



**GOVERNMENT OF ODISHA**  
OFFICE DIVISIONAL FOREST OFFICER, SAMBALPUR FOREST DIVISION.  
e-mail id – [dfo.sambalpur@odisha.gov.in](mailto:dfo.sambalpur@odisha.gov.in) Phone/FAX- 0663-2410139

No. 6696 Dt. 19.12.24

To,

The Deputy Director-cum-  
Deputy Secretary to Govt. of Odisha (Advertisement)  
Information and Public Relation Department,  
Odisha, Bhubaneswar

Sub: - Publication of Tender Call Notice.

Sir,

Please find herewith the copy of advertisement both in hard and soft copy for supply of **Precision Mobile workstation, Precision fixed workstation, Monitor 32" and Laser Jet A3 Printer** requirement for Rs & GIS Lab in office of the Divisional Forest Officer, Sambalpur Forest Division. So, it is requested to kindly make necessary arrangement for publication of the same in at least two (2) leading Odia daily Newspapers before dt. **19.12.2024**.

The concerned Advertisement Manager may kindly be requested to send complimentary copy of the same newspapers containing the advertisement to the undersigned immediately after the publication.

An early action in this matter is requested.

Encl: Tender Call Notice (in hard copy & soft copy)

Yours faithfully,

Divisional Forest Officer  
Sambalpur Forest Division

No. 6697 / Dated. 19.12.24

Copy forwarded to the Principal Chief Conservator of Forests (Wildlife) & Chief Wildlife Warden, Odisha, Bhubaneswar for favour of kind information & necessary action.

Divisional Forest Officer  
Sambalpur Forest Division

No. 6698 / Dated. 19.12.24

Copy along with its enclosure submitted to the Additional Principal Chief Conservator of Forests, (IT & GIS), O/o the Principal Chief Conservator of Forests, Odisha, Bhubaneswar for information and necessary action. He is requested to upload the above said Invitation For Bid in the Web-site of PCCF, Odisha at an early Date.

Divisional Forest Officer  
Sambalpur Forest Division

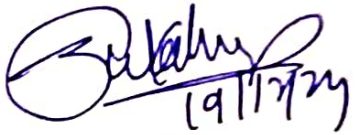
No. 6699 / Dated. 19.12.24

Copy along with its enclosure submitted to the Regional Chief Conservator of Forests, Sambalpur for favour of kind information and necessary action.

  
Divisional Forest Officer  
Sambalpur Forest Division


No. 6700 / Dated. 19.12.24

Copy along with the copy of the abridged notice submitted to the District Information Officer, NIC, Collectorate, Sambalpur for information and necessary action. He is requested to upload the Tender Notice in District NIC Portal at the earliest for wide publicity.

  
Divisional Forest Officer  
Sambalpur Forest Division

No. 6701 / Dated. 19.12.24

Copy along with its enclosure forwarded to all Divisional Forest Officer (T & NT) Odisha for information and necessary action. It is requested to display the above said Invitation For Bid in their office Notice Board.

  
Divisional Forest Officer  
Sambalpur Forest Division

No. 6702 / Dated. . 19.12.24

Copy along with its enclosure forwarded to all Range Officers, Sambalpur Forest Division, Sambalpur for information and necessary action. They are instructed to display the above said Invitation For Bid in their Office Notice Board.

  
Divisional Forest Officer  
Sambalpur Forest Division



Forest Department Odisha  
OFFICE OF THE DIVISIONAL FOREST OFFICER  
SAMBALPUR FOREST DIVISION  
Email – dfo.sambalpur@odisha.gov.in

TENDER CALL NOTICE

Tender Call Notice No. 6696 Dated. 19.12.2024

Tender Call Notice for Supply of Precision Mobile workstation, Precision fixed workstation, Monitor 32" and Laser Jet A3 Printer for GIS Lab in O/o the DFO, Sambalpur, Sambalpur Forest Division under CAMPA APO 2024-25.

Sealed Tenders are invited from reputed Manufacturer / Distributorship / Authorized dealership for supply of Precision Mobile workstation, Precision fixed workstation, Monitor 32" and Laser Jet A3 Printer for GIS Lab in O/o the DFO, Sambalpur, Sambalpur Forest Division under CAMPA APO 2024-25 on or before 06/01/2025 up to 05.00 PM.

The application form of Tender containing Technical Bid & Financial Bid information and Supply and of Precision Mobile workstation, Precision fixed workstation, Monitor 32" and Laser Jet A3 Printer for GIS Lab in O/o the DFO, Sambalpur, Sambalpur Forest Division under CAMPA APO 2024-25 will be available from 22.12.2024 to 06.01.2025 in the website [www.sambalpur.nic.in](http://www.sambalpur.nic.in) on deposit of Rs.6,000/- (Rupees Six Thousand Only) only deposit in Account No. 0185101020115 of Canara Bank, Modipara Branch, IFSC Code No. CNRB0000185 in favour of "Divisional Forest Officer, Sambalpur Forest Division, Sambalpur" which is non-refundable towards Tender Paper cost in the sealed bid document should be submitted, failing which the bidding in tender process is liable for rejection.

The last date of submission of sealed tender by the Registered / Speed Post / Courier Service / by hand is 06.01.2025 upto 05.00 PM. The Technical bids will be opened on 07.01.2025 at 11.00 AM & Financial Bid will be opened on 07.01.2025 at 3.30 PM in presence of the bidder or his authorized representatives in the office of the undersigned. The financial bids shall be opened after evaluation of the technical bids by the Tender Selection Committee. Final selection of the bidder shall be done on L1 basis based on quality and cost of the materials. The undersigned reserves the right to reject any or all tender without assigning any reason thereof.

  
Divisional Forest Officer,  
Sambalpur Forest Division.

**TENDER DOCUMENT**

**FOR SUPPLY OF PRECISION MOBILE WORKSTATION, PRECISION FIXED WORKSTATION, MONITOR 32" AND LASER JET A3 PRINTER FOR GIS LAB IN O/O THE DFO, SAMBALPUR, SAMBALPUR FOREST DIVISION UNDER CAMPA APO 2024-25.**

It has been decided to Supply of Precision Mobile workstation, Precision fixed workstation, Monitor 32" and Laser Jet A3 Printer for GIS Lab in O/o the DFO, Sambalpur, Sambalpur Forest Division under CAMPA APO 2024-25 by inviting sealed tenders. The reputed Manufacturer / Distributorship / Authorized dealership expressing interest shall download the tender Application Form, from [www.dfosambalpur.org](http://www.dfosambalpur.org) / [www.sambalpur.nic.in](http://www.sambalpur.nic.in) from **22.12.2024 to 06.01.2025 upto 5.00 PM.**

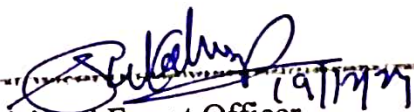
The Cost of the Tender paper of Rs.6,000/- (Rupees Six Thousand only) shall be deposited in in Account No. 0185101020115 of Canara Bank, Modipara Branch, IFSC Code No. CNRB0000185 in favour of "Divisional Forest Officer, Sambalpur Forest Division, Sambalpur" while submitting the tender.

The Tenderer has to furnish all required documents & rate of the material, Taxes separately in the application form. The tenderer has to submit the **Technical bid and Financial bid in two separate closed covers. Name of the item should be super scribed on the top of the envelop.** The undersigned reserves the right to reject any or all tender without assigning any reasons thereof.

Eligibility:-

1. The invitation to participate in the Tender Document is open to Reputed Manufacturer / Distributorship / Authorized dealership.
2. The Tenderer must not have been banned or black listed by any Government organization.
3. There must not be any adverse action pending against the Tenderer.

A. Download of Tender Document	:	22.12.2024 to 06.01.2025, by 5.00 PM
B. Last Date for Submission of Sealed Tender Document	:	06.01.2025 by 5.00 PM
C. Opening of Technical Bid	:	07.01.2025 at 11.00 AM
D. Opening of Financial Bid	:	07.01.2025 at 03.30 PM

  
Divisional Forest Officer,  
Sambalpur Forest Division

**LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH ORIGINAL TENDER PAPERS**

1. Detailed address of the Person / Firms / Traders with mobile no. of contact.
2. Rs.6,000/- (Rupees six thousand only) to be deposited in Account No. 0185101020115 of Canara Bank, Modipara Branch, IFSC Code No. CNRB0000185 in favour of "Divisional Forest Officer, Sambalpur Forest Division, Sambalpur"
3. Copy of Valid GST Registration Certificate.
4. Copy of valid PAN card.
5. Valid Account Number with details of bank of the Firm/Trader.
6. GST Clearance Certificate of the Firm/Trader for the month December 2023.
7. Income Tax return of Last three years of the Firm/Individuals from 2021-22, 2022-23 & 2023-24.
8. Mandatory to submit audited Financial Statement for the Financial Year 2021-22, 2022-23 & 2023-24.
9. Annual Financial Turnover of the bidder of last three financial years (2021-22, 2022-23 & 2023-24)
10. Copy of Work order from Government organization of similar nature of work completed earlier, if any (at least two work order).
11. **Certificate for Authorized Dealer / Manufacture / Supplier.**
12. Undertaking regarding complete the installation of the article at the approved site within **01 month positively**, failing which the Security Deposit Amount will be forfeited to Government.

Full Signature of the Tenderer with seal

Place:-

Date:-

## **DECLARATION**

I declare that, the particulars furnished above are true to the best of my knowledge and I shall accept all the terms and conditions of this tender without any objections. I have also submitted all the required documents as asked for in the tender process.

Full Signature of the Tenderer

**Place:-**

**Date:-**

**ANNEXURE-I**

**TECHNICAL BID FOR SUPPLY OF PRECISION MOBILE WORKSTATION, PRECISION FIXED WORKSTATION, MONITOR 32" AND LASER JET A3 PRINTER FOR GIS LAB IN O/O THE DFO, SAMBALPUR, SAMBALPUR FOREST DIVISION UNDER CAMPA APO 2024-25**

(Last Date is \_\_\_\_\_ up to 05.00 PM)

1. Name of the Bidder / Organization \_\_\_\_\_
2. Detailed Address of Bidder \_\_\_\_\_  
\_\_\_\_\_
3. E-mail ID \_\_\_\_\_
4. Telephone/Mobile No. \_\_\_\_\_
5. PAN No. \_\_\_\_\_
6. SRIN / TIN/ GST No. \_\_\_\_\_
7. Period of clearance of GST \_\_\_\_\_
8. Detail address of the Supply and Commissioning of Boat  
\_\_\_\_\_  
\_\_\_\_\_

**Documents to be submitted as part of submission of Technical Bid and Declaration**

1. Authorized Dealer should have valid Agreement with the Manufacturer and possess Manufacturer's Authorization Certificate.
2. Bidder must have BIS or ISO Certification for the Boat and Engine.
3. Bidder must have authorized service centre in India and provide the address of such service centre.
4. Bidders has to submit name of manufacturing company, brand name and detailed technical specifications of product.
5. The Bidder must not have been banned or black listed by any Government organization (undertaking)
6. Previous experience of supplying for and commissioning a Boating project in any site in India. Documentary proof of the same is required along with the contact details of the customer for further verification.
7. Proof of similar supply order during the last five (5) financial years (Copy of Purchase/ Supply Order and contact details of receiver be provided to ascertain satisfaction). Documentary evidence of manufacturing/Supplying and after sales services of products similar to the tendered item during the last 5 years.
8. Audited Balance Sheet and Profit & Loss Statement of the bidder of last three financial years (FY 2021-22, FY 2022-23 & FY 2023-24)
9. Original Product literature mentioning all technical specifications & service manual
10. List of essential accessories required to operate the equipment/ goods/ stores / materials (if any)
11. Undertaking that all the certificates / permissions / documents are valid and current as on date and have not been withdrawn/ cancelled by the issuing authority.

A check list mentioning the enclosed documents in technical bid would be submitted on a first page of technical document along with letter of bidder.

Certified that the information provided above is true and the organization has never been debarred or black listed by any Government Organization.

Full Signature of the Tenderer with seal

**Place:-**

**Date:-**



**ANNEXURE-II**

**(FINANCIAL BID)**

**FOR SUPPLY OF PRECISION MOBILE WORKSTATION, PRECISION FIXED WORKSTATION, MONITOR 32" AND LASER JET A3 PRINTER FOR GIS LAB IN O/O THE DFO, SAMBALPUR, SAMBALPUR FOREST DIVISION UNDER CAMPA APO 2024-25**

1. Name of the Bidder / Organization

2. Detailed Address of Bidder

3. E-mail ID:

4. Telephone / Mobile No.

Sl.No	Particulars	Quantity in Nos	Unit Cost (In Rs.)	Installation Charges of the Product (In Rs.)	Total cost including GST (In Rs.)
1	Precision Mobile Workstation	1			
2	Precision Fixed Workstation	1			
3	Monitor 32"	1			
4	Laser Jet A3 Printer	1			
	<b>Total</b>				

Certified that the information provided above is true to the best of my knowledge.

Full Signature of the Tenderer with seal

**Place:-**

**Date:-**

**TERMS & CONDITIONS FOR SUPPLY OF PRECISION MOBILE WORKSTATION,  
PRECISION FIXED WORKSTATION, MONITOR 32" AND LASER JET A3 PRINTER  
FOR GIS LAB IN O/O THE DFO, SAMBALPUR, SAMBALPUR FOREST DIVISION  
UNDER CAMPA APO 2024-25**

1. The Tender document incomplete in any aspect is liable for rejection.
2. **Tender papers received after the last date of receipt due to postal delay or any reason there of will not be accepted and returned back to the concerned tenderer.**
3. The technical bids would first be taken into consideration by a committee. The Technical bids shall be opened on the scheduled date and time in the presence of the bidders or his authorized representatives, if any who wish to be present on the spot at that time. Only one person for each bidder shall be allowed to be present at the time of opening the tender.
4. The Financial Bid of only those tenderers will be opened those are found to be qualified in Technical bids are in order. The Financial bids will also be opened on the scheduled date and time in the presence of the bidders or authorized representatives, if any, who wish to be present on the spot at that time. **Final selection of the bidder shall be done on L1 basis based on the quality and cost of the materials.**
5. The competent authority of the Divisional Forest Officer, Sambalpur Forest Division reserves the right to annul all bids without assigning any reason.
6. The application form can be downloaded from the website [www.sambalpur.nic.in](http://www.sambalpur.nic.in) within the period **22.12.2024 to 06.01.2025 up to 5.00 PM**. In case the application form is downloaded from Govt. website, the applicant shall furnish a non refundable Demand Draft for an amount of **Rs.6,000/- (Rupees Six Thousand)** only towards the Tender Paper Cost along with the application.
7. All the stipulations and terms and conditions of tender documents and notice for supply of Precision Mobile Workstation, Precision Fixed Workstation, Monitor 32" And Laser Jet A3 Printer for GIS Lab in O/o the DFO, Sambalpur, Sambalpur Forest Division under CAMPA APO 2024-25, including the **Annexure-I & II** are applicable and must be adhered to. While submitting the tender offers, the tenderers also submit the signed copies of tender documents including the terms and condition in **Annexure-I & II**. The envelope containing the tender offer should be super-scribed "**Tender Offer for Supply of Precision Mobile Workstation, Precision Fixed Workstation, Monitor 32" And Laser Jet A3 Printer for GIS Lab in O/o the DFO, Sambalpur, Sambalpur Forest Division under CAMPA APO 2024-25**" at the top of the envelope and **name, address and mobile number at the left corner of the envelope.**

The stipulations and terms and conditions embodied in the tender document will form a part of the agreement.

8. The successful tenderer shall furnish a **security deposit @ 10%** of the total bid amount in shape of T.D.R / Bank Guarantee duly pledged in favour of the Divisional Forest Officer, Sambalpur Forest Division, Sambalpur for faithful implementation of the provisions of the agreement. This Security deposit of the successful tenderer shall be retained at Sambalpur Forest Division & shall be returned after completion of the delivery of the materials. If the Tenderer fails to deliver the required quantity and quality of the Precision Mobile Workstation, Precision Fixed Workstation, Monitor 32" and Laser Jet A3 Printer in time as per agreement / any alternation in the quality of Precision Mobile Workstation, Precision Fixed Workstation, Monitor 32" And Laser Jet A3 Printer found at the time of delivery, then the security deposit shall be forfeited to Government of Odisha.

9. The cost of materials furnished in the bid document shall be inclusive of transportation & Installation charges and all Taxes admissible. The rate of successful bidder may be valid for current financial year in which tender has been finalized.
10. The Tenderer shall execute an agreement with the Divisional Forest Officer, Sambalpur Forest Division in line with the terms and conditions laid out in the tender document.
11. The tenderer shall complete the installation of Commissioning of Boat at the approved sites within **01 month** from the date of receipt of the work order.
12. All payments to the Tenderer including Security Deposit shall be returned / adjusted **after completion of installation** of Commissioning of Boat at the approved sites within the period as per agreement.
13. Scope of supply (Bid price to include all cost components): Supply Installation Testing and Commissioning of Goods
14. Bidder Turn Over Criteria: The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
15. IMPORTED PRODUCTS: In case of imported products, OEM or Authorized Seller of OEM should have a registered office in India to provide after sales service support in India. The certificate to this effect should be submitted.
16. Availability of Service Centres: Bidder/OEM must have a Functional Service Centre in the State of each Consignee's Location in case of carry-in warranty. (Not applicable in case of goods having on-site warranty). If service centre is not already there at the time of bidding, successful bidder / OEM shall have to establish one within 30 days of award of contract. Payment shall be released only after submission of documentary evidence of having Functional Service Centre.
17. Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.
18. The bidder is required to upload, along with the bid, all relevant certificates such as BIS licence, type test certificate, approval certificates and other certificates as prescribed in the Product Specification given in the bid document.
19. Warranty period of the supplied products shall be 1 years from the date of final acceptance of goods or after completion of installation, commissioning & testing of goods (if included in the scope of supply), at consignee location. OEM Warranty certificates must be submitted by Successful Bidder at the time of delivery of Goods. The seller should guarantee the rectification of goods in case of any break down during the guarantee period. Seller should have well established Installation, Commissioning, Training, Troubleshooting and Maintenance Service group in INDIA for attending the after sales service. Details of Service Centres near consignee destinations are to be uploaded along with the bid.

20. Successful bidder will have to ensure that adequate number of dedicated technical service personals / Engineers are designated / deployed for attending to the Service Request in a time bound manner and for ensuring Timely Servicing / rectification of defects during warranty period, as per Service level agreement indicated in the relevant clause of the bid.
21. After award of contract - Successful Bidder shall have to get Detailed Design Drawings approved from buyer before starting fabrication. Successful Bidder shall submit Detailed Design Drawings for Buyer's approval, within 7 days of award of contract. Buyer shall, either approve the drawings or will provide complete list of modification required in the drawings within 5 days. Seller shall be required to ensure supply as per approved Drawings with modifications as communicated by Buyer. If there is delay from buyer side in approval of drawing- the delivery period shall be refixed without LD for the period of delay in approval of Drawing.
22. **Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.
23. **Upload Manufacturer authorization:** Wherever Authorised Distributors are submitting the bid, Manufacturers Authorisation Form (MAF)/Certificate with OEM details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid.
24. Buyer Added text based ATC clauses
  - a. **Delivery:** At O/of the Divisional Forest Officer, Sambalpur Forest Division
  - b. GST return (latest), IT return last three years along with copies of PAN and GST registration shall be submitted.
  - c. After Award of contract to the successful bidder, the supplier shall deposit 10% of the bid value in form of demand draft in favour of Divisional Forest Officer, Sambalpur Division for Bank Guarantee/Security Deposit within 15 days of Award of contract.
25. The undersigned reserves the right to reject / cancel any or all the tenders without assigning any reasons thereof and terminate the order in case of Changes in the Government procedure and policy of instruction / direction and exigencies.
26. All documents and Original Tender Papers should be signed by the Tenderer.
27. The Tenderer must not have been banned or black listed by any Government organization.
28. All the legal disputes shall be subject to the jurisdiction of the Civil Court, Sambalpur.
29. The addendum / Corrigendum if any will be hosted in the website only.

Full Signature of the Tenderer with seal

Place:-

Date:-

**BIDDER'S COVERING LETTER**

To,  
The Divisional Forest Officer,  
Sambalpur Forest Division  
Sambalpur,  
Dist.-Sambalpur

Subject: Tender for for Supply of Precision Mobile Workstation, Precision Fixed Workstation,  
Monitor 32" And Laser Jet A3 Printer for GIS Lab in O/o the DFO, Sambalpur, Sambalpur  
Forest Division under CAMPA APO 2024-25

Dear Sir,

I, the undersigned, offer to participate in the selection process to provide Commissioning of Boat in accordance with your Tender Advt. No. \_\_\_\_\_ Dated \_\_\_\_\_. We are hereby submitting our proposal, which includes tender schedule with material sample sealed in separate envelopes.

I hereby declare that all the information and statements made in this proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 1 year and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours Sincerely,

***Authorized Signatory with Date and Seal:***

**Name and Designation:**

**Address of the Bidder:**

# LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender No: \_\_\_\_\_

To,  
The Divisional Forest Officer,  
Sambalpur Forest Division  
Sambalpur,  
Dist.-Sambalpur

Dear Sir,

Subject: (Authorization for attending bid opening on..... (Date) in  
the Tender for Supply of Precision Mobile Workstation, Precision  
Fixed Workstation, Monitor 32" And Laser Jet A3 Printer for GIS Lab in  
O/o the DFO, Sambalpur, Sambalpur Forest Division under CAMPA  
APO 2024-25 Dist. Sambalpur (Tender No: \_\_\_\_\_  
Dtd. \_\_\_\_\_)

Following persons are hereby authorized to attend the bid opening for the tender  
mentioned above on behalf of .....  
(Bidder) in order of preference given below.

Specimen Signature  
Name of Authorized Person

Order of Preference

- 1.
- 2.

Signature of Bidder  
Or  
His authorized Representative

Note:

1. Only one representative shall be allowed.
2. Permission for entry to the hall, where bids will be opened, will be refused in case authorization as prescribed above is not produced.