

# ଓଡ଼ିଶା ବନ ଉନ୍ନୟନ ନିଗମ ଲିମିଟେଡ୍ Odisha Forest Development Corporation Limited

(A Government of Odisha Undertaking)

CIN-U02005OR1962SGC000446

Regd.Off: Plot No. A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha, PIN-751001

Telephone: -0674-2534086,2534269 Fax:0674-2535934

[website: [www.odishafdc.com](http://www.odishafdc.com) E-mail ID: [general@odishafdc.com](mailto:general@odishafdc.com)]



## **Quotation Call Notice**

**No. 5885 /OFDC-25013/12/2022-Comm**

**Dated Bhubaneswar the, 25<sup>th</sup> March, 2026**

Sealed Quotations are invited from the GST registered firms/ agencies/ dealers for annual maintenance contract of air conditioners (Cassette/Window/Spilt) of different brands installed in this corporate office. The interested firms/agencies/dealers may submit their offer either by Regd. Post/Speed Post or by dropping the offer in the box kept for the said purpose at the 1<sup>st</sup> floor of corporate office latest by 03.00 P.M. of 08.04.2026 which will be opened on the same day at 04.00 P.M. in presence of the offeror or their authorized representatives. The quotation details containing general bid information and terms and conditions for annual maintenance contract of air conditioners etc. can be obtained from this office on any working day or can be downloaded from our website [www.odishafdc.com](http://www.odishafdc.com).

For Odisha Forest Development Corporation Limited,

Sd/

Managing Director

## **TERMS AND CONDITIONS FOR ANNUAL MAINTENANCE OF AIR CONDITIONERS**

(Reference: – Quotation Call Notice No. 5885 /OFDC-25013/12/2022-Comm dt. 25.03.2026

Offers for Annual Maintenance Contract (AMC) in respect of 5 numbers of 14 & 10 HP each with 49 outlets of Mitsubishi cassette A.C. of different capacity (3 ton & 1.5 ton) & 23 units of Split & Window A.C. of different make and model along with stabilizers as installed at corporate office of OFDC Ltd. as per details at Annexure-I are invited from the interested and reputed firms/agencies/dealers as per notice above. The interested firms are to ascertain the quality and functionality of these Air Conditioners and go through the following terms and conditions before submitting their offers. Submission of offers will be considered as complete proof of the fact that, the concerned firm/dealer/agencies have inspected the A.C.s and satisfied with the terms and conditions.

- 1) The firm /dealer/agency must have been registered under GST and copy of GST registration certificate along with PAN are to be enclosed with the quotation offer.
- 2) The firm/dealer/agency should have minimum satisfactory experience of three years in such maintenance work of Air Conditioners of any office/institution/ organization etc. and copies of certificates/work orders in support of proof of work experience are to be enclosed. It is preferable that the Offerer should either be a dealer or authorized service holder for maintenance of ceiling cassette air conditioners (Mitsubishi).
- 3) The contract period of work will be for a period of one year from the date of execution of agreement and on satisfactory performance the period of agreement may be renewed for further period as would be decided on mutual consent.
- 4) The interested firm/dealer/agency may either collect the quotation Form containing general bid information along with terms and conditions form this office on any working day on payment of Rs.200+GST @18% or download from our website [www.odishafdc.com](http://www.odishafdc.com) and in that case, a separate draft of Rs.236/- drawn in favour of “O.F.D.C. Ltd.” on any nationalization bank payable at Bhubaneswar, is to be submitted along with the offer towards cost of form. The cost of form is non-refundable.
- 5) The Offerer is to submit a bank draft worth Rs 10,000/- (Rupees ten thousand) only drawn on any nationalized/scheduled bank in favour of Odisha Forest Development Corporation Ltd. and payable at Bhubaneswar towards E.M.D. The EMD of unsuccessful bidders shall be refunded after completion of process.
- 6) The successful Offerer has to pay Performance S.D.@10% of the AMC (Contract Value) within 7days of issue of work order. The EMD shall be converted to Performance Security Deposit and differential amount if any will be paid by the quotationer, which will be retained by OFDC. In case of non-performance or unsatisfactory service, the contract so entered will be cancelled and the Performance Security Deposit will be forfeited to OFDC Ltd. On satisfactory completion of contract period, the Performance Security Deposit shall be refunded.
- 7) For un-satisfactory performance or violation of terms of agreement, the AMC can be terminated by OFDC during the contract period giving a written notice of 15 days.

- 8) The annual maintenance contract includes replacement of all defective spare parts of the Air Conditioners & its stabilizers, refilling of gas in compressors etc. However, the maintenance will not cover the replacement of body of the Air Conditioners/ Compressor/PCB unit etc. which will be borne by OFDC Ltd.
- 9) The Air Conditioners may be shifted from one room to another which will be done by the AMC holder free of cost. However, during shifting, the cost of copper pipes, rubber pipes etc. will be borne by OFDC Ltd.
- 10) The approved AMC holder will attend to the minor repair works of the Air Conditioners on the same day soon after receipt of intimation from the corporate office either over phone or in writing. In case of major repair, the A.C. can be shifted to the work shop at his risk and need be reinstalled within three days.
- 11) The firm/dealer/agency should quote their offer towards annual maintenance cost of 72 Air Conditioners excluding GST in format at Annexure-II. The cost towards AMC will be paid quarterly on submission of bill.
- 12) The Corporation reserves the right to cancel the entire quotation without assigning any reason thereof.
- 13) In case of any dispute, the matter shall be referred to the Managing Director, OFDC Ltd. whose decision shall be final and binding on both the parties.
- 14) For legal dispute if any, the same shall be referred to the Court within the jurisdiction of Bhubaneswar only.

For Odisha Forest Development Corporation Limited

Sd/

Managing Director

- N.B.-i) Last date of receipt of quotation by 3 P.M. of 08.04.2026.  
ii) Opening of Offer at 4 P.M. of 08.04.2026.

**List of Air Conditioners at Corporate Office, OFDC Ltd. for AMC**

Ground Floor				
SL. No.	Make & Model of the Air Conditioners	Capacity of Outdoor Units	No. of outlets	Places of Installation
1	Mitsubishi (3 ton) 4-way Cassette A.C.	14 H.P. Outdoor Unit	4	Chamber of Director (Finance), Chief Audit Officer, A.O. (D/D) & Mini Conference Hall
2	Mitsubishi (1.5 ton) 4-way Cassette A.C.	10 H.P. Outdoor Unit	6	Diary & Despatch Section and Work Station

Cash Section				
SL. No.	Make & Model of the Air Conditioners	Capacity of Outdoor Units	No. of outlets	Places of Installation
1	Mitsubishi (1.5 ton) 4-way Cassette A.C.	10 H.P. Outdoor Unit	3	3 nos. of Cabins
2	Mitsubishi (3 ton) 4-way Cassette A.C.		1	Work Station

1 <sup>st</sup> Floor (Lift Side)				
SL. No.	Make & Model of the Air Conditioners	Capacity of Outdoor Units	No. of outlets	Places of Installation
1	Mitsubishi (3 ton) 4-way Cassette A.C.	10 H.P. Outdoor Unit	3	In the chamber of General Manager (A&P), Company Secretary & Another chamber cabin
2	Mitsubishi (1.5 ton) 4-way Cassette A.C.	14 H.P. Outdoor Unit	8	In the cabin of J.A.O. & Work Station

1 <sup>st</sup> Floor (Staircase Side)				
SL. No.	Make & Model of the Air Conditioners	Capacity of Outdoor Units	No. of outlets	Places of Installation
1	Mitsubishi (3 ton) 4-way Cassette A.C.	14 H.P. Outdoor Unit	3	In the chamber of Director (C), Manager (O) & Manager (C)
2	Mitsubishi (1.5 ton) 4-way Cassette A.C.	14 H.P. Outdoor Unit	9	3 nos. of Cabins & Work Station

3 <sup>rd</sup> Floor				
SL. No.	Make & Model of the Air Conditioners	Capacity of Outdoor Units	No. of outlets	Places of Installation
1	Mitsubishi (3 ton) 4-way Cassette A.C.	14 H.P. Outdoor Unit	4	Law Officer, A.A.O. (Banking), & another 2 Cabins
2	Mitsubishi (1.5 ton) 4-way Cassette A.C.	10 H.P. Outdoor Unit	8	Library Room, Work Station & Conference Hall

Abstract: 1) Mitsubishi (3 ton) 4-way Cassette A.C. = 3 nos. of 14 HP outdoor units = 12 outlets  
 2) Mitsubishi (3 ton) 4-way Cassette A.C. = 2 nos. of 10 HP outdoor units = 4 outlets  
 3) Mitsubishi (1.5 ton) 4-way Cassette A.C. = 2 nos. of 14 HP outdoor units = 16 outlets  
 4) Mitsubishi (3 ton) 4-way Cassette A.C. = 3 nos. of 10 HP outdoor units = 17 outlets

List of Split/Window Air Conditioners for AMC

Sl no.	Make & model of the Window/Split Air Conditioners of Corporate Office.	Quantity	Installed in the Corporate Office at:
01	Split A.C (Dakin - 2.0 Ton)	03 units	Board Room
02	Split A.C (Samsung - 2.0 Ton)	01 unit	Chamber of Chairman
03	Split A.C (Carrier - 1.5 Ton)	01 unit	Chamber of Chairman
04	Split A.C (Carrier – 2.0 Ton)	01 unit	Chamber of Manager (HR)
05	Split A.C (Dakin – 2.0 Ton)	01 unit	Chamber of Manager (HQ)
06	Split A.C (Hitachi – 1.5 Ton)	02 units	Chamber of Managing Director
07	Split A.C (Carrier - 1.00 Ton)	01 unit	Room of P.S to Chairman
08	Split A.C (Carrier - 1.00 Ton)	01 unit	Room of P.S to Managing Director
09	Split A.C (Carrier - 1.00 Ton)	01 unit	Visitor's Room
10	Split A.C (Voltas - 1.5 Ton)	02 units	Computer Cell
11	Split A.C (Carrier – 1.5 Ton)	02 units	Server Room of Computer
12	Split A.C (Lloyd – 1.00 Ton)	01 unit	Eco Tourism Room
13	Window A.C. (Hitachi-1.5 Ton)	01 unit	Personnel Officer
14	Window A.C. (Hitachi-1.5 Ton)	01 unit	Officer in Special Duty
15	Split A.C (Carrier - 2.00 Ton)	03 units	Accounts Section
16	Split A.C (Mitsubishi – 1.5 Ton)	01 unit	Waiting Room Conference Hall

Total: 23 units

Sd/

Manager (Commercial)  
Corporate Office, OFDC Ltd.

**Annexure-II**

**Quotation for Annual Maintenance Contract of Air Conditioners  
as per Quotation Call Notice No. 5885 dt. 25.03.2026**

1. Name of the firms/agencies/dealers \_\_\_\_\_
2. GST Registration No. (Copy to be enclosed) \_\_\_\_\_
3. Permanent Account No. (PAN)  
(Copy to be enclosed) \_\_\_\_\_
4. Detail Postal Address \_\_\_\_\_  
\_\_\_\_\_
5. Contact Details  
a) Mobile No.: \_\_\_\_\_  
b) e-mail: \_\_\_\_\_
- 6) Details of enclosures  
a) Cost of Quotation Paper of Rs. 236/- D.D. No./MRT No: \_\_\_\_\_  
Date: \_\_\_\_\_  
b) EMD of Rs.10,000/- D.D. No. & Date: \_\_\_\_\_
- 7) Amount offered towards AMC of A.Cs  
including stabilizers and excluding GST (In Rs.) \_\_\_\_\_

Signature of the Authorized Person

Date:

Declaration

I do hereby declare to abide by the terms and conditions notified for this quotation call notice.

Signature of the Authorized Person

Date: