

REGISTERED/ SPEED POST/LBSNAA Website

E-File No. D-13024/1/2018-S&S

LAL BAHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION,
GOVERNMENT OF INDIA
MUSSOORIE- 248 179 UTTARAKHAND

Ph: 0135-2222000

Fax: 0135-2632350/ 2632720

Dated: 14.7.2026

LIMITED TENDER NOTICE FOR RESPONSIVE BID

Sealed tenders subscribed as "TENDER FOR GREEN GRASS" are invited by the undersigned so as to reach this office by 1600 hrs. on or before 3.8.2026. The tenders will be opened on next working day in the presence of the attending tenderers.

2. This tender enquiry has Schedules and appendices as follows:

- (i) Annexure-1: Detail of work to be Executed through this tender
- (ii) Annexure-2: Terms and Conditions of the Contract
- (iii) Annexure-3: Declaration of Non-blacklisting
- (iv) Annexure-4: Integrity Pact
- (v) Annexure-5: Bid-securing declaration
- (vi) Annexure-6: Bid form
- (vii) Annexure-7: Price Bid- Rate offered by the tenderer

Sl.	Key Event	Date
1.	Last Date for Submission of Bids	26.7.2026 (1600 hrs.)
2.	Date of opening of Financial Bid	27.7.2026 (1100 hrs.)
4.	Cost of Tender	Rs.2,70,000/-
5.	Venue for opening of bid	Gyanshila Conference Hall. In presence of the Tender Evaluation Committee.

3. Detailed Tender document can be downloaded from our portal at www.lbsnaa.gov.in or the undersigned e Officer, Store & Supply may be contacted for any clarification. Tender is to be sent at the following address in hard copy:

The Director,
Lal Bahadur Shastri National Academy of Administration,
Mussoorie- 248 179
Distt. Dehradun


(Arvind Goyal)
AAO, S&S

Annexure-I

DETAIL OF WORK TO BE EXECUTED THROUGH THIS TENDER
(Item and quantity for Purchase of Green Grass)

Sl. No.	Name of Items	Quantity Demanded
1.	Green Grass	2945 kg. per month


(Arvind Goyal)
AAO, S&S

1. Eligibility Criteria

- **Non-Blacklisting Declaration:** The bidder must not have been blacklisted by any Central Government, State Government, PSU, or any other Government body as on the date of bidding. A self-declaration certificate to this effect must be submitted as per **Annexure- I**.
- **Integrity Pact Declaration:** The bidder shall submit a duly signed self-declaration of Integrity Pact in the prescribed format as per **Annexure-II**.
- **Experience Requirement:** The firm must submit copy of material receipt certificate to be enclosed along with work order. Only experience of Government/Autonomous Bodies/PSUs shall be considered for past 3 FY 2022–23, 2023–24 and 2024–25.
- **Financial Capacity:** The bidder must submit the ITR for the previous three financial years, i.e. FY 2022–23, 2023–24 and 2024–25.
- **Local Presence:** The bidder must have a registered office or operational presence in Dehradun, Uttarakhand within 0-50 km from the designated delivery location.

2. Terms and Conditions

- **Quality Standards:** The fodder must be fresh, green, free from harmful weeds, and as mentioned below:
 1. **November to March** – Jai (जई) & barseem (बरसीम)
 2. **April to October** – Makki (मक्की)/ Bajra(बाजरा)/Chari (चरी)/ Jwar/Napier (नेपियर)
- **Delivery Schedule:** Supply to be provided at a rate of approximate 700 kilograms per week, delivered 2 to 3 times a week as per demand.
- **Place of delivery:** The fodder to be delivered at the locations mentioned below during respective months:
 1. **March to November** – Lal Bahadur Shastri National, Academy of Administration, Mussoorie.
 2. **December to February** – President Body Guard, Rajpur Road, Dehradun
- The supply of the fodder should be made within 48 hrs. from the date of furnishing requirement by the consignee.
- In case of quality complaints, the entire affected batch is liable to be rejected. The supplier must replace the rejected batch within 12 hours of receiving notification.
- **Pricing:** The quoted prices must be 'net' per quintal, and these rates must include all applicable taxes, freight/insurance, and delivery charges up to LBSNAA, Mussoorie & Dehradun, Uttarakhand.
- Rates quoted including transport & other overhead expenses should be valid for 12 months (w.e.f. from date of start of contract) and the contract can be further extended for one more years at mutual consent.

Penalty Clause: Delay in delivery beyond the stipulated time shall attract a penalty of ₹500 per day, subject to a maximum of 10% of the tender value or the order value. Continued delays or non-performance may result in the contract being cancelled.

INSTRUCTIONS TO BIDDERS/TENDERERS

1. The services required, bidding procedures, bid form, contract terms and instructions are prescribed in the bidding documents. The bidder is expected to examine all instructions, forms, terms and conditions, specifications, schedule to tender, and other documents before quoting. Failure to furnish all information required or submission of bid substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in rejection of its bid.

3. SUBMISSION OF BIDS

3.1 Sealing and Marking of Bids

The bidder must submit his Bid in 2 sealed envelopes in the sequence mentioned below:

- (a) **Envelope 1: Bid Form on the letter head of firm & Annexure: III to VI**
- (b) **Envelope 2: Price Bid (Annexure VII)**

Each page will be duly signed and serially numbered. Corrections or overwriting duly attested.

Sealed envelopes shall be addressed to the Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie. Please write the **Tender Notice No. D-3024/1/2018-S&S for Green Grass** on the envelop.

3.2 Deadline for Submission of Bids

- (i) Bids must reach Lal Bahadur Shastri National Academy of Administration, Mussoorie on or before 26.7.2026. In the event of the specified date for the submission of bids being declared a holiday for Lal Bahadur Shastri National Academy of Administration, Mussoorie, the bids will be received till the next working day.
- (ii) The Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie may at his discretion extend this deadline for submission of bids in which case all rights and obligations of Lal Bahadur Shastri National Academy of Administration, Mussoorie and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

3.3 Late Bids

Any bid received by Lal Bahadur Shastri National Academy of Administration, Mussoorie after the deadline for submission of bids prescribed by Lal Bahadur Shastri National Academy of Administration, Mussoorie will be rejected and/or returned unopened to the bidder.

4. BID OPENING AND EVALUATION

4.1 Opening of the Bids

Lal Bahadur Shastri National Academy of Administration, Mussoorie will open all the Bids on the date, time and the place specified in the Tender document. The bid will be opened in the presence of bidder or the representatives of the bidders who choose to attend the same. The bidder or the representatives of the bidder representatives present there, shall sign a register evidencing their attendance.

5. AWARD OF CONTRACT

5.1 Award Criteria

Lal Bahadur Shastri National Academy of Administration, Mussoorie will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. The evaluation will be for the

total bid value of the item in the list annexed to Notice Inviting Tender.

5.2 Lal Bahadur Shastri National Academy of Administration, Mussoorie Right to accept any Bid and to reject any or all Bids

Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie reserves the right to accept or reject any bid in part or full, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for Lal Bahadur Shastri National Academy of Administration, Mussoorie action.

5.3 Notification of Award

Prior to the expiration of the period of bids validity, Lal Bahadur Shastri National Academy of Administration, Mussoorie will notify the successful Bidder in writing by letter or by email that its bid has been accepted. The notification of Acceptance will constitute the formation of the Contract.

5.4 Signing of Contract

At the same time as Lal Bahadur Shastri National Academy of Administration, Mussoorie notifies the successful Bidder that its bid has been accepted, Lal Bahadur Shastri National Academy of Administration, Mussoorie will send the Bidder the contract agreement incorporating all agreements between the parties. Within Fifteen (15) days of receipt of the Contract Form, the successful Bidder shall sign and date the two copies of Contract and return it to Lal Bahadur Shastri National Academy of Administration, Mussoorie.

5.5 Corrupt or Fraudulent Practices

- (i) Vendors shall observe the highest standard of ethics during the procurement process and execution of the contract.
- (ii) Lal Bahadur Shastri National Academy of Administration, Mussoorie will reject a proposal for award if it determines that the Bidder recommended for award has attended or engaged in corrupt or fraudulent practices in competing for the contract in question.

6.1 PAYMENT

- (i) The Goods received will be subjected to inspection by the designated officer of the Lal Bahadur Shastri National Academy of Administration, Mussoorie authorized to inspect the same. If these are not found not in accordance with the specifications mentioned in the contract document, these will become liable to be rejected.
- (ii) All the expenditure related to removal and replacement of these rejected goods will have to be borne by the Supplier.
- (iii) The Purchaser's decision as regards the rejection shall be final and binding on the Contractor.
- (iv) Payment will be made only for those goods which are found to be of satisfactory quality.

6.2 MODE OF PAYMENT TO VENDER

- (i) The payment will be made on monthly basis as receipt of goods from vender based on the demand subject to inspection and finding the goods acceptable and in accordance with the instructions given in the Acceptance of Tender.

7. OTHER CONDITIONS APPLICABLE TO CONTRACT

7.1 ADDRESS OF THE CONTRACTOR AND NOTICES AND COMMUNICATIONS ON BEHALF OF THE PURCHASER

- (i) For all purposes of the contract, including arbitration there under, the address of the Contractor mentioned in the tender shall be the address to which all communications addressed to the Contractor shall be sent, unless the Contractor has notified a change

by a separate letter containing no other communication and sent by registered post, acknowledgement due. The Contractor shall be solely responsible for the consequences of any omission to notify a change of address in the manner aforesaid.

- (ii) Any communication or notice on behalf of the Purchaser in relation to the contract may be issued to the contractor by the Director or any other officer authorized by him on his behalf and all such communications and notices may be served to the Contractor either by Speed Post or Email.

7.2 RESPONSIBILITY OF THE CONTRACTOR FOR EXECUTING THE CONTRACT

- (i) The Contractor shall perform the contract in all respects in accordance with the terms and conditions thereof. The Goods and every constituent part thereof, whether in the possession or control of the Contractor, his agents or servants or a carrier or in the joint possession of the Contractor and the Purchaser, his agent or servants shall remain in every respect at the risk of the Contractor until their actual delivery to the Purchaser at the stipulated place or destination on where so provided in acceptance of tender until their delivery to a subordinate office of the Lal Bahadur Shastri National Academy of Administration, Mussoorie. The Contractor shall be responsible for all loss, destruction, damage or deterioration of or to the Goods from any cause whatsoever while the Goods after their approval are awaiting dispatch of delivery or are in the course of transit from the contractor to the Purchaser, or as the case may be to any of its subordinate offices.

(ii) Consequence of Breach

- (a) Should the Contractor or Partner in the Contractor firm commits breach of either of the conditions, it shall be lawful for the Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie, to cancel the contract.
- (b) The decision of the Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie, as to any matter of thing concerning or arising out of this sub-clause or on any question whether the Contractor or any partner of the Contractor firm has committed shall be final and binding on the Contractor.

7.3 LAW COVERING THE CONTRACT

- (i) The contract shall be governed by the Law of Contract for the time being in force.
- (ii) Irrespective of the place of delivery, the place of performance or place of payment under the contract, the contract shall be deemed to have been made at the place from which the acceptance of tender has been issued.
- (iii) Jurisdiction of Courts: The courts of the place from where the acceptance of tender has been issued shall alone have jurisdiction to decide any dispute arising out of or in respect of this contract.

Signature with stamp of Tenderer

Declaration

Declaration of Non-Blacklisting

(To be submitted on the company's letterhead)

Date: _____

To

The Director,

Lal Bahadur Shastri National Academy of Administration,

Mussoorie, District: Dehradun,

Uttarakhand – 248179

Subject: Declaration of Non-Blacklisting

Tender Reference No.: _____

Name of Work/Tender: _____

Dear Sir,

We hereby declare that our firm/company is not blacklisted as on date of bidding by any Central Government, State Government, Public Sector Undertaking (PSU), or any regulatory authority in India or abroad for any fraudulent activities.

We further affirm that if at any point this declaration is found to be false or misleading, appropriate action as deemed fit by the Lal Bahadur Shastri National Academy of Administration may be initiated against our firm/company.

Yours faithfully,

(Signature of the Authorized Signatory with Official Seal)

Name: _____

Designation: _____

Contact Details: _____

Date: // _____

INTEGRITY PACT

This Integrity Pact is made between **Lal Bahadur Shastri National Academy of Administration (LBSNAA)** and [_____] for the **Supply of Fodder {Green Grass, Makka Chari (maize fodder), Berseen, oats}**

LBSNAA commits to ensuring transparency and fairness in the procurement process. The Bidder hereby undertakes to:

Avoid Corrupt Practices

Refrain from offering, giving, receiving, or soliciting any item of value to influence the actions of public officials during the bidding process or contract execution.

Prohibit Collusion

Abstain from colluding with other bidders, including engaging in price fixing, bid rigging, or market allocation, to maintain the integrity and competitiveness of the bidding process.

Avoid Intermediaries and Undisclosed Payments

Participate directly in the bidding process without involving intermediaries such as agents or brokers. Any legitimate business arrangements or partnerships relevant to the supply of Fodder {Green Grass, Makka Chari (maize fodder), Berseen, oats} shall be transparently disclosed in the bid documents.

Maintain Confidentiality

Protect and maintain the confidentiality of all tender-related information. The Bidder shall not disclose any bid details or LBSNAA's confidential information for any purpose other than preparing and submitting the bid.

Accept Consequences for Violations

Acknowledge that any breach of this pact may lead to disqualification from the tender process, termination of the contract if awarded, and imposition of penalties as deemed appropriate by LBSNAA.

A committee constituted by LBSNAA will oversee compliance with this Integrity Pact, if required.

This Pact shall remain valid from the date of signing **until twelve (12) months** after the final

(To be submitted on Bidder's Letter Head)

Bid-Securing Declaration

(In lieu of EMD)

Date: [insert date (as day, month and year)]

Bid No.: _____

To:

I/We*, the undersigned, declare that:

I/We* understand that, according to your conditions, bids must be supported by a Bid- Securing Declaration in lieu of Earnest Money Deposit.

I/We understand that if I/We withdraw or modify our Bids during the period of validity, or if I/We are awarded the contract and I/We fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/We will be suspended for the period of one year from being eligible to submit Bids for all future contracts.

I/We* understand this Bid Securing Declaration shall cease to be valid if I am/we are* not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our* Bid.

Signed: [insert signature of person whose name and capacity are shown] In the capacity of [insert legal capacity of person signing the Bid Securing Declaration]

Name: [insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____ [insert date of signing]

Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]

*Please delete as appropriate

payment under the awarded contract.

Signed by Bidder/Contractor
(Name, Designation, and Signature with Official Stamp)

Note: This Annexure must be printed on the official letterhead of the firm/bidder.

Bid Form

(on the letter head of the firm submitting the bid document)

To

The Director
Lal Bahadur Shastri National Academy of Administration,
Mussoorie- 248179.

Ref: Bid document No

Dated-----

Sir,

We hereby offer to supply the Green Grass at the prices and rates mentioned in the Bid.

We do hereby undertake that, in the event of acceptance of our bid, the supply of Goods/Services shall be made as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.

We enclose herewith the complete Bid as required by you. This includes:

- ✓ Bid Form
- ✓ Annexure: III to VII

We agree to abide by our offer and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the bid document and we do hereby undertake to supply as per these terms and conditions.

Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of sole proprietor,

or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/ by virtue of general power of attorney,

or

A Company, and the person signing the bid document is an authorized person of the company and he has authority to refer to arbitration disputes concerning the business of the company by virtue of the general power of attorney,

(NOTE: Delete whatever is not applicable. All corrections / deletions should invariably be duly attested by the person authorized to sign the bid document.)

We do hereby undertake, that, until a formal work order is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the work order, shall constitute a binding contract between us.

Dated this day of _____ 2026

Signature of Bidder

Full Address:

Telephone No.

Telegraphic Address:

Fax No.

E-mail:

COMPANY SEAL

Annexure-VII

PRICE BID BY TENDERER

Full name and address of the tenderer in addition to telephone No. and mobile No. if any should be quoted in all the communication

To

The Director,
LBS National Academy of Administration,
Mussoorie

Dear Sir,

I/ we have carefully read the content of the tender for supply of Green Grass to Lal Bahadur Shastri National Academy of Administration, Mussoorie and hereby offer to supply the items mentioned below at the rate given below:

Sl. No.	Name of Items	Rate per Quintal (in Rupees)	Rate per Quintal (in Words)	Delivery Charges for Mussoorie
1.				
2.				
3.				
4.				

- I/ We undertake to pay all taxes, as required under law, on aforesaid supplies. Purchaser will pay only the Retail Price less the above quoted discount.
- I/We understood the instruction to the tenders and conditions of contract in the schedule to the Tender form and accept them, subject of paragraph thereof.
- I/We am/are fully aware of the nature of stores requirement and my/ our offer is to supply stores strictly in accordance with your requirements.
- I/We agree to arrange supplies in accordance with the nomenclature and specifications given in the schedule to tender, Deviations, if any, are indicate here.

(Authorized signatory & stamp)

Name:.....

Place:

Date:

Seal