

SHORT TENDER NOTICE

Tender No. 02 Dated: 02.01.2026

Divisional Forest Officer, Sambalpur Forest Division on behalf of Governor of Odisha invites sealed tenders from reputed intending Manufacturing Firms/ Dealers/ Suppliers having valid GSTN and PAN Registration No. for procurement and installation of **"Puffed Rice Machine and Foot Operated Sewing Machine with Stand and Table"** for Sambalpur Forest Division. The tender papers with detailed terms and conditions documents can be downloaded from website <https://Sambalpur.odisha.gov.in> from 11:00 Hours of 06.01.2026 to 17:00 Hours of 20.01.2026. The non-refundable cost of tender paper of Rs. 2,000/- (Two thousand) only to be deposit through Demand Draft in favour of Divisional Forest Officer, Sambalpur Forest Division payable at Sambalpur. The Tender Papers can be submitted at the below mentioned address on or before 20.01.2026 till 05:00 pm by Speed Post/Registered Post/by hand only. The tender will be opened in the office of the undersigned on **21.01.2026 at 11.00 AM.**

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


02/1/26.
Divisional Forest Officer,
Sambalpur Forest Division.

GOVERNMENT OF ODISHA
OFFICE DIVISIONAL FOREST OFFICER, SAMBALPUR FOREST DIVISION
e-mail id – dfo.sambalpur@odisha.gov.in Phone/FAX- 0663-2410139

NOTICE INVITING TENDER

Sl. No.	Name of the Work	Details
1	Purpose of the Tender	Procurement & installation of Puffed Rice Machine & Foot Operated Sewing Machine with Stand and Table for Sambalpur Forest Division
2	Estimated Cost	Based on fund allocation.
3	Date & Time of availability of the bid document	06.01.2026 to 20.01.2026.
4	Last date / Time for receipt of bids in the portal	Up to 5.00PM of 20.01.2026.
5	Date & Time of bid opening	11.00 hour on Dated. 21.01.2026
6	Name & Address of the officer inviting Bid	Divisional Forest Officer, Sambalpur Forest Division Near Jail Chowk Sambalpur, Pin-768001.

The Divisional Forest Officer, Sambalpur Forest Division on behalf of the Governor of Odisha invites Sealed Tender through offline, in Double Cover System, only in “**OFF LINE**” mode for Procurement of different articles required for various forestry management as enlisted in the **ANNEXURE-I** from eligible Firms/Vendors/Suppliers registered with the State Government, Central Government /M.E.S./ Railways or other Licensing Authorities for Supply of the articles enlisted 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/Vendors/suppliers should have authorization form the concerned Dealer/Firm/Company to supply the good/ materials.
04. The Bidders/Vendors/suppliers must have a valid Bank Accounts number in any Bank.
05. Bidders/Vendors/suppliers must have operational area within the State Odisha.

TERMS AND CODITIONS

1. Bid document consisting of Specification, the schedule of Quantities and the set of terms and conditions of contract and other necessary documents can be seen on the website: <https://Sambalpur.odisha.gov.in>.
2. The bidder shall have to deposit the non-refundable cost of tender paper @ Rs.2000/- for participation in the bid in shape of Bank Draft/Banker's Cheque etc. in favor of Divisional Forest Officer, Sambalpur Forest Division. The Tender cost is non-refundable in nature. Cheques will not be accepted.

3. The Bid documents will be available on the website <https://Sambalpur.odisha.gov.in> from 06.01.2026 to 20.01.2026 up to 17.00 P.M.
4. Bids shall be received "**OFF LINE**" on or before 17.00 PM of dt 20.01.2026 in the Drop box placed in the office or thorough postal/Courier.
5. Bids received shall be opened at 11.00 hours 21.01.2026 in the office of undersigned in the presence of the bidders who to attend. Bidders who participate in the bid can witness the opening of bids. If the office happens to be closed for any administrative reason on the last date of opening of the bids as specified, the bids will be opened on the next working day at the same time and venue.
6. Bidders are to submit **TECHINAL BID (ANNEXURE-II)** and **FINANCIAL BID (ANNEXURE-III)** in a two separate sealed cover quoting price in the **FININCAL BID** of the article intended to supply out of the list in **ANNEXURE-I** and both cover to be enveloped in one Cover and dropped in the drop box or sent thorough the postal or courier service.
7. The Authority will not be held responsible for any postal delay or other inconvenience during bidding process.
8. The authority reserves the right to cancel any or all bids without assigning any reason thereof.
9. Any Addendum/corrigendum will be hosted exclusively on the District Website, and bidders are requested to check it periodically during the bidding process.
10. The Intending bidders are required to furnish their e-mail address and cell phone number in order to inform them any message relating to the tender.
11. Mere quoting less price will not entitle any bidders for winning the bid and the committee has the discretional prerogatives to finalize the bid with reference to quality.
12. Selection will be made on cost effective basis i.e. lowest price for the same brand and model.
13. The bidders/Vendors/Suppliers have to submit a no relationship certificate with their bidding documents as in ANNEXURE-IV.
14. The bidders have to deposit their sample of the product to be supplied to the office of the undersigned with proper acknowledgement for quality assurance which will be finalized by the committee after opening of the financial bids on another date to be intimated on to the successful bidders in the technical and financial bids.
15. The bidders/vendors/Supplier will have to attend the office of the undersigned on the date intimated later on for checking of quality assurance by the committee.
16. The Tender Paper will be submitted in the Drop Box of DFO, Sambalpur Forest Division, Post/ Regard Post Courier Service etc. so as to reach the undersigned on or before 5.00 PM of 20.01.2026.
17. 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 for different articles to streamline the procurement process. Selection as a bidder for any article does not guarantee supply order, 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 ARTICLES TO BE PROCURED

Sl. No.	Item	Specification
1.	Puffed Rice Machine.	<ul style="list-style-type: none"> ➤ Automatic/Semi-automatic of any brand, ➤ Suitable for parboiled paddy/rice commonly used for puffed rice production, ➤ Capable of producing uniformly puffed rice without burning ➤ Main body made of heavy-duty mild steel, ➤ All food contact parts made of food-grade stainless steel, ➤ Capacity- 100-150 Kg/hr ➤ Heating system- Gas/electricity operated ➤ Drive type- Motor & Pulley with single/three phase AC motor. ➤ Robust and vibration free structure, ➤ Adjustable temperature control system, ➤ Heat resistant handles and protective covers, ➤ Simple operation requiring minimal skilled manpower, ➤ Easy cleaning and maintenance, ➤ Supplier shall provide installation, testing and commissioning at the site, basic training to operators to be included. ➤ Minimum 12 months warranty against manufacturing defects. ➤ Service support and spare parts availability for at least 5 years.
2.	Foot Operated Sewing Machine with Stand and Table	<ul style="list-style-type: none"> ➤ For stitching and tailoring works including garment making, alterations and skill-based livelihood activities, ➤ Suitable for light to medium duty tailoring work, ➤ Brand like Usha, Singer, Pfaff or Brother will be preferred ➤ Standard industrial needle system compatible with locally available needles, ➤ Suitable for cotton, silk, wool, synthetic fabrics and light denim, ➤ Heavy duty cast iron/metal body for durability, ➤ Rust resistance finish, ➤ Driving Arrangements- Foot Operated Machine ➤ Sewing Mechanism- Single needle design for producing two thread lock stitch. ➤ With reverse Stitch Mechanism ➤ With Thread Spool Pin ➤ Table/Base/Stand Integral part of Sewing Machine ➤ Wooden table or Base conforming to IS 12789 latest. ➤ Stand conforming to IS 12740 latest ➤ Nickel plus Chromium plated interior parts ➤ With Lubrication orifices ➤ With an automatic thread tension release ➤ Latest Accessories Supplied with each machine in service B (interchangeable with machine of the same make and model) <ul style="list-style-type: none"> (a) One oil bottle filled with minimum 50 ml capacity. (b) Two screw drivers (engineering), one large and one small (c) Three bobbins (d) Three needles (e) A booklet containing manufacturer operating instruction and technical characteristics (f) Spool pin pad or felt washers (4 no) (g) Needle Threader ➤ Installation and commissioning at the site by supplier, ➤ Basic operational training to users, ➤ Minimum 12 months warranty against manufacturing defects, ➤ Service support and spare parts availability for minimum 2 years, ➤ Final acceptance after successful trial run.


 02/11/26.
Divisional Forest Officer,
Sambalpur Forest Division.

TECHNICAL BID

01	Name of the Bidders/ Vendors/ Firms.	
02	Address for communication.	
03	Permanent Address.	
04	Mobile No. (WhatsApp)	
05	Valid Email Id of the Proprietor or contact no.	
06	GSTIN registration number (Copy to be enclosed)	
07	Permanent Account Number (PAN)- (Copy to be enclosed)	
08	Authorization from the Firm / Company / Dealer- (Copy to be enclosed)	
09	Experience in dealing with Government Organization – (Copy to be enclosed)	

Signature with seal of the Proprietor/Vendor/Supplier.

CERTIFICATE OF NO RELATIONSHIP

I /We hereby certified that, I we am / are related / not related (*) to any Forest officer of the forest, Environment & Climate Change Department, Govt. of Odisha I/ we am /are aware that, if the fact subsequently proved to be false, my/ our contract will be rescinded with forfeiture of Security Deposit and I / we shall be liable to compensate for any loss or damage resulting from such cancellation.

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

(*)- Strike out which is not applicable

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