financial bids of the bidders qualifying in the technical evaluation shall be opened in presence of such bidders/their authorized persons on the scheduled date viz **09.04.2025 at 4.00 P.M.** by the Purchase Committee constituted by the Government. The final acceptance of the tenders will be decided by the competent authority whose decision will be final.

**15. Security Deposit (SD):**

The successful bidder shall deposit **Rs.25,00,000/-** (Rupees Twenty-Five Lakh Only) towards security deposit within seven days of communication of acceptance of his offer (bid) in the **Bank Account No. 32269698772 (State Bank of India, Fortune Towers Branch, IFSC Code. SBIN0004414)**. The EMD amount may be adjusted against the Security Deposit amount. Security Money shall not be accepted in any other form. SD is liable to be forfeited in case the successful bidder fails to abide by the terms and conditions of this tender and/or agreement thereon.

**16. Execution of Agreement:**

The successful bidder shall execute an agreement with the **Principal Chief Conservator of Forests (Kendu Leaves), Odisha, Bhubaneswar** within 7 days of deposit of security deposit in Non-Judicial Stamp Paper of Rs.100.00 denomination. Standard agreement format is enclosed herewith as **Format-'A'** wherein stipulation (s) mentioned may be modified at the sole discretion of the **First Party** to facilitate timely supply.

**17. Supply Schedule of Hessian Cloth (Superior/Inferior) & Hessian Twine:**

The schedule of supply of indented materials shall be as under. The supply schedule is likely to change at the time of placing actual order.

**A. Hessian Cloth (Superior):**

Name of the KL Division (Consignee)	Quantity to be supplied (in Bales)	Place of Delivery
	Within 45 days of Indent	
Angul	26	Angul/Pallahara
Athmallik	26	Athmallik
Keonjhar	23	Kamakhyanagar/Telkoi
Boudh	37	Kantamal/Charichhak
Phulbani	29	Phulbani/Gochhapada
Sambalpur	21	Sindhol/Bhatli
Rairakhol	30	Rairakhol



Name of the KL Division (Consignee)	Quantity to be supplied (in Bales)	Place of Delivery
	Within 45 days of Indent	
Deogarh	19	Tileibani/Kandhal
Kuchinda	17	Kuchinda/Bhojpur
Jharsuguda	11	Jharsuguda/Belpahar
Rourkella	32	Rajgangpur/Rajamunda
Bolangir	18	Bolangir/Bisimunda
Patnagarh	40	Patnagarh/Jogimunda
Padampur	08	Padampur/Diptipur
Titilagarh	20	Saintala/Belgaon
Bhawanipatna	17	Bhawanipatna/M.Rampur
Khariar	18	Khariar
<b>Total (in bales)</b>	<b>392</b>	

**B. Hessian Cloth (Inferior)**

Name of the KL Division (Consignee)	Quantity to be supplied (in Bales)	Place of Delivery
	Within 15 days of Indent	
Nabarangpur	10	Nabarangpur
<b>Total</b>	<b>10</b>	

**C. Hessian Twine:**

Name of the (KL) Division	Quantity to be supplied within 45 days of receipt of the order of supply (in MT)	Place of Delivery ( in MT)
Angul	3.60	Angul
Sambalpur	3.40	Sambalpur
Bolangir	4.00	Bolangir
<b>TOTAL (in MT)</b>	<b>11.00</b>	

**N:B:- 1.** The quantity to be supplied as mentioned above is tentative one and subject to modification. The exact quantity for supply will be intimated to the successful bidder while placing orders.

**2.** At least, 30% of the aforesaid supply (Bales & Twine) should be completed within 30 days with all the materials to be supplied within 45 days of issue of supply order, failing which defaulting charges @ Rs. 200/- per bale of Hessian Cloth / per MT of Hessian Twine will be deducted from the payable dues of the supplier for each day of delay.

**18. Pre-delivery Inspection (PDI):**

PDI of the materials before dispatch shall be made by an authorized organization/surveyors or staff of Kendu Leaves wing as will be decided by the Principal Chief Conservator of Forests, (Kendu Leaves), Odisha and only the materials passed in PDI and duly stamped shall be dispatched. The cost of PDI would be borne by the O/o- the Principal Chief Conservator of Forests (KL), Odisha.

**19. Payment Schedule:**

The successful bidder may submit bills, division-wise, against delivery of materials made. Payment of 90% of the bill will be made by the **Principal Chief Conservator Forests (Kendu Leaves), Odisha** on satisfactory receipt of the materials according to the required specification and after due verification at different destinations. Balance 10% shall be paid within 90 days of completion of satisfactory supply of goods, after recovery of Govt. dues if any outstanding against the supplier for breach of any terms and conditions of the agreement in respect of the supply. All payments will be made through RTGS. **The TDS @ 2% and TDS on GST @ 2% on the Basic Value of the Total Amount will be deducted as per the IT Act and GST Act respectively.**



**20. Rescission of Agreement:**

In the event of failure to supply the materials as per supply schedule or for breach of any terms and conditions of the contract, the agreement will be rescinded by the **Principal Chief Conservator of Forests (KL), Odisha, Bhubaneswar**, who reserves the right to procure the required quantity from other sources. Excess cost, if any, incurred for the same and loss if any, sustained by the Government on this account shall be recovered from the Security Deposit and if that is insufficient, then the balance amount will be recovered as arrears of land revenue under Odisha Public Demand Recovery Act. Tenders for part supply of the materials will not be entertained.

**21. Address for Communication:**

The address for communication shall be as under;

**Assistant Chief Conservator of Forests (KL), Odisha, O/o- Principal Chief Conservator of Forests (KL), Odisha, Plot No. GD-2/12, 5th Floor, Aranya Bhawan, Chandrasekharapur, Bhubaneswar-751023, Telephone No.-0674-2300916, E-mail ID- pccfkldak@gmail.com.**

**22. Miscellaneous:**

- a. The competent authority is not bound to accept the lowest tender and may reject any or all the tenders without assigning any reason thereof.
- b. The conditions embodied in the tender details will form part of the agreement.
- c. The very fact of submission of tenders will be treated as acceptance of all the conditions of the tender embodied in the tender details.
- d. Any notice sent to the tenderer by email and/or registered post with an acknowledgement on the address furnished by the tenderer at the time of filing tender shall be deemed to have been duly served.
- e. In case of detection of any false or incorrect information furnished by the tenderer/successful bidder, the EMD and Security Deposit (SD) as available may be forfeited. Besides, the loss if any, because of such wrong information may be recovered as arrears of land revenue under OPDR Act.
- f. The jurisdiction of this tender shall be at Bhubaneswar. No suit regarding the agreement entered into in this respect and for breach of any condition of the agreement shall lie in any court outside Bhubaneswar, Odisha.
- g. The **Principal Chief Conservator of Forests (KL), Odisha, Bhubaneswar** reserves the right to modify/cancel any such condition on the tender without assigning any reasons thereof before the last date of submission of tender document.

Place: - Bhubaneswar  
Date:- 17.03.2025

**PRINCIPAL CHIEF CONSERVATOR OF FORESTS,  
KENDU LEAVES, ODISHA**



**TENDER DOCUMENT FOR SUPPLY OF HESSIAN CLOTH (SUPERIOR/INFERIOR) AND HESSIAN TWINE****Technical Bid:**

A	Name: (In case of company / firm, notarized copy of power-of Attorney to be enclosed)				
B	Father's/ Husband's Name and address				
C	Address for correspondence: (Tel. No. (with STD Code), Mobile No./E-mail ID)				
D	License with UpToDate renewal of the Manufacturing Unit, issued by the Directorate of factories. (Attested photo copy of license shall be attached)				
E	Photo copy of Certificate under GST, (Registration and Turn Over rules) from the Sales Tax Commissioner / Officer competent to issue such certificate. (Self-attested photo copy of certificate shall be attached)				
F	Annual physical turnover for last three years. (Self-attested Photo copy of the certificate from the Jute Commissioner, Govt. of India to be enclosed.) Minimum capacity per annum should be 5000 bales of Hessian Cloth.	Item	2021-22	2022-23	2024-25
		H. Cloth (Sup.) (In Bales)			
G	Self-attested Documents in support of successful supply of Hessian materials involving value of 2 crore and above (in case of H. Cloth) per year in last three years.				
H	Self-attested Documents in support of balance sheet on loss and profit account of last two years audited by Chartered Accounts Firms. The minimum annual turnover for bidding should be 20 crore.				
I	23 samples of Hessian Cloth (Superior) of size (101.6 cm X 101.6 cm) each & 23 samples of 10 grams reel of Hessian Twine duly sealed and signed.				
J	The specification for Hessian Cloth (Superior) & Hessian Twine to be supplied shall be as under:				
K	Hessian Cloth (Superior)	Weight/Sq. Mtr: - i) 305 gm, Tolerance- + 24.4 gm, - 6.10 gm. ii) Ends/dm= 47, Tolerance- +2, - 0 iii) Picks/dm= 47, Tolerance- +2, - 0 iv) Width/cm= 40 x 2.54 = 102.00, Tolerance - + 3, - 0 (One Bale = 1828.8 meters)			
L	Hessian Cloth (Inferior)	Weight/Sq. Mtr: - i) 213 gm, Tolerance- + 17.00gm - 4.3 gm. ii) Ends/dm = 38, Tolerance - + 2 - 1 iii) Picks/dm = 31, Tolerance - + 2 - 1 iv) Width/cm = 40 x 2.54 = 101.60, Tolerance - + 3 - 0 (One Bale = 1828.8 meters)			
M	Hessian Twine	Weight - 340 Mtr. / Kg., Ply - 3, Twist - 90, Tolerance - +2%, -1%			
N	Particulars of E.M.D. deposit along with Bank Draft.	D.D. No.	Date	Amount	Name of Bank Name of Branch

Signature of Tenderer



**TECHNICAL BID**

**Format- T / 2**

**TENDER FOR HESSIAN CLOTH (SUPERIOR/INFERIOR) AND HESSIAN TWINE**

**SELF DECLARATION**

Date: \_\_\_\_\_

Ref: \_\_\_\_\_

To

The Principal Chief Conservator of Forest (KL), Odisha  
Plot No.- GD-2/12, 5th Floor, Aranya Bhawan,  
Chandrashekharpur,  
Bhubaneswar-751023

In response to the Tender Notice No. \_\_\_\_\_, dated \_\_\_\_\_,  
I, Ms. /Mr. \_\_\_\_\_, as a \_\_\_\_\_, I / We hereby declare that  
our company \_\_\_\_\_ is having unblemished past record and was never  
declared ineligible for any type of corrupt & fraudulent practices either indefinitely or for a  
particular period of time in the past.

Signature of the Tenderer

Date:

Place:



**TECHNICAL BID**

**Format- T / 3**

**TENDER FOR HESSIAN CLOTH (SUPERIOR/INFERIOR) AND HESSIAN TWINE**

Letter of authorization

Date: \_\_\_\_\_

Ref: \_\_\_\_\_

To

The Principal Chief Conservator of Forest (KL), Odisha  
Plot No.- GD-2/12, 5th Floor, Aranya Bhawan,  
Chandrashekharapur,  
Bhubaneswar-751023

Ms./Mr. \_\_\_\_\_ is hereby authorized to sign relevant documents on behalf of the company in dealing with invitation Reference No. \_\_\_\_\_, dated \_\_\_\_\_. She / He is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing the above said application.

Thanking you,

Authorized Signatory

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Representative's Signature

Signature attested



**TECHNICAL BID**

**Format- T / 4**

**TENDER FOR HESSIAN CLOTH (SUPERIOR/INFERIOR) AND HESSIAN TWINE**  
**ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE RFP DOCUMENTS**

To

The Principal Chief Conservator of Forest (KL), Odisha  
Plot No.- GD-2/12, 5th Floor, Aranya Bhawan,  
Chandrashekharapur,  
Bhubaneswar-751023

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Notice  
[No. \_\_\_\_\_] regarding supply of Hessian Cloth & Twines.

I declare that all the provisions of this RFP Document are acceptable to my company.  
I further certify that I am an authorized signatory of my company and am, therefore,  
competent to make this declaration.

Signature of the Tenderer

Date:

Place:



**Bid Document for supply of Hessian Cloth (Superior/Inferior) & Hessian Twine**

**Financial Bid:**

**A. Name :**

(In case of company / firm attested  
Copy of power of Attorney  
to be enclosed)

**B. Father's/ Husband's Name  
and address:**

**C. Address for correspondence:**

(Tel. No. (with STD code) /Mobile No./E-mail ID)

**D. Price quoted for Hessian Cloth (Superior/Inferior) & Hessian Twine**

<b>Particulars</b>	<b>Hessian Cloth (Superior) (per bale) (in Rs.)</b>	<b>Hessian Cloth (Inferior) (per bale) (in Rs.)</b>	<b>Hessian Twine (per MT) (in Rs.)</b>
<b>Basic Price</b>			
<b>Cess</b>			
<b>CGST/SGST</b>			
<b>Others, if any</b>			
<b>Total</b>			
<b>Transportation</b>			
<b>Grand Total</b>			

**Signature of Tenderer  
(with Seal)**