

Government of Tripura

Forest Department

Project Management Unit, Tripura JICA Project

(Project for Sustainable Catchment Forest Management in Tripura)

Prakriti Bhawan, Gandhigram, Sepahijala Tripura 799012

Phone: +91-3812397022, e-mail: [tripurajica@gmail.com](mailto:tripurajica@gmail.com)

No.F.4-1/JICA/SCATFORM/Plantation/Memo./Noti./O.o/V-II/2022/(Part-II) / 2165-87 Dated: 24/07/2025

**NOTICE INVITING QUOTATION ('NIQ' for short) FOR EMPANELMENT OF PLANTING**

**MATERIALS SUPPLIERS (Phase-II)**

Sealed quotations, on plain paper, are hereby invited by the undersigned on behalf of Tripura JICA Project (SCATFORM) [for short '**Project**' hereinafter] from *bonafide* experienced, resourceful suppliers/vendors of Indian Nationality, for '**Empanelment of Planting Materials Suppliers**' for Agroforestry Plantations for the year 2025-26, as per terms and conditions indicated hereinbelow.

The quotations will be received by the **Chief Executive Officer & Project Director, Tripura JICA Project (SCATFORM), Prakriti Bhawan, Hatipara, Gandhigram, Agartala Pin-799012** from **25/07/2025 to 07/08/2025** between 10:00 AM to 5:30 PM on all working days and up to **4:30 PM**, on **08/08/2025** for the species mentioned below: -

**Table-1**

Sl No.	Species Name	Sl No.	Species Name
1	Young Chak ( <i>Parkia biglandulosa</i> )-seedling	14	Aromatic ginger ( <i>K. galanga</i> )- Rhizomes/kg
2	Jalpai ( <i>Elaeocarpus serratus</i> )- seedling	15	Black turmeric ( <i>Curcuma caesia</i> )- Rhizomes/kg
3	Chalta ( <i>Dillenia indica</i> )- seedling	16	Dragon Fruit (15-30 cm) – Rate per cutting
4	Akashmani ( <i>Acacia auriculiformis</i> )- seedling	17	Broom grass ( <i>Thysanolaena maxima</i> )- Rooted Slips
5	Areca nut ( <i>Areca catechu</i> )- seedling	18	Cowpea ( <i>Vigna unguiculata</i> )-Seed/Kg
6	Lemon (Gandharaj/Kagaji/Assamlebu/Sarbati var.)- Grafted Seedling/Cutting	19	Maize ( <i>Zea mays</i> )-Seed/ Kg
7	Sajna ( <i>Moringa oleifera</i> )- seedling	20	Acorus calamus- Rhizomes
8	Papaya ( <i>Carica papaya</i> )-seedling	21	Bixa Orellana (Sindur)-Seedlings/Stem cutting
9	Apple Ber ( <i>Ziziphus mauritiana</i> )- seedling	22	Bamboo species – seedling
10	Litchi ( <i>Litchi chinensis</i> )- Grafted Seedling		i) Mritinga - <i>Bambusa tulda</i>
11	Dalchini ( <i>Cinnamomum verum</i> )-seedling		ii) Bari - <i>Bambusa polymorpha</i>
12	Lemon grass ( <i>C. flexuosus</i> )- Rooted Slips		iii) Kanak-kaich - <i>Thyrsostachys oliveri</i>
13	Sesame ( <i>Sesamum indicum</i> )- Seed/ Kg		

N.B.: All seedlings need to be minimum 2 ft. in height.

**Terms & Conditions: -**

**A. General:**

- This is the notice for inviting quotations for '**Empanelment of Planting Materials Suppliers**' for Agroforestry Plantations for the year 2025-26 with a view to procuring planting materials (seedlings, rhizomes etc.) of the species (Table-1) as per need by the Project later on. Names of suppliers will be enlisted / empaneled on the basis of the offered rates to be assessed and finalized as per the terms and conditions of this NIQ.
- While quoting the rate, each bidder/tenderer needs to certify that the seedlings for each species, to be supplied by them, should essentially have the following specifications:
  - Seedlings should be 2 - 3 ft. tall from the collar excluding root (for Forestry and Horticulture species);
  - Each seedling should be supplied planted in polybags of minimum 15 cm diameter and 23 cm height, fully packed with planting materials/soil of superior quality containing the basic ingredients for survival of a plant/plants;
  - Each seedling should have a minimum of 8-10 green and healthy leaves at the time of delivery;



- d. Collar girth of the seedling should not be less than 1 cm (one centimeter);
  - e. In case of Grafted seedlings, the Age of the rootstock should be 6 - 10 months old and the Age of the scion shoot should be 4 - 5 months with a Grafting height of 15 - 20 cm above the soil surface or poly bag level. Age of the grafted/budded plant should be minimum 6 months old. For grafted species, like- Lemon, Litchi must comply with the applicable standard grafting criteria and horticultural procedures.
  - f. The seedling should be healthy and free of any disease and infection by any pest or pathogen, etc.
- iii) Selection Parameters for Rhizomatous Plant Species should be as follows: -
- a. The rhizomes must be fresh, matured, free from any pest/fungal infection or off-type varieties.
  - b. Each rhizome should be healthy, typically weighing 20–25 grams per piece, suitable for sowing or transportation, whenever it requires.
  - c. Rhizomes should have a minimum of 2–3 healthy, active bud eyes to ensure proper germination and multiplication.
  - d. Rhizomes must be properly cured, with optimum moisture content (not dried or shriveled) for successful germination.
  - e. The recommended cultivars should be from the same lot, and not mixed with cultivars of different types.
  - f. Rhizomes must be free from cuts, bruises, and mechanical injuries.
  - g. During transportation, rhizomes should be packed in well-ventilated gunny bags or crates, and need to be transported under shaded or cool conditions.
- iv) The short quotation will be received by hand/post/speed-post in a sealed-cover superscribed with **“Empanelment of Planting Materials Suppliers for Agroforestry Plantations”** during the financial year 2025-26 addressing to the Chief Executive Officer & Project Director, Tripura JICA Project (SCATFORM), Prakriti Bhawan, Hatipara. The interested bidder/tenderer shall submit the bids in 2 (two) parts, namely, i.e., **Technical Bid ("Serial No.1" below)** and **Financial Bid ("Serial No.2" below)**. Once the bidder /tenderer is empaneled, the actual supply order, as per need and situation, may be issued by the respective SDFO/DFO, as per the approved rate to be fixed from this NIQ.

**1. The Technical Bid:**

- i) The technical bids will be opened first and the bidder /tenderer will be shortlisted based on fulfilment of requirements of the technical bid as stated below.
- ii) Thereafter financial bids of only short-listed eligible bidder(s)/ tenderer(s) as per technical bid criteria will be opened for selection of the lowest bidder /tenderer.
- iii) Tenderers while sending their bid shall have to attach to self-attested copies of the PAN card and Income Tax Clearance Certificates corresponding to the previous two years, i.e., 2023-24, 2024-25 without which the bid will be treated as invalid.
- iv) Tenderers have to submit valid address proof in the form of an Aadhar Card, in case of an individual or Certificate of registration in case of a partnership firm, society, company etc.
- v) Tenderer must produce the documents of the last three year's audited accounts audited by either chartered account/any recognized auditing organization of their respective accounts/organization if applicable.
- vi) All the pages of the bid and other related papers are to be duly authenticated by the tenderer with his dated signature; otherwise, the same shall not be treated as valid.
- vii) Tenderer will have to submit species-wise availability of seedlings, location and its specification in the format Technical Bid as given below.

**Table-2**

Sl No.	Particulars	Location of Nursery	Specifications like Height, collar girth, and polybag size (in case of seedlings) and Weight (in case of rhizomes)	Availability In Number (in case of seedlings) or Kg (in case of rhizomes)
1.	Species			
2.	Names			

- viii) The Chief Executive Officer & Project Director, Tripura JICA Project (SCATFORM), **(CEO and PD)** will have the right to visit or arrange visits by his authorised representative to the premises of



each bidder/tenderer to assess the specifications of quality and quantity of nursery stock in the respective nursery premises of the bidder/tenderer.

- ix) The authorised representative of the CEO and PD, after visiting the premises of the nursery will evaluate the quality of the saplings/seedlings/stumps as per required specification, availability of seedlings of particular species and Location of the nursery.
- x) Evaluation Criteria for technical bids will be as given below:

For plant seedlings	For Rhizomatous Plant Species	Marks
Height of seedling (Min. 2 ft.)	Weigh per piece (min. 20 gm)	20
Collar Girth as per requirement	No. of healthy bud eyes (2-3 Nos.)	20
Poly bag size as per requirement	Sufficient Moisture content	20
Location within the state of Tripura		20
Availability of seedlings		20

- xi) Based on the report of Authorised representatives, the final technical bid will be evaluated for each species separately.
- xii) To qualify in the financial bid, the bidder/tenderer should get at least 70 points in the assessment for each species.
- xiii) The bidder/tenderer whose technical bid will qualify after the assessment will be termed as an eligible bidder/tenderer for a specific species for being considered in the financial bid.
- xiv) Supply is to be made to the nearest DFO/SDFO office or any other place specified in the supply order within fifteen (15) days or as per the requirement from the date of receipt of the supply order at the approved/finalised rate only and the supplier will be responsible for any breakage, damage and loss that may occur to the seedlings or any property or person or any asset of the bidder/tenderer in transit on the way to the destination or otherwise.
- xv) The accepted rate(s) shall remain valid for a period of one year from the date of acceptance of the rate(s).
- xvi) The quantities of planting materials to be supplied by an eligible bidder/tenderer may vary from a minimum number of 10,000 (ten thousand) (in case of seedlings) or 100 (one hundred) kg (in case of rhizomes) and above, depending on the requirement.
- xvii) The Technical Bids will be opened, if possible, on 08.08.2025 after 4:30 PM or on a date just after 08.08.2025 may be in the presence of available bidder(s)/tenderer(s).

## 2. The Financial Bid:

- i) It shall contain only the rate(s) offered by the bidder /tenderer for each species separately. The rate should be quoted clearly in figures and words for at least 10,000 saplings/seedlings or for each kg of rhizomes as per applicability of a species given herein before in this NIQ. The rate will be inclusive of all taxes and carrying costs etc. The rate should be quoted in Indian currency only. The bidder/tenderer should follow the below-mentioned format for quoting of financial bids: -

**Table-3**

Sl No.	Particulars	Quantity (Number)	Rates for 10,000 numbers or one kg to be quoted (In Rupees per seedling/sapling/rhizomes/slips) in figures and words		
			Basic Amount	GST Amount	Total Amount
1.	Species Names	10,000			
2.					
3.					

- ii) Each quotation should accompany a "D" call as a Demand Draft for Rs. 10,000/- (Rupees ten thousand) only in favour of "The Chief Executive Officer & Project Director, Tripura JICA Project (SCATFORM)" from any Recognized Bank being as Earnest Money without which no tender shall be treated as valid for acceptance.
- iii) The D-Call Money to be treated as 'Earnest Money' for the purpose of this NIQ of will be released to the unsuccessful bidder against a prayer from the concerned bidder /tenderer, while for the successful bidder /tenderer the same shall remain deposited as security money till the supply is completed.
- iv) In case of any inability on the part of the successful bidder / tenderer to affect the supply of ordered seedlings/saplings/stumps in time, the D-Call Money shall be liable for forfeiture to the authority.



- v) GST and other taxes will be deducted at source from the bill as per applicable rules of the Government.
- vi) The Financial Bid of a bidder/tenderer will be opened and assessed only if the Technical Bid of that bidder / tenderer is assessed / found to be eligible for that particular species.
- vii) Deposit of 'D-Call Money' shall not be applicable in case of Govt. Organization(s)/Public Sector Undertaking(s) and in that case documentary evidence is to be submitted by the bidder/tenderer to that effect.
- viii) The bidder should submit details of Bank account (Bank name, Branch name, Account number and IFSC Code) along with the quotation.
- ix) Sealed quotations/tender documents must be dropped in the designated tender boxes, which are located on the 1st Floor of the PMU Office, adjacent to the DDO Office, PMU JICA.
- x) Process for Empanelment:
  1. The bidder who is assessed as technically qualified for particular species and quoted minimum rate for the seedling will be straight-way empanelled for that species.
  2. If multiple bidders (Who have been technically qualified) quoted same rate then all bidders will be straight-way empanelled for that species.
  3. If other bidders, who have been technically qualified, but quoted higher rates will be given the option to match their rate with the lowest bidder. If they agree to provide seedlings at the lowest discovered price they will also be empanelled for those species for which they have empanelled.

**B. Special:**

- i) Any bidder / tenderer may choose any species of seedlings / saplings or may be stumps (as per applicability) to supply quoting its rate/rates as per their ability and production capacity.
- ii) Bidder / tenderer is required to submit the proof of stock of saplings/seedlings/stumps at the time of submitting the tender in terms of photographs, location (Area, Mauja, district, pin code etc).
- iii) The bidder has to mention the source of the origin of seedlings.
- iv) The undersigned reserves the right to unilaterally reject any bid/tender, cancel this NIQ or terminate the contract arising out of this NIQ or cancel acceptance of rate or supply order at any time without notice before the expiry of the period for which rate(s) are now being invited.
- v) For any disputes arising out of this NIQ the decision of the **Chief Executive Officer & Project Director, Tripura JICA Project (SCATFORM)** will be final and binding upon the bidder/tenderer.
- vi) Any judicial process related to this NIQ will be subject matter of a Court having territorial jurisdiction within the State of Tripura only.

*Pravin L. Agrawal*  
24/07/25

(Pravin L. Agrawal, IFS)

**Chief Executive Officer & Project Director  
Tripura JICA Project (SCATFORM)**

**Copy to: -**

1. The Principal Chief Conservator of Forests & HoFF, Tripura, for the favour of kind information.
2. The Chief Conservator of Forests (Territorial), O/o the PCCF, Tripura.
3. The Deputy Conservator of Forests, WP-I & II.
4. The Director- AFA/M&E/LCD/SFM/NCE, Tripura JICA Project.
5. The District Forest Officer, North / Unakoti / Dhalai / Khowai / West / Sepahijala / South / Gomati.
6. DDO, Tripura JICA Project.
7. The WLW, Gomati WLS.
8. Program Manager, AF/Livelihood for information and necessary actions.
9. The Communication Officer for information and necessary actions.
10. The Official website of Forest Department/SCATFORM.
11. The Notice Board of FHQ.
12. The Notice Board of this office.

*Pravin L. Agrawal*  
24/07/25

**Chief Executive Officer & Project Director  
Tripura JICA Project (SCATFORM)**