



OFFICE OF THE DIVISIONAL FOREST OFFICER: SAMBALPUR FOREST DIVISION
NEAR JAIL CHOWK, SAMBALPUR- 768001
E-mail-dfo.sambalpur@odisha.gov.in

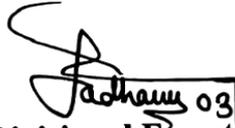
SHORT TENDER NOTICE

Tender No. 33

Dated: - 03.02.2026

Divisional Forest Officer, Sambalpur Forest Division on behalf of Governor of Odisha invites sealed tenders from reputed intending Manufacturing Firms/ Dealers/ Suppliers having valid GSTIN and PAN Registration No. Procurement of **Various type of Materials** 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 05.02.2026 to 17:00 Hours of 20.02.2026. The 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 20.02.2026 till 05:00 pm by Speed Post/ registered post/ by hand only. The tender will be opened in the office of the undersigned on **21.02.2026 at 11.00 AM.**

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


Jadhav 03/2/26
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 of Various type of Materials to the office of the Divisional Forest Officer, Sambalpur Forest Division on annual rate contract basis.
2	Estimated Cost	Based on fund allocation
3	Date & Time of availability of the bid document	05.02.2026 to 20.02.2026.
4	Last date / Time for receipt of bids in the portal	Up to 5.00 PM of 20.02.2026.
5	Date & Time of bid opening	11.00 hour on Dated. 21.02.2026.
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 thorough 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 cost of tender paper @ Rs.2000/- for participation in the bid in shape of Bank Draft/Banker's Cheque etc. in favour 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 05.02.2026 to 20.02.2026 up to 5.00 P.M.
4. Bids Shall be received “**OFFLINE**” on or before 5.00PM of dt 20.02.2026 in the Drop box placed in the office or thorough postal / Courier.
5. Bids received shall be opened at 11.00 hours 21.02.2026 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 entitles any bidders for winning the bid and the Committee has the discretional prerogatives to finalize the bid with reference to quality and b
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. In Case any bidder/Vender/suppliers is not able to get tender documents online in the district web site due to any sort of unforeseen technical fault he/ she may obtain the same from Head Clerk of the office of Sambalpur Forest Division and submit the same in the Drop Box, Post/ Regard Post Courier Service etc. so as to reach the undersigned on or before 5.00 PM of 20.02.2026.

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, 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.

ANNEXURE -I

LIST OF ARTICLES TO BE PROCURED

SL NO.	DESCRIPTION OF ITEMS	SPECIFICATION/BRAND
1	Clothes.	Camouflage Print Cotton Clothes (Full pant, Full Shirt) for Anti-Depredation Squads.
2	Lathis.	Poly carbonates Lathis for Protection Squads.
3	Cap and Line yard	Matching with Camouflage Pant & Shirt color for Protection Squads.
4	Belt.	Nylon Belt for Protection Squads.
5	Clothes.	Khaki color (Reymond Super Trovin Brand) for Uniform Staffs.
6	Belt.	Red/khaki color for Uniform Staffs.
7	Shoes.	Power/Bata Brand for Uniform Staffs for use in forest areas.
8	Line yard with whistle cord.	For Uniform Staffs.
9	Odisha Forest Badge.	For Uniform Staffs.
10	Barret with Odisha Forest Emblem.	For Uniform Staffs.
11	Socks.	Khaki Colour.
12	Mega Phone.	X Portable PA Megaphone, Foldable 30 watts handheld Megaphone. Announcement with recorder, USB and Memory Card input. Talk, record, play siren music (AM 30 HD USB)
13	Brush Cutter.	Heavy Duty Petrol Brush Cutter, Grass Cutter with 52CC displacement (Toolsden/Sthil/Husqvarna)
14	Desktop.	All in one, 21 inches screen size, 16 GB RAM, 1 TB Hard Disc and 256 GB SSD, Windows 11 home, Wi-Fi, Bluetooth, USB 2.0, MS Office 2024 lifetime, with wired mouse and keyboard (Dell/HP Brand)

15	Printer.	Inkjet, Type-Print, Scan and Copy, Colour, Duplex Printing, Wi-Fi Direct, 1-Year Warranty, A4 size printing, USB 2.0, LCD Screen, compatible with Windows OS.
16	Scanner.	Scanner type-Sheetfed, Standard features- Scan to PC, Scan resolution- Optical Up to 600 dpi Scan resolution hardware- 600 x 600 dpi, Duty cycle (daily)- 3500 pages, Automatic document feeder scan speed- Up to 35 ppm, Automatic document feeder capacity-Standard, 50 sheets, Duplex ADF scanning-Yes, Scan file format-All types, Scan input modes- One default scan mode on front-panel for HP scan in Win OS, Color scanning, Light source (scanning)-LED, Media size (ADF)-ISO A4: 210 x 297 mm (8.3 x 11.7 in minimum, Compatible Operating Systems- Windows 11; Windows 10; Processor speed-1176 666 MHz, Memory-256 MB, Connectivity, standard-USB 3.0, Power supply type-External power adapter, Control panel-Scan button, Power button with a LED and a LED for Error indication, Manufacturer Warranty-One-year.
17	Pen drive.	128 GB, 64 GB (HP/Sandisk/Sony)
18	Antivirus.	Quick Heal Total Security (10 users for 1 year/3 years)
19	DSLR Camera.	Nikon Coolpix P1100 point and shoot Digital Camera with carrying case.
20	UPS.	Luminous /Microtek brand.


 03/2/26
 Divisional Forest Officer
 Sambalpur Forest Division.

Annexure -II**TECHNICAL BIDS**

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**