



**GOVERNMENT OF ODISHA  
FOREST, ENVIRONMENT & CLIMATE CHANGE DEPARTMENT  
OFFICE OF THE DIVISIONAL FOREST OFFICER,  
SUBARNAPUR FOREST DIVISION - 767017**

**Tel: - 06654-295076,**

**e-mail:- [dfo.subarnapur@odisha.gov.in](mailto:dfo.subarnapur@odisha.gov.in)  
[dfosubarnapur@gmail.com](mailto:dfosubarnapur@gmail.com)**

**Bid Identification No. DFO, SNP 09 / 2025-26, Dated. \_\_\_\_\_**

**SHORT TENDER CALL NOTICE**

<b>Sl. No</b>	<b>Name of the Work</b>	<b>Procurement of IR Trap Camera/ Repeated Walkie Talkie</b>
1	Estimated Cost	<b>Depending upon funds availability</b>
3	Period & time of completion	<b>07 days from the date of issue of orders</b>
4	Date & time of availability of the bid document in the portal	<b>05.02.2026 to 12.02.2026</b>
5	Last date/Time for receipt of bids in the portal	<b>Up to 5.00 PM of 12.02.2026</b>
6	Date & Time of bid opening	<b>11.00 AM on 13.02.2026</b>
7	Name & Address of the officer inviting Bid	<b>Divisional Forest Officer, Subarnapur Forest Division., Pin-767017</b>

The details of above Short Tender Call Notice is available in website-[subarnapur.odisha.gov.in/](http://subarnapur.odisha.gov.in/) [Odishaforest.in](http://Odishaforest.in).

**Letter No. 539 Dt. 05/02/26**

Copy submitted to Deputy Director (Adv) & Deputy Secretary to Govt. I & P.R Deptt, Bhubaneswar with a request to publish the tender Notice in two nos. of leading Oriya Daily and in one English daily at an early date for wide circulation of the tender call notice. Since, the date of receipt of bids starts from dtd.**05.02.2026**, it is requested that the "Invitation for Bids" may be published on or before dtd.**05.02.2026**. The soft copy containing the above short tender call notices is enclosed herewith for the purpose. The Complimentary copy of the News Papers containing the tender call notice may be sent to this office for reference and record.

  
Divisional Forest Officer  
Subarnapur Forest Division



GOVERNMENT OF ODISHA  
FOREST, ENVIRONMENT & CLIMATE CHANGE DEPARTMENT  
OFFICE OF THE DIVISIONAL FOREST OFFICER,  
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[dfosubarnapur@gmail.com](mailto:dfosubarnapur@gmail.com)

**Bid Identification No. DFO, SNP 09 /2025-26, Dated. \_\_\_\_\_**

## **SHORT TENDER NOTICE**

The Divisional Forest Officer, Subarnapur Forest Division invites **Sealed Tender through offline in Double Cover System** only in **“OFF LINE”** mode for Procurement of **IR Trap Camera/ Repeated Walkie Talkie** as in **ANNEXURE-I** from eligible Firms/ Vendors / Suppliers registered with the State Government registered, Central Government / other Licensing Authorities for supply of **IR Trap Camera/ Repeated Walkie Talkie** on production of definite proof from the appropriate authority. The bidders should have the following pre-requisite for supply of the articles as mentioned below.

### **PRE-REQUISITE FOR SUPPLY OF MATERIALS**

- 01.The Bidders / Vendors / Suppliers should have valid GST Registration with the competent authority.
- 02.The Bidders / Vendors / Suppliers should have Permanent Account Number (PAN) registered with competent authority.
- 03.The bidders must submit a proof of identify (Voter ID, Aadhaar Card, Driving Licence).
- 04.The Bidders / Vendors / Suppliers have authorization from the concerned Dealer / Firm / Company to supply the goods / materials.
- 05.The Bidders / Vendors / Suppliers must have a valid Bank Accounts number in any Bank.
- 06.The Bidders / Vendors / Suppliers must have operational area within the State of Odisha.

## **TERMS AND CONDITIONS**

01. Offering of best price by firms / suppliers / supply house / manufacturers should be submitted in the Prescribed Form provided in the Tender documents.
02. The bidder shall have to deposit of tender paper cost @1000/- (Rupees One Thousand only) for participation in the bid in shape of Bank Draft/ Banker's Cheque in favour of Divisional Forest Officer, Subarnapur Forest Division. The Tender Paper cost is non-refundable in nature.
03. The Bid documents will be available on the website: <https://subarnapur.odisha.gov.in> & <https://odishaforest.in> from 05.02.2026 up to 12.02.2026 up to 5.00 P.M.
04. Bids shall be received "**OFFLINE**" on or before 5.00 PM of dt.12.02.2026 in the Drop box placed in the office or through Postal/ Courier.
05. The bids received shall be opened at 11.00 hours on 13.02.2026 in the office of the undersigned in the presence of the bidders. Bidders participating in the tender may witness the opening of bids. They are required to submit an exact sample of the product quoted in their bid along with the tender.
06. The Authority will not be held responsible for any postal delay or other inconvenience during bidding process.
07. The authority reserves the right to cancel any or all bids without assigning any reason thereof.
08. Simply quoting lower prices shall not automatically entitle any bidder to be awarded the contract. The Tender Evaluation Committee reserves the discretionary right to finalize the bid based on the overall quality, specifications, and brand reputation of the offered item.
09. Bidders are required to bring the sample at the time of bid opening for evaluation and demonstrate its functionality.
10. In case any bidder/vendor/supplier intends to obtain the tender documents directly from the office of the Divisional Forest Officer (DFO), Subarnapur Forest Division, they must submit a Demand Draft (DD) of ₹1000/- (Rupees One Thousand only) in favour of the DFO, Subarnapur Forest Division. Upon submission of the DD, the tender documents will be issued to the concerned party. The completed tender



documents must be submitted in the Drop Box, by Post, Registered Post or Courier Service so as to reach the undersigned on or before 5:00 PM of 12.02.2026.

11. The list of articles put to tender represents a tentative requirement for various forestry management tasks and is subject to procurement based on need and the availability of funds. The purpose of the bid is to empanel a list of bidders to streamline the procurement process. Selection as a bidder for the article does not guarantee supply, as it depends on the allocation of funds to the Division during the financial year and may change according to the guidelines issued by the Government of Odisha from time to time.

#### **LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE TENDER PAPERS**

1. Detailed address of the Re-seller / Firm / Traders with Mobile No. for contact.
2. GST Registration Certificate with the competent Authority.
3. Permanent Account Number (PAN).
4. GST Clearance Certificate of the Firm / Trader up to Last Quarters / Year.
5. Income Tax Return of Last 3 years of the Firm / Individuals.
6. Photocopy of Bank Details (Cancelled Cheque or Passbook copy for payment processing).
7. Bank Draft / Banker's Cheque of RS. 1000/- (Rupees One Thousand only) in favour of "Divisional Forest Officer, Subarnapur Forest Division" towards the cost of tender paper.
8. Authorization of the Firm / Agent / Dealer / Company etc. for carrying out supply in case of Individuals, Firm etc.
9. Previous Work Orders or Supply Experience Certificates related to IR Trap Cameras/ Repeated Walkie Talkie (preferably to Forest & Environment Departments).
10. Undertaking regarding supply of the article for which selected within 07 (Seven) days from the date of Placing purchase order, failing which the bid will be cancelled automatically.
11. Undertaking on Letterhead declaring:
  - ✓ The product proposed to be supplied under this tender is **brand new, unused and not refurbished** or second-hand in any manner.
  - ✓ I/we further declare that **my/our firm has never been blacklisted** or debarred by any Government Department/ Organization or any Private Agency at any point of time.
  - ✓ I/we also commit to providing **comprehensive post-sale service and support** for a minimum period of **1 (One) year**.

## How to submit Tender Documents

1. Interested bidders may download the Tender Document from <https://subarnapur.odisha.gov.in/> <https://odishaforest.in>, or obtain the Tender Call Notice in person from the Office of the Divisional Forest Officer, Subarnapur Forest Division, upon submission of a Demand Draft of ₹1000/-.
2. Submit the **Annexure-II** (Technical Bid) and **Annexure-III** (Financial Bid) and Undertaking in **Annexure-IV** duly filled in and signed along with all other pre-requisite as specified in the Tender Document may be submitted in the Drop Box placed in the office of the undersigned for the purpose on or before **12.02.2026** up to **5.00 PM**.
3. Bidders are to submit the TECHNICAL BID (**ANNEXURE-II**) and FINANCIAL BID (**ANNEXURE-III**) in a two Separate Sealed Cover quoting price in FINANCIAL BID for the article intended to supply out in **ANNEXURE-I** and both the cover to be enveloped in one Cover.
4. After sealing the bid cover, the bidders can Drop the same in the Drop Box of the office or can send the same through Speed Post / Regd Post / Courier so as to reach the office of the undersigned on or before **12.02.2026** by **5.00 PM**. In case of Postal Delay and receipt after due date, the Bid will be rejected forthwith without any consideration.

## IMPORTANT DATES

01	Date of commencement of Bid	<b>05.02.2026</b>
02	Last Date of receipt of Bid in Postal mode or in the Drop Box in the Office	<b>12.02.2026 (5.00 PM)</b>
03	Date of Opening of Bid	<b>13.02.2026 (11.00 AM)</b>

## PRINCIPLE OF FINALIZATION OF THE BID

1. Only bids fulfilling all eligibility criteria and complete documentation will be considered.
2. Technical specifications of the product must fully match or exceed the minimum required specifications.
3. Incomplete or conditional bids will be summarily rejected.
4. Among technically qualified bids, the lowest financial bid (L1) will be preferred only if the bidder has submitted valid experience in dealing with the Forest Department and has met all other specified criteria otherwise, the L1 bid shall not be considered for final selection.



5. Preference may be given to bidders with prior experience in supplying IR Trap Camera/ Repeated Walkie Talkie to Government departments.
6. Warranty period and post-sale service arrangements will be evaluated.
7. Quality of the product, including brand reputation and customer support, will be considered.
8. Demonstration of the products, if required, must be arranged by the selected bidder at their own cost.
9. The decision of the Tender Committee regarding technical qualification and financial evaluation shall be final.
10. The Divisional Forest Officer, Subarnapur Forest Division reserves the right to cancel the entire tender process without assigning any reason.

  
**Divisional Forest Officer**  
**Subarnapur Forest Division**

**Memo No.** 540 , **Dt.** 05/02/26

Copy forwarded to the Chief Conservator of Forests (IT & GIS), O/o the Principal Chief Conservator of Forests, Odisha, Bhubaneswar for favour of kind information and necessary action. He is requested to upload the above Tender Notice in the website of Pr.C.C.F, Odisha as early as possible.

  
**Divisional Forest Officer**  
**Subarnapur Forest Division**

**Memo No.** 541 , **Dt.** 05/02/26

Copy forwarded to the Regional Chief Conservator of Forests, Bhawanipatna Circle, Bhawanipatna for favour of kind information.

  
**Divisional Forest Officer**  
**Subarnapur Forest Division**

**Memo No.** 542 , **Dt.** 05/02/26

Copy submitted to the Collector, Subarnapur / CDO-cum-EO, ZP, Subarnapur/ Superintendent of Police, Subarnapur for favour of kind information and necessary action.

  
**Divisional Forest Officer**  
**Subarnapur Forest Division**

**Memo No.** 543 , **Dt.** 05/02/26

Copy along with its enclosures forwarded to the Dist. e-Governance Manager, Subarnapur for information and necessary action. He is requested to upload the details Tender Call Notice (TCN) in District Portal Website as early as possible.

  
**Divisional Forest Officer**  
**Subarnapur Forest Division**

**Memo No.** 544 , **Dt.** 05/02/26

Copy forwarded to the Officer-in-Charge, NIC, Collectorate, Subarnapur for information and necessary action. He is requested to upload the details Tender Call Notice (TCN) in the District NIC Portal for wide circulation amongst the bidders.

  
**Divisional Forest Officer**  
**Subarnapur Forest Division**

**Memo No.** 545 , **Dt.** 05/02/26

Copy forwarded to all Divisional Forest Officers (T&NT) for information and necessary action. They are requested to ensure regarding exhibition of the tender notice in the notice board for wide circulation.

  
**Divisional Forest Officer**  
**Subarnapur Forest Division**

**Memo No.** 546 , **Dt.** 05/02/26

Copy forwarded to the ACF I/c Birmaharajpur Range/ Forest Range Officer, Binka/ Sonapur/ Ullunda for information and necessary action. They are requested to ensure regarding exhibition of the tender notice in the notice board of their respective Range Office for wide circulation.

  
**Divisional Forest Officer**  
**Subarnapur Forest Division**

**LIST OF ARTICLE TO BE PROCURED**

<b>Sl No.</b>	<b>Item</b>
<b>1</b>	<b>2</b>
1	IR Trap Camera
2	Repeated Walkie Talkie

Place :-

Date :-

**Full Signature of the Tenderer with Seal**



**TECHNICAL BID****FOR SUPPLY OF IR TRAP CAMERA/ REPEATED WALKIE TALKIE TO  
SUBARNAPUR FOREST DIVISION****(Last Date:- 12.02.2026 Time :- 5.00 PM)**

01	Name of the Tenderer (Individual / Firm / Dealer / Suppliers)	
02	Present address for communication	
03	Permanent address	
04	Mobile No with WhatsApp	
05	E-Mail ID	
06	Adhar Card No. ( A copy to be submitted)	
07	PAN Card No. ( A copy to be submitted)	
08	GSTIN Regd No. (A copy to be submitted)	
09	Bank Draft / Banker's Cheque Details in support of Tender Fees of Rs. 1000/-	

**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 with Seal**

Place :-  
Date :-

**FINANCIAL BID****FOR SUPPLY OF IR TRAP CAMERA/ REPEATED WALKIE TALKIE TO  
SUBARNAPUR FOREST DIVISION****(Last Date:- 12.02.2026 Time :- 5.00 PM)**

<b>Sl. No</b>	<b>Item</b>	<b>Specification</b>	<b>Brand, if any</b>	<b>Rate of the article (in Rs.)</b>	<b>Taxes, if any</b>	<b>Transportation charges to Range HQ, if any</b>	<b>Total rate per unit (including all cost) (in Rs.)</b>

**Full Signature of the Tenderer****Place :-****Date :-**

**UNDERTAKING**

I ..... S/o / D/o / W/o

..... AT .....

PO ..... PS..... Dist .....

Pin ..... do hereby undertake that I have read all the terms and conditions of the Tender Paper and agrees to it and submitted the tender for supply of IR Trap Camera/ Repeated Walkie Talkie to Subarnapur Forest Division. Further, I undertake that, I do not have any criminal proceedings pending against me and I never defaulted in supply of materials of any other works in previous occasion.

I / We also note that, non-submission of this certificate will render my / our tender liable for rejection.

**Signature with seal of the  
Proprietor / Vendor / Supplier**

**Place :**

**Date :**