

**OFFICE OF THE DIVISIONAL FOREST OFFICER: RAYAGADA DIVISION**

ଶଶିଭବନାଧିକାରୀଙ୍କକାର୍ଯ୍ୟାଳୟ, ରାୟଗଡ଼ାବନଖଣ୍ଡ, ରାୟଗଡ଼ା

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Office Order No. 27 / IF (Accts) 326/2026.

Dated, Rayagada the 09<sup>th</sup> January 2026.

*February*

**TENDER CALL NOTICE NO. 04/ 2025-26 DATE: 09.02.2026 FOR  
PURCHASING OF "CAMERA TRAP"**

Sealed tenders are invited from eligible suppliers for the **Supply of Various Equipment/ Materials for official use under Rayagada Forest Division through offline Two-Bid System (Technical & Financial).**

**Tendering Authority:** Divisional Forest Officer, Rayagada Forest Division, Rayagada, Odisha – 765001.

**Estimated Cost & EMD:** As specified in the Detailed Tender Document.

**Important Dates:**

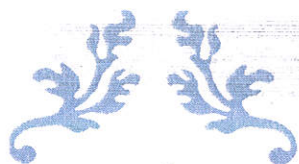
- **Sale of Tender Documents:** From 11/02/2026 at 11:00 AM
- **Last Date for Submission:** 20/02/2026 up to 5:00 PM
- **Opening of Technical Bids:** 21/02/2026 at 11:00 AM

Bidders may apply **item-wise**. Separate sealed envelopes are required for each item, clearly superscribed with the **Item Name / Item Code**.

Detailed Tender Document, eligibility criteria, terms & conditions are available at [www.rayagada.nic.in](http://www.rayagada.nic.in).

The undersigned reserves the right to accept or reject any or all tenders without assigning any reason thereof.

*Sd/-*  
*9.2.26*  
Divisional Forest Officer,  
Rayagada Division.



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DETAIL TENDER CALL  
NOTICE (DTCN) FOR  
PURCHASING OF “***CAMERA  
TRAP***” IN RAYAGADA  
FOREST DIVISION DURING  
FY 2025-26

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## 1 CHAPTER I

### NOTICE INVITING TENDER

**Tender No. 04**

**Date: 09.02.2026.**

#### **TENDER FOR SUPPLY OF VARIOUS EQUIPMENT / MATERIALS FOR RAYAGADA FOREST DIVISION**

Particulars	Details
<b>Name of the Tendering Authority</b>	Divisional Forest Officer, Rayagada Forest Division, Rayagada, Odisha – 765001
<b>Tender Notice Number &amp; Date</b>	Tender No. 04/2025–26, Dated: 09.02.2026.
<b>Name of the Work</b>	Supply of Various Equipment / Materials for Official Use under Rayagada Forest Division
<b>Estimated Cost</b>	As indicated in the Detailed Tender Document
<b>EMD (Bid Security)</b>	As specified in Tender Document
<b>Type of Bid</b>	Two-Bid System (Technical Bid & Financial Bid)
<b>Mode of Submission</b>	Offline

#### **1. Important Dates**

Event	Date & Time
Date for Sale of Tender Documents	From 11/02/2026 at 11:00 AM
Last Date for Submission of Sealed Tenders	To 20/02/2026 up to 5:00 PM
Date & Time of Opening of Technical Bids	21/02/2026 at 11:00AM
Date of Opening of Financial Bids	To be intimated separately to technically qualified bidders

#### **2. Submission of Tender**

Sealed tenders containing the Technical Bid and the Financial Bid in separate sealed envelopes, duly superscribed as 'Tender for Supply of [Name of Item / Item Code] – Rayagada Forest Division', shall reach the office of the undersigned on or before the stipulated date and time,

either through Registered Post / Speed Post / Courier or by dropping the same in the Tender Drop Box kept at the office of the Divisional Forest Officer, Rayagada Forest Division, Raniguda Farm, PO/Dist: Rayagada, Odisha – 765001, during office hours on working days.

In case a bidder applies for more than one item, separate sealed envelopes shall be submitted for each item, clearly indicating the respective item name and/or item code on the envelope

### **3. General Conditions**

- Detailed tender documents containing scope of supply, technical specifications, eligibility criteria, evaluation methodology, and contractual conditions are available at ***www.rayagada.nic.in***
- The Tendering Authority reserves the right to accept or reject any or all bids without assigning any reason thereof.
- Corrigendum/Addendum, if any, shall be published on the above-mentioned platform only.
- Submission of tender shall be deemed as acceptance of all terms and conditions of the tender document.

  
Divisional Forest Officer,  
Rayagada Division.



## 2 CHAPTER II - Definitions & Interpretation

### 2.1 Definitions

Unless the context otherwise requires, the following terms and expressions shall have the meanings hereby assigned to them:

1. **“Tender”** means this Notice Inviting Tender (NIT) along with the Detailed Tender Document, including all chapters, annexures, schedules, corrigenda, addenda, and clarifications issued by the Tendering Authority.
2. **“Tendering Authority”** means the Divisional Forest Officer, Rayagada Forest Division, Rayagada, Odisha, or any officer duly authorised to act on his/her behalf.
3. **“Bidder”** means any individual, firm, company, partnership, proprietary concern, or legal entity that submits a bid in response to this Tender, either for one item or for multiple items.
4. **“Successful Bidder”** means the bidder who has been selected item-wise pursuant to the evaluation process and to whom the Supply Order is issued.
5. **“Item”** means a specific equipment or material identified under this Tender by a unique **Item Code** (e.g., A1, A2, A3, etc.), along with its corresponding technical specifications, quantity, and conditions of supply.
6. **“Item-wise”** means that bidding, evaluation, selection, award, and execution shall be carried out independently for each item covered under this Tender.
7. **“Technical Bid”** means the part of the bid submitted by the bidder containing technical details, compliance statements, eligibility documents, product literature, certifications, and all non-financial information required under this Tender.
8. **“Financial Bid”** means the part of the bid submitted by the bidder containing the price quotation and other commercial details for the respective item, in the prescribed format.
9. **“Two-Bid System”** means the tendering process comprising separate submission and evaluation of the Technical Bid and the Financial Bid.
10. **“QCBS (Quality and Cost Based Selection)”** means the method of bid evaluation wherein both technical quality and financial cost are assigned weightages, and bids are ranked based on combined scores, applied **item-wise** as specified in this Tender.
11. **“Technical Score”** means the score obtained by a bidder for a particular item based on the technical evaluation criteria prescribed for that item.
12. **“Financial Score”** means the score derived from the quoted price of the bidder for a particular item, as per the evaluation methodology prescribed.
13. **“EMD” or “Bid Security”** means the Earnest Money Deposit to be furnished by the bidder, item-wise, as specified in the Tender Document.
14. **“OEM” (Original Equipment Manufacturer)** means the entity that manufactures the equipment or material originally and is responsible for its design, production, and warranty.
15. **“Authorised Dealer / Distributor”** means a bidder who is duly authorised by the OEM to supply the specified item, supported by valid authorisation documents.

16. **“Specifications”** means the minimum technical, functional, and performance requirements prescribed for each item under this Tender, compliance with which is mandatory.
17. **“Supply Order” / “Purchase Order”** means the written order issued by the Tendering Authority to the Successful Bidder for supply of the specified item(s).
18. **“Contract”** means the agreement deemed to have been concluded upon issue of the Supply Order and acceptance thereof by the Successful Bidder, incorporating the Tender Document and bid submissions.
19. **“Day”** means a calendar day unless otherwise specified.
20. **“Working Day”** means any day on which Government offices in Odisha are open for transaction of official business.

## **2.2 Interpretation**

1. Words importing the singular shall include the plural and vice versa, unless the context otherwise requires.
2. Headings and chapter titles are included for convenience only and shall not affect the interpretation of the provisions of the Tender Document.
3. References to clauses, chapters, annexures, or schedules shall be construed as references to those forming part of this Tender Document.
4. In case of any ambiguity or inconsistency between different provisions of the Tender Document, the interpretation of the Tendering Authority shall be final and binding.

### 3 CHAPTER III - IMPORTANT DATES

#### 3.1 Important Dates and Schedule

The schedule for the Tender process is as follows. The Tendering Authority reserves the right to modify any of the dates, which shall be notified through corrigendum/addendum.

Sl. No.	Event	Date & Time
1	Date of Issue / Sale of Tender Documents	From 11/02/2026 at 11:00 AM
2	Last Date & Time for Submission of Sealed Tenders	20/02/2026 up to 5:00 PM
3	Date & Time of Opening of Technical Bids	21/02/2026 at 11:00AM
4	Date of Opening of Financial Bids	To be intimated separately to technically qualified bidders
5	Validity of Bid	90 days from the date of opening of Technical Bid

#### 3.2 Mode of Tender Submission

1. The Tender shall be submitted **offline** in accordance with the provisions of this Tender Document.
2. The Technical Bid and Financial Bid shall be submitted in **separate sealed envelopes**, as detailed in Chapter–VIII of this Tender Document.

#### 3.3 Place of Submission and Communication

1. Sealed tenders shall be submitted at the following address:  
**Office of the Divisional Forest Officer**  
Rayagada Forest Division  
Raniguda Farm, PO/Dist: Rayagada  
Odisha – 765001
2. Tenders may be submitted either by:
  - a. Registered Post, or
  - b. Speed Post, or
  - c. Courier, or
  - d. By dropping in the Tender Drop Box kept at the above office

Tenders received after the stipulated date and time shall not be accepted and shall be rejected summarily.



### 3.4 Tender Fee (Cost of Tender Document)

1. The cost of the Tender Document shall be Rs. 2,000/- (Rupees Two Thousand only).
2. The Tender Fee shall be paid in the form of **Demand Draft (DD)** drawn in favour of Divisional Forest Officer, Rayagada Forest Division payable at Rayagada.
3. The Tender Fee is **non-refundable**.

### 3.5 Earnest Money Deposit (EMD) / Bid Security

1. Bidders shall furnish Earnest Money Deposit (EMD) item-wise, separately for each item applied for under this Tender.
2. The item-wise EMD amounts are indicated in the table below:

Sl. No.	Item Code	Name of Item	EMD Amount (Rs.)
1	A1	Camera Trap	25,000/-

*(The Tendering Authority reserves the right to modify EMD amounts through corrigendum, if required.)*

1. EMD shall be furnished in the form of **Term Deposit Receipt (TDR)/ Bank Guarantee (BG)** issued by any Nationalised Bank, drawn in favour of Divisional Forest Officer, Rayagada Forest Division, payable at Rayagada.
2. Tender Fee (Cost of Tender Document) and EMD shall be enclosed only in the Technical Bid envelope. Any Tender Fee or EMD found enclosed in the Financial Bid envelope shall render the bid liable for rejection.
3. In case a bidder applies for more than one item, separate EMD instruments shall be submitted for each item, clearly indicating the Item Code on the instrument.
4. Bids not accompanied by the requisite Tender Fee and/or EMD for the respective item(s) shall be treated as non-responsive and shall not be considered for further evaluation.
5. EMD of unsuccessful bidders shall be returned as per applicable Government norms, without payment of any interest.
6. EMD of the Successful Bidder(s) may be:
  - Adjusted against Performance Security, or
  - Returned after submission of Performance Security, as decided by the Tendering Authority.

### 3.6 Estimated Cost

The estimated cost of procurement under this Tender has been assessed internally by the Tendering Authority for administrative and budgetary purposes and shall not be disclosed to the bidders.

### **3.7 Bid Validity**

1. The bid shall remain valid for a period of 90 (Ninety) days from the date of opening of the Technical Bid.
2. A bid valid for a shorter period shall be rejected as non-responsive.

### **3.8 Clarifications and Pre-Bid Queries (if applicable)**

1. Any request for clarification regarding the Tender Document shall be submitted in writing to the Tendering Authority on or before 16/02/2026.
2. Clarifications, if any, shall be communicated through email and/or WhatsApp only.

### **3.9 Right to Modify Tender Schedule**

1. The Tendering Authority reserves the right to:
  - Extend or modify the tender schedule
  - Cancel or postpone any stage of the tender process.
2. Such modifications shall be binding on all bidders.



## 4 CHAPTER IV - SCOPE OF ITEMS

This Tender covers the supply of **Camera Traps** required for official use under the Rayagada Forest Division.

Item Summary Table:

The list of items proposed to be procured under this Tender, along with approximate quantities, is given below:

Sl. No.	Item Code	Name of Item	Approximate Quantity	Remarks
1	A1	Camera Trap	75	As per prescribed specifications mentioned in Ch. VI

### 4.1 Nature of Quantities

1. The quantities indicated above are **approximate and indicative** and are intended to enable bidders to quote competitive and realistic unit rates.
2. The Tendering Authority reserves the right to:
  - Increase or decrease the quantity of any item, item-wise;
  - Award the contract for full or part quantity of any item; or
  - Cancel procurement of any items

without any change in the quoted unit rate or other terms and conditions.

3. No claim for compensation shall be entertained on account of variation in quantities.

### 4.2 Reference to Detailed Specifications

1. The **detailed technical specifications**, compliance requirements, quality standards, warranty conditions, and evaluation parameters for each item are provided separately under **Chapter-VI and relevant Annexures**.
2. Bidders are advised to carefully study the item-wise specifications before submitting their bids.

## 5 CHAPTER V - Eligibility & Qualification Criteria

### 5.1 General Eligibility Criteria

All bidders, irrespective of the item(s) applied for, shall satisfy the following minimum eligibility criteria:

1. The bidder shall be a legally constituted entity, such as:
  - a) Proprietary firm, or
  - b) Partnership firm, or
  - c) Limited Liability Partnership (LLP), or
  - d) Company registered under the Companies Act, or
  - e) Any other legal entity permitted to participate in Government procurement.
2. The bidder shall possess a valid:
  - a) Permanent Account Number (PAN), and
  - b) Goods and Services Tax (GST) Registration.
3. The bidder shall not have been:
  - a) Blacklisted, debarred, or banned by any Central Government, State Government, PSU, Autonomous Body, or Statutory Authority as on the date of submission of the bid.
4. The bidder shall submit a self-declaration to the effect that no vigilance, CBI, or criminal case is pending against the bidder or its proprietors/partners/directors that would affect execution of the contract.
5. The bidder shall agree to comply with all terms, conditions, technical specifications, and contractual obligations stipulated in this Tender Document.

### 5.2 Financial Capacity

1. The bidder shall have the minimum **average annual turnover**, as specified below, during the last **three (3) financial years** (i.e. 2022-23 to 2024-25).
2. Audited financial statements or CA-certified turnover certificates shall be submitted as proof.
3. **Item-wise Turnover Requirement**

Item Code	Name of Item	Minimum Average Annual Turnover (Rs.)
A1	Camera Trap	15,00,000

4. For items of **high technical specialization**, the Tendering Authority may, at its discretion, relax turnover requirements in favour of technically competent bidders, with recorded justification.

### 5.3 Item wise eligibility criteria

In addition to the General Eligibility Criteria specified in Section 5.1 and the Financial Capacity requirements under Section 5.2, bidders shall fulfil the item-specific eligibility conditions as detailed below.

Failure to meet the eligibility criteria for a particular item shall render the bid non-responsive for that item only, without affecting the bidder's eligibility for other items applied for.

#### Item-wise Eligibility Matrix

Item Code	Name of Item	OEM / Authorised Dealer Requirement	Minimum Past Experience	Additional Eligibility Conditions
A3	Camera Trap	OEM or OEM- authorised Dealer	Supply of wildlife camera traps or similar imaging equipment during last 3 years to Government Departments	Availability of after-sales service & warranty support in Odisha

#### 5.3.1 Proof of Eligibility

1. Documentary evidence in support of item-wise eligibility shall be submitted in the Technical Bid for each item applied for.
2. Acceptable documents may include:
  - o Copies of Purchase Orders / Supply Orders
  - o Completion / Performance Certificates
  - o OEM Authorisation Letters
3. Self-declaration without documentary proof shall not be accepted unless specifically permitted.

#### 5.3.2 Relaxation of Eligibility Criteria

1. The Tendering Authority reserves the right to relax any of the eligibility criteria for specific items, where such relaxation is considered necessary in the interest of competition and procurement efficiency.
2. Such relaxation, if any, shall be uniformly applicable to all bidders for the concerned item and shall be notified through corrigendum.

### 5.4 Right to Reject

1. Mere fulfilment of eligibility criteria shall not automatically entitle a bidder to be considered for award of contract.

2. The Tendering Authority reserves the right to reject any bid:
  - Which does not meet the eligibility requirements; or
  - Which is found to be incomplete, misleading, or false in any respect.



## 6 CHAPTER VI – ITEM WISE SPECIFICATIONS

- This chapter lays down the **minimum technical specifications**, functional requirements, quality standards, warranty obligations, and compliance parameters for each item covered under this Tender.
- The technical specifications prescribed herein are **minimum requirements**. Bidders may offer items with superior specifications, provided such superiority is clearly indicated and supported with documentary evidence.
- Compliance with the prescribed specifications is **mandatory**. Any deviation shall be clearly mentioned in the Technical Bid.
- Technical evaluation shall be carried out **item-wise**, strictly in accordance with the specifications and evaluation criteria prescribed for each item.

### 6.1 Camera Trap (Code – A1)

1. **Description:** Supply of wildlife camera traps suitable for monitoring fauna in forest conditions.
2. **Minimum Technical Specifications:**
  - a) Interchangeable Flash Module with White, IR & Black Flash included
  - b) Image Resolution: Minimum 20 MP (still images)
  - c) Video Resolution: Minimum Full HD (1080p)
  - d) Trigger Speed:  $\leq 0.25$  seconds
  - e) Recovery Speed – 1-2 Sec
  - f) Detection Range: Minimum 20–25 metre.
  - g) Battery: AA / Rechargeable battery support with minimum 6 months standby
  - h) Memory Support: SD card up to 128 GB
  - i) Weather Protection: IP65 or higher
  - j) Operating Temperature:  $-10^{\circ}\text{C}$  to  $+50^{\circ}\text{C}$
  - k) Mounting: Tree-mount compatible with lock provision
  - l) Zone Control
  - m) Burst Mode
3. **Accessories:** Camera Mount, Tree Mount Strap, 5 Set of batteries, 32 GB Memory Card
4. **Warranty:** Minimum 1 year
5. **After-Sales Support:**
  - a) Availability of service support within Odisha
  - b) Provision of firmware updates, if applicable



## 7 CHAPTER VII – QUALITY CONTROL & INSPECTION

### 7.1 General Requirements

1. All supplies under this Tender shall conform strictly to the **technical specifications** and **quality requirements** prescribed under Chapter–VI and the corresponding Annexures.
2. The Tendering Authority reserves the right to **inspect, verify, test and evaluate** any consignment at any stage — including pre-dispatch, delivery, installation (where applicable), and post-supply periods.
3. The Bidder shall remain fully responsible for the **quality, performance, durability and compliance** of the supplied items, irrespective of whether inspections are carried out by the Department.

### 7.2 Post-Supply Inspection & Acceptance

1. Supplies shall be delivered on an **item-wise Delivery Challan** indicating quantity, batch number, brand/model, warranty details, and equipment serial numbers wherever applicable.
2. Post-supply inspection shall be carried out by the concerned **Range Officer** designated by the Divisional Forest Officer.
3. Acceptance of goods shall be **item-wise** and shall be subject to:
  - a. Verification of quantity
  - b. Compliance with technical specifications
  - c. Physical condition of goods
  - d. Functional testing (for electronic/mechanical equipment)
  - e. Receipt of warranty/support documentation
4. **Acceptance shall be issued only through a written Inspection Report.** Mere physical delivery **does not constitute acceptance.**

### 7.3 Rejection of Material & Replacement

1. If any item is found **non-conforming, defective, damaged, short-supplied, tampered, or not meeting specifications**, the Tendering Authority may:
  - a. Reject the entire supplied lot or part thereof
  - b. Require replacement at no extra cost
  - c. Invoke penalty provisions under the contract
  - d. Initiate action for blacklisting as per rules (in case of persistent or intentional failure)
2. The Bidder must **remove rejected material within 7 (seven) days** of written intimation, failing which the Forest Division may dispose of the same at the Bidder's risk and cost.
3. Replacement material must be delivered **within 15 (fifteen) days** from the date of rejection communication unless otherwise permitted in writing.

## **7.4 Quality Assurance Documentation**

Bidder shall provide, wherever applicable:

- OEM quality certificates
- Warranty cards and service details
- Batch / Serial / Lot numbers
- Calibration or testing certificates (for digital equipment)
- Declaration of new & unused equipment (not refurbished)

## **7.5 Penalties for Non-Compliance**

1. For delay in replacement of rejected items, a penalty of **0.5% of item value per week**, subject to a maximum of **10%**, may be levied.
2. If items fail during warranty period on account of manufacturing defect or inferior quality, the supplier must repair/replace the item within **7 days** of intimation.
3. Failure to comply with replacement or warranty obligations may lead to:
  - a. Withholding of payments
  - b. Deduction from Performance Security
  - c. Blacklisting/debarment as per extant procurement rules

## **7.6 Right of Final Decision**

The decision of the **Divisional Forest Officer, Rayagada Forest Division** regarding the **quality, conformity, rejection, replacement, and penalties** shall be **final and binding** on all bidders and suppliers.

## 8 CHAPTER – VIII: BID SUBMISSION INSTRUCTIONS

### 8.1 Mode of Submission

1. Bids shall be submitted **offline only**.
2. For each item for which the Bidder wishes to participate, the bidder shall submit **Two Separate Sealed Envelopes**:
  - a. **Envelope–A: Technical Bid**
  - b. **Envelope–B: Financial Bid**
3. Each such pair of envelopes shall be placed in **one outer master envelope**, clearly marked for **that specific item**. If a bidder is applying for multiple items, then multiple sealed master envelopes shall be submitted (one for each item).
4. Bids may be submitted either through:
  - a. Registered Post / Speed Post / Courier, OR
  - b. Tender Drop Box available in the Office of the Divisional Forest Officer during working days, office hours.
5. Submission Address:

The Divisional Forest Officer

Rayagada Forest Division

Raniguda Farm, Rayagada – 765001, Odisha

(During office hours on working days)

Contact No: Sri Satish Kumar Dharua (ACF) - 7978094683

### 8.2 Mandatory Superscription Format

1. Each **Outer Envelope/Master Envelope (item-wise)** must be superscribed as:

TENDER – SUPPLY OF [Camera Trap] – **ITEM CODE: A1 – RAYAGADA FOREST DIVISION**”

Name of Bidder: \_\_\_\_\_

Address & Contact: \_\_\_\_\_

Category of Envelope: TECHNICAL + FINANCIAL

2. Each **Technical Envelope** must be superscribed:

TECHNICAL BID – ITEM NAME \_\_\_\_\_ (Item Code \_\_\_\_\_)

3. Each **Financial Envelope** must be superscribed:

FINANCIAL BID – ITEM NAME \_\_\_\_\_ (Item Code \_\_\_\_\_) – CONFIDENTIAL

4. If superscription is unclear or missing, the bid may be treated as non-responsive.

### 8.3 Contents of Technical Bid Envelope

Each Technical Bid must contain, at minimum:

1. Check List
2. Letter of Submission (Annexure VI)
3. Tender Cost Payment Receipt (mandatory)
4. EMD Instrument – for that item only
5. PAN Copy
6. GST Registration Certificate
7. Firm Registration Certificate (Partnership/Proprietorship/Company)
8. OEM Authorization Certificate (for OEM-linked items) (Annexure V)
9. Technical Specification Compliance Sheet (Annexure-I)
10. Past supply experience certificates (item-wise)
11. Signed Copy of Complete Tender Document (All pages initialled and stamped)
12. Financial Turnover Certificate (only if applicable for that item)
13. Declaration of Non-blacklisting & Acceptance of Terms (Annexure IV)

**If Tender Cost and EMD are not enclosed, the bid may be treated as non-responsive.**



#### 8.4 Contents of Financial Bid Envelope

1. Item-wise Price Quote strictly in format at Annexure-III
2. Rate must be **FOR Destination – Rayagada Forest Division**
3. All taxes, branding, transportation & charges must be included

**Conditional / incomplete price bids will be rejected.**

#### 8.5 Bid Submission Deadline

1. All item-wise envelopes must reach the Tendering Authority **before the due date & time** specified in Chapter-III.
2. Bids received late, even due to postal delay, **will not be accepted.**

#### 8.6 Withdrawal or Modification

1. Item-wise bid withdrawal or modification is permitted **before** deadline via written request only.
2. No changes allowed after deadline.

#### 8.7 Bid Opening Procedure

- **Technical Bids** shall be opened **item-wise**, in the order of Item Codes.
- **Financial Bids** for an item shall be opened **only for technically qualified bidders for that item.**

#### 8.8 Deposition of Samples

1. Samples **shall not be submitted along with sealed Technical or Financial Bids.**
2. Only those bidders who are **found technically qualified on the basis of documents** shall be **formally notified in writing / email** by the Tendering Authority to deposit samples for physical verification, if required.
3. Samples must be submitted **within 3 (three) working days** of issue of intimation, at the location specified by the Division Office.
4. Failure to submit samples within the prescribed time shall result in **automatic disqualification** for that particular item, irrespective of technical document score.



5. **Samples are non-returnable** and shall become the property of the Department unless otherwise permitted.
6. Each sample must bear a label clearly indicating:
  - Bidder Name
  - Item Code
  - Contact Number
  - Email
  - Date of Submission
7. Physical sample verification is **only for confirmation of compliance** and does **not** constitute a basis for score enhancement.

## **8.9 Authority to Reject**

The Divisional Forest Officer, Rayagada reserves full right to:

- Accept or reject any item-specific bid
- Award full or partial quantity item-wise

Cancel tender or retender without assigning reasons

## 9 CHAPTER-IX: Technical Evaluation Methodology

### 9.1 Overview

1. Evaluation shall be conducted in **two stages**:
  - **Stage-I: Technical Evaluation**
  - **Stage-II: Financial Evaluation**— only for technically qualified bidders.

### 9.2 Constitution of Technical Evaluation Committee (TEC)

1. A **Technical Evaluation Committee (TEC)** shall be constituted by the Divisional Forest Officer for item-wise scrutiny.
2. TEC may call the bidder for **presentation / demonstration / sample verification**, where deemed necessary.

### 9.3 Minimum Technical Qualification

1. For each item, a bidder must satisfy:
  - **All mandatory eligibility criteria under Chapter V, AND**
  - Achieve a technical requirement as per Chapter VI and XIV
2. Only those bidders who are found technically responsive and compliant with all requirements for a specific item shall be considered eligible for opening of the Financial Bid for that item.

### 9.4 Clarification / Sample Demonstration

1. TEC may seek **clarifications in writing**.
2. TEC may require **sample submission** for items.
3. Failure to comply within **7 days** may result in **disqualification** for that item.

### 9.5 Disqualification Grounds

A bidder shall be disqualified for that item if:

1. Technical bid found incomplete

2. Documents forged / misleading
3. OEM certificate fake / unverifiable
4. Warranty conditions not matching tender
5. Fails demonstration / sample fails basic test

## 9.6 Outcome of Technical Evaluation

1. TEC shall prepare List of technically qualified bidders
2. Only those bidders shall proceed to **Chapter–X (Financial Evaluation)** for that item.

## 9.7 Finality

The decision of the **Tendering Authority**, based on TEC recommendation, shall be **final & binding**, and cannot be contested except under applicable legal provisions of Govt. of Odisha.

## 10 CHAPTER – X: FINANCIAL BID & FINAL EVALUATION

### 10.1 Opening of Financial Bids

1. Financial Bids (for each item) shall be opened only for bidders who are declared technically qualified for that specific item under Chapter–IX.
2. Opening shall be done:
  - On a scheduled date, communicated to qualified bidders (Email/WhatsApp/Registered Post)
  - In the presence of bidder representatives who choose to attend
3. Financial envelopes for non-qualified bidders shall remain unopened.

### 10.2 Format of Financial Bid

Financial Bid must be submitted in the prescribed BOQ format (Annexure–III), strictly item-wise.

The Bidder shall:

- Quote unit rate inclusive of all taxes, transportation, branding, insurance, loading/unloading & incidental charges
- Quote in Indian Rupees (INR) only (Maximum up to two decimals only)
- Not submit conditional or variable-price quotations

Conditional or incomplete financial quotes shall result in rejection.

### 10.3 Method of Final Selection

For each item, the contract shall be awarded to the **L1 bidder**, i.e., the bidder who has quoted the **lowest rate, among the technically qualified and responsive bidders**.

- Upon opening of the Financial Bids, bidders shall be ranked in ascending order of quoted rates as L1, L2, L3, and so on, for each item. Such ranking is only for evaluation and administrative purposes and shall not confer any right, claim, or entitlement upon any bidder other than the L1 bidder.
- In the event that the **L1 bidder**:
  - withdraws the bid, or
  - is found non-responsive at any stage, or



- fails to execute the agreement, or
  - fails to supply the goods / provide services within the stipulated time and conditions,
- the Tendering Authority, at its sole discretion, may proceed to consider the next lowest bidder(s) (L2, L3, and so on), without any obligation to do so, and without prejudice to any other rights available under the tender conditions or applicable law.
- In case two or more bidders quote identical lowest rates, the Tendering Authority shall adopt such method of selection as it may deem appropriate, including but not limited to draw of lots, lottery system, or any other transparent method, and the decision of the Tendering Authority in this regard shall be final and binding on all bidders

## **10.4 Right to Award Part-Quantities**

1. The Tendering Authority reserves the right to:
  - Award full quantity
  - Split item quantity among two or more bidders
  - Reduce or increase item quantity
  - Cancel an item entirely
2. Award may be revised based on operational need, budget availability, and timelines.

## **10.5 Validity of Financial Offer**

1. Price quoted must remain valid for 90 days from date of bid opening, or as specified in Chapter III.
2. No request for escalation or revision of rates shall be entertained within the validity period.

## **10.6 Negotiation**

- Negotiation may be conducted only with the top-ranked bidder (Highest FCS), where price discovered is deemed high or budget is insufficient.

## **10.7 Mispricing, Arithmetical Errors & Corrections**

1. If numerical discrepancy exists between figure and words, the rate in words shall prevail.
2. If bidder quotes zero price, the bid shall be treated as non-responsive unless explicitly justified for CSR/charity supported supply.



### **10.8 Confidentiality**

Financial and technical evaluation documents, comparison sheets, and internal approvals shall remain confidential and shall not be shared or disclosed.

### **10.9 Finality**

Determination of L1 & award of contract item-wise, as approved by the Divisional Forest Officer, shall be final and binding.

## 11 CHAPTER –XI: AWARD OF CONTRACT

### 11.1 Basis of Award

1. Contract award shall be made based on the **L1** determined under Chapter–X.
2. The Bidder securing the **L1** for an item shall be selected for award of **Supply Order** for that specific item.

### 11.2 Notification of Award

1. The Tendering Authority shall issue a **Letter of Intent (LoI)** to the successful bidder for each awarded item.
2. Upon issuance of LoI, the bidder shall:
  - Acknowledge acceptance within **7 (seven) days**
  - Submit Performance Security (if applicable)
3. After formal acceptance, a **Supply Order (SO)** shall be issued item–wise, containing:
  - Quantity awarded
  - Delivery terms
  - Branding/customization requirement
  - Payment terms
  - Penalty and warranty clauses

### 11.3 Performance Security

1. The successful bidder shall submit a **Performance Security** equivalent to **3%** of the Supply Order value, in the form of:
  - Bank Guarantee, OR
  - Fixed Deposit Receipt pledged in favour of Divisional Forest Officer, Rayagada Forest Division
2. The Performance Security shall remain valid:
  - Until completion of full delivery, AND

- Warranty period (whichever is longer)
- 3. Non-submission of security within stipulated period may result in **cancellation of award and blacklisting as per GoO norms.**

#### 11.4 Execution of Agreement

1. The successful bidder(s) may be required to execute a **Supply Agreement** in prescribed format on non-judicial stamp paper (value as per Odisha Stamp Act).
2. The agreement shall form binding part of contract along with:
  - DTCN document
  - Bid submitted by bidder
  - Supply Order
  - Addenda / corrigenda / clarifications

#### 11.5 Time Schedule for Supply

1. Supplies must be completed **within 15 days** from date of Supply Order.
2. In case of item-specific customization, time may be **separately stipulated in SO.**
3. Delay beyond agreed timeline shall attract penalty as per contract conditions and may lead to:
  - Forfeiture of Performance Security
  - Rejection of delayed material
  - Risk-purchase from alternate source at bidder's cost

#### 11.6 Delivery Location & Responsibility

1. Delivery shall be **FOR – Rayagada Forest Division**, at a location specified in the Supply Order (Range / Section office / Central Store).
2. Transportation, loading/unloading, transit insurance, branding cost and packaging shall be **at bidder's cost.**
3. Risk and title of goods shall pass to the Department **only after written acceptance** under Chapter-VII.

### 11.7 Penalties & Risk Purchase

If a bidder fails to supply goods within stipulated time or supplies rejected/non-compliant items:

- Department may procure from next eligible bidder or alternate source
- **Excess cost incurred** shall be **recovered from defaulting supplier**
- Bidder may be **blacklisted/debarred**

### 11.8 Cancellation of Award

Award may be cancelled if:

- Bidder refuses/does not sign agreement or accept SO
- Bidder fails to furnish Performance Security
- Misrepresentation, fraud, or non-compliance is discovered

*In such cases, EMD and/or Performance Security may be forfeited.*

### 11.9 Right of Final Decision

The decision of the **Divisional Forest Officer, Rayagada Forest Division** regarding award, withdrawal, revision, splitting or cancellation shall be **final and binding**.



## 12 CHAPTER –XII: PAYMENT TERMS

### 12.1 Mode of Payment

1. Payment shall be made **item-wise**, based on actual quantity received and accepted.
2. All payments shall be made **through Bank transfer / IFMS / treasury mode** only, in favour of the Supplier's registered bank account.

### 12.2 Basis of Payment

Payment shall be released **only after**:

Condition	Mandatory
Successful supply & delivery of goods to designated location	✓
Submission of item-wise Invoice in original	✓
Submission of Delivery Challan(s) duly verified by receiving Officer	✓
Inspection & Acceptance Certificate issued under Chapter–VII	✓
Submission of Warranty / OEM documents for applicable items	✓
Submission of Performance Security (3%) – if applicable	✓

### 12.3 Payment Schedule

Unless otherwise stated in the supply order, the following schedule shall apply:

1. **Full payment** shall be released after:
  - Submission of Invoice
  - Delivery & acceptance reports
  - Warranty & OEM documents
  - Submission of **Performance Security (3%)** valid for warranty duration
2. Performance Security shall serve as financial safeguard during the warranty period.

## 12.4 Deductions

The following deductions may be made from the payable amount:

Deduction Type	Condition
GST-TDS, Income Tax or any statutory levy	As per Government Rules
Penalties for delay	As per tender conditions & Chapter XIII
Recovery on account of damaged / short-supplied items	Based on inspection report
Risk-purchase excess expenditure	If applicable under Chapter XI

## 12.5 Taxes & Duties

1. All quoted rates shall be **inclusive of GST, transportation, loading/unloading, customization/branding, packaging, and any incidental charges.**
2. No extra claim on account of increase in duty / tax / price escalation shall be entertained after opening of the financial bid.

## 12.6 Billing Requirements

Each bill shall be submitted **separately item-wise**, along with:

- Original Invoice (GST-compliant)
- Warranty Certificates
- OEM Authorization Certificate (where applicable)
- Delivery & Acceptance Certificate
- Any other document prescribed in the Supply Order

## 12.7 Timeframe for Payment

1. Payment shall normally be processed within **30 (thirty) days** from the date of submission of complete bills and acceptance reports.
2. Delay in supply by the bidder shall **not** entitle the supplier to claim interest or financial compensation on pending bills.

## 12.8 No Advance Payment

No advance payment, mobilization advance, or pre-supply fund release shall be made under this Tender.

## 12.9 Finality of Accounts

Settlement of the bill after final payment shall be **final and binding**, subject only to audit rulings of Government / AG Odisha.

## 13 CHAPTER – XIII: GENERAL CONDITIONS OF CONTRACT

### 13.1 Applicability

These General Conditions shall govern all contracts executed under this Tender, unless otherwise superseded by item-specific Special Conditions under Chapter–XIV or provisions in the Supply Order.

### 13.2 Governing Law & Jurisdiction

This contract shall be governed by:

- Odisha General Financial Rules & relevant purchase procedures
- Government of Odisha orders / resolutions / circulars issued from time to time
- Applicable provisions of law

Legal jurisdiction for all disputes shall lie exclusively with the **competent courts at Rayagada, Odisha**.

### 13.3 Contract Agreement

The successful bidder(s) may be required to execute a formal **Supply Agreement** on non-judicial stamp paper within **7 days** of issuance of Letter of Intent (LoI). Failure to do so may result in cancellation and re-award.

### 13.4 Performance Security

Performance Security @ **3% of the item-wise supply order value** shall be submitted by the bidder and remain valid through the **entire warranty period**. Non-submission may lead to forfeiture of EMD and cancellation of award.

### 13.5 Delivery & Risk Responsibility

1. Delivery shall be made **FOR – Rayagada Forest Division**, or to such locations as specified.
2. All costs related to transportation, packing, insurance, loading/unloading shall be borne by the Supplier.
3. Goods remain at the Supplier's risk until written acceptance.



### 13.6 Warranty

1. All supplied items shall carry a **minimum 12-month warranty**, or as specified in item-wise annexure.
2. During warranty, defective items must be **repaired or replaced within 7 days** of notification.
3. Repeated failure to provide warranty support may lead to:
  - Recovery through Performance Security
  - Blacklisting under Government norms

### 13.7 Penalties & Liquidated Damages

1. Delay in supply beyond the permissible schedule shall attract **penalty up to 1% per week**, subject to **maximum 10%** of the order value.
2. Acceptance of delayed material shall be at sole discretion of the Tendering Authority.
3. Risk-purchase may be undertaken, and cost differential shall be recoverable from the Supplier.

### 13.8 Force Majeure

No party shall be liable for delay or failure caused by events beyond reasonable control, such as:

- Natural disasters
- War, riots, strikes
- Government restrictions

The Supplier must notify the Tendering Authority **within 3 days** of occurrence of force majeure. If interruption exceeds **21 days**, the Purchaser may terminate without liability.

### 13.9 Termination of Contract

The Purchaser reserves the right to terminate the contract if:

- Supplier fails to perform or delays supply
- Provides substandard or non-compliant goods

- Commits fraud, misrepresentation, or violates tender terms

Upon termination:

- Performance Security may be forfeited
- Balance quantities may be procured at Supplier's risk & cost

### 13.10 Indemnity

The Supplier shall indemnify the Tendering Authority against all claims, losses, damages, or legal consequences arising from:

- Defects in goods
- Violation of IP rights
- Injury or damage caused by supplied goods

### 13.11 Confidentiality

All documents, specifications, drawings, maps, field details and information shared by the Forest Department shall remain **confidential** and shall not be disclosed without written consent.

### 13.12 Assignment or Sub-Contracting

The Supplier shall **not assign, sub-contract or transfer** any part of the contract without prior written consent. Unauthorized subcontracting may lead to termination and blacklisting.

### 13.13 Fraud, Corruption & Ethical Standards

Suppliers shall:

- Not offer gifts, commissions, or inducements to officials
- Not engage in collusive pricing or bid-rigging

Any violation shall lead to:

- Immediate cancellation
- Blacklisting
- Legal action under applicable rules

### 13.14 Dispute Resolution

1. Parties shall first attempt **amicable settlement** through written representation.
2. If unresolved, dispute shall be referred to:
  - **Divisional Forest Officer** as initial authority
  - **Regional Chief Conservator of Forests (RCCF), Koraput Circle** as appellate administrative authority
3. Courts at **Rayagada** shall have final jurisdiction.

### 13.15 Finality of Decisions

Decisions taken by the **Divisional Forest Officer, Rayagada Forest Division**, in matters of interpretation, applicability, and enforcement of contract terms shall be **final and binding**.

## 14 CHAPTER–XIV: SPECIAL CONDITIONS (ITEM–SPECIFIC)

### 14.1 Applicability

These Special Conditions shall apply **item-wise**, in addition to the General Conditions, and shall prevail in case of conflict.

Item Code	Item Description
A1	Camera Trap

### 14.2 Item A1 – Camera Traps

1. The Camera Trap offered shall be a standard, factory-manufactured product of the Original Equipment Manufacturer (OEM). Assembled, refurbished, re-branded, or modified units by the bidder, vendor, or any third party shall not be accepted under any circumstances.
2. Inclusive Pricing of Accessories - In accordance with the provisions of Chapter VI, the quoted price of the Camera Trap shall be inclusive of all mandatory accessories specified therein. No separate payment or additional claim shall be admissible towards supply of accessories, whether at the time of initial supply or subsequently.
3. The Camera Trap shall be covered by a comprehensive OEM warranty for the period specified in the tender document, and the bidder shall ensure availability of authorized service support during the warranty period.

4. The bidder shall furnish OEM authorization and technical compliance documentation confirming that the supplied Camera Traps conform to the specifications prescribed in the tender.
5. The Department reserves the right to inspect, test, and verify the Camera Traps at any stage. Any unit found non-compliant with tender conditions or technical specifications shall be liable for rejection and replacement at the bidder's risk and cost.

### **14.3 Delivery Procedure**

- Bulk delivery only after **sample approval**
- Acceptance only after **physical demonstration** and verification

### **14.4 Warranty Enforcement**

If any item repeatedly fails, the Division may:

- Withhold future orders
- Recover replacement cost from Performance Security
- Debar supplier for item category only (not entire tender)

### **14.5 Right to Modify Technical Requirements**

Rayagada Forest Division may **add / delete / alter** special conditions before issuing Supply Order based on field requirement or expert consultation.



## 15 CHAPTER – XV: ANNEXURES & FORMS

This Chapter contains the **prescribed formats** that each bidder **must** use while submitting the bid. Failure to submit documents in these formats may result in **rejection of bid**.

### 15.1 Annexure–I: Item–wise Technical Specification Sheets

#### A1 (Camera Trap)

Sl No	Minimum Specification	Bidder's Response	Compliance (Yes/No) (To be filled by TEC)	Remarks
1	Interchangeable Flash Module with White, IR & Black Flash included			
2	Image Resolution: Minimum 20 MP			
3	Video Resolution: Minimum Full HD (1080p)			
4	Trigger Speed: $\leq 0.25$ seconds			
5	Recovery Speed – 1-2 Sec			
6	Detection Range: Minimum 20–25 metre			
7	Battery: AA / Rechargeable battery support with minimum 6 months standby			
8	Memory Support: SD card up to 128 GB			
9	Weather Protection: IP65 or higher			

10	Operating Temperature: -10°C to +50°C			
11	Mounting: Tree-mount compatible with lock provision			
12	Zone Control			
13	Burst Mode			
14	Accessories: 1. Camera Mount 2. Tree Mount Strap 3. Batteries – 5 Sets 4. Memory Card – 32 GB			
15	Warranty: Minimum 1 Year			
16	After Sales Support in Odisha			

### 15.2 Annexure-II: Technical Evaluation Matrix (QCBS)

Not Applicable

### 15.3 Annexure-III: Financial Bid Format (BOQ – Item-wise)

Bidders shall submit **one BOQ per item**, in this structure: (Maximum up to two decimals only)

(To be printed on bidder letterhead)

FINANCIAL BID – ITEM CODE \_\_\_\_\_

Name of Item: \_\_\_\_\_

Sl No	Component	Rate Per Unit (Rs)
1	Base Price	
2	GST	

3	Transport, Loading, etc	
4	Branding, Customization, etc	
5	Any Other Price (Specify)	
	Total Financial Quote per Unit in Rs	
	Total Financial Quote per Unit in Words	

I hereby certify that rates quoted are inclusive of all applicable charges and valid for 90 days.

Signature & Seal of Bidder

#### **15.4 Annexure–IV: Self–Declaration & Undertakings**

##### **15.4.1 Declaration Regarding Blacklisting**

I, \_\_\_\_\_, on behalf of M/s \_\_\_\_\_, hereby declare that our firm has never been blacklisted/debarred by any Government Department/PSU.

Date:

Signature:

##### **15.4.2 Undertaking on Acceptance of Terms**

We hereby declare that we have read, understood and accept all terms and conditions of the Tender Document, without exception.

Date:

Signature:

#### **15.5 Annexure–V: OEM / Authorization Certificate Format**

(To be used when items must be supplied through OEM / Authorized Dealer)

This is to certify that M/s \_\_\_\_\_ is an authorized dealer / distributor /supplier for \_\_\_\_\_ (Product/Brand) for supply in the State of Odisha, and is authorized to participate in the Tender of Rayagada Forest Division.

Authorized Signatory – OEM

Seal & Date

### **15.6 Annexure–VI: Letter of Submission (Cover Letter)**

To,

The Divisional Forest Officer

Rayagada Forest Division

Rayagada

Sub: Submission of Bid – DTCN No. \_\_\_\_\_ dated \_\_\_\_\_

Sir,

Having examined the Tender Document, I/we hereby submit our bid for the item(s) listed below:

(Item Code) \_\_\_\_\_

We certify that information furnished is true and correct. In case of misrepresentation, our bid may be rejected and EMD forfeited.

Signature:

Name:

Designation:

Phone:

Email:

Seal:

### **15.7 Annexure–VII: Envelope Superscription Format**

#### **15.7.1 ENVELOPE – OUTER**

TENDER – SUPPLY OF [ITEM NAME] – ITEM CODE: \_\_\_\_ – RAYAGADA FOREST DIVISION”

Name of Bidder: \_\_\_\_\_

Address & Contact: \_\_\_\_\_

Included: TECHNICAL BID + FINANCIAL BID

### 15.7.2 ENVELOPE – TECHNICAL BID

DTCN No. \_\_\_\_\_

Item Code Applied: \_\_\_\_\_

Bidder Name & Full Address:

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### 15.7.3 ENVELOPE – FINANCIAL BID

DTCN No. \_\_\_\_\_

Item Code Applied: \_\_\_\_\_

(Do NOT open before date of Financial Bid Opening)

### 15.8 Annexure–VIII: Technical Bid Checklist

DTCN No: \_\_\_\_\_

Item Code Applied For: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Contact No: \_\_\_\_\_

Email: \_\_\_\_\_



Sl No	Document Required	Attached (Y/N)	Page No Ref	Verified by TEC
1	Check List (Annexure VIII)			
2	Letter of Submission (Annexure-VI)			
3	Tender Fee Payment Proof			
4	EMD Instrument (Item-wise)			
5	PAN Copy			
6	GST Registration Certificate			
7	Firm Registration Certificate (Partnership/Proprietorship/Company)			
8	OEM Authorization Certificate (if applicable)			
9	Item-wise Technical Specification Compliance Sheet (Annexure-I)			
10	Past Supply Experience Certificates (if required item-wise)			
11	Signed Copy of Complete Tender Document (All pages initialed and stamped)			
12	Financial Turnover Certificate (only if applicable for that item)			
13	Declaration of Non-blacklisting & Acceptance of Terms (Annexure IV)			
14	Other (Specify)			

I hereby certify that the above documents have been enclosed correctly.

Signature & Seal of Bidder

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

## 15.9 Annexure IX: Warranty Undertaking

(To be submitted by the successful bidder at the time of supply, on OEM / Supplier letterhead)

To,

The Divisional Forest Officer

Rayagada Forest Division

Rayagada – 765001

Sub: Warranty Undertaking for Items Supplied under DTCN No. \_\_\_\_\_ / Item Code \_\_\_\_\_

Sir,

I/We, M/s \_\_\_\_\_, hereby certify that the items supplied under Supply Order No. \_\_\_\_\_ dated \_\_\_\_\_ for Item Code \_\_\_\_\_ have been delivered in new and original condition and are covered under warranty as per Tender Document.

Warranty Details:

- Warranty Duration: \_\_\_\_\_ years (as applicable)
- Warranty Coverage: Repair / replacement of defective parts / malfunctioning units at no cost to the Department
- Turnaround Time for Replacement / Repair: \_\_\_\_ days from date of intimation
- Service Contact Person & Mobile: \_\_\_\_\_
- Email ID for Warranty Service: \_\_\_\_\_

I/We further undertake that:

- Any defects arising within the warranty period shall be rectified / replaced free of cost.
- In case of non-compliance or repeated defects, the Divisional Forest Officer may recover the cost of replacement from the Performance Security or future payments of the firm.
- No conditional warranty terms shall override this undertaking.

This undertaking is binding on us until expiry of the full warranty period.

Signature & Seal of Supplier

Name:

Designation:

Date: