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Odisha Forest Development Corporation Ltd
(A Government of Odisha Undertaking)
CIN-U02005OR1962SGC000446

OFFICE OF THE DIVISIONAL MANAGER, BRAHMAPUR (C) DIVISION
Mandiapalli Junction, PO:-Narendrapur, Ganjam, Odisha, PIN-760007
Telephone:-0680-2233515 Fax: 0680-2233515

[Website: www.odishafdc.com] [E-mail ID: dmberhampur@yahoo.com]

NOTICE NO. 5/26-27/Dated, 14.08.26

BRAHMAPUR (C) DIVISION

TENDER FOR ENGAGEMENT OF SECURITY AGENCY AT RED SANDERS GODOWN AT POKUDIBANDHA, BRAHMAPUR (GANJAM).

Sealed tenders in the prescribed format are invited from reputed security agencies having been registered under GST and possessed valid license/permission issued by the competent authority, for 24x7 watch and ward of the Red sanders wood stored in three godowns, located at Pokudibandha along Jagannathpur-Purushottampur road (SH-32), in the district of Ganjam, Odisha.

The detail tender documents along with terms and conditions can be seen and downloaded from our website and also may be obtained from the Office of the Divisional Manager, O.F.D.C. Ltd., Brahmapur (C) Division, Mandiapalli, on all working days during office hours from 14.08.2026 onwards on payment of ₹590/- (Rupees Five Hundred Ninety only), inclusive of GST @ 18%, which is non-refundable. In case of downloading of the tender document from website, the tenderer has to submit a bank draft of ₹590/- (Rupees Five Hundred Ninety only) drawn on any Nationalized Bank in favour of Divisional Manager, O.F.D.C. Ltd., Brahmapur (C) Division and payable at Brahmapur towards document fees along with the offer.

Each tender shall be accompanied with an EMD of ₹25,000/- (Rupees twenty-five thousand) only in shape of bank draft drawn on any Nationalized Bank, in favour of Divisional Manager, O.F.D.C. Ltd., Brahmapur (C) Division and payable at Brahmapur failing which the tender will be rejected summarily. The EMD of the successful tenderer shall be adjusted towards Security Deposit and refunded as such to the unsuccessful tenderers.

The tender duly filled in and accompanied with required documents and drafts shall be received in the office of the undersigned up to 3:00 PM on 20.08.2026 and opened thereafter at 3:30 PM in presence of the tenderers or their authorised representatives.

For further details, the undersigned may be contacted on any working day during office hours.

For Odisha Forest Development Corporation Ltd.,


Divisional Manager,
Brahmapur(C) Division.

(P.T.O.)

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TERMS AND CONDITIONS OF TENDER FOR ENGAGEMENT OF SECURITY AGENCY AT RED SANDERS GODOWN AT POKUDIBANDHA.

1. Sealed tenders in the prescribed format are invited from reputed security agencies having been registered under GST and possessed valid license/permission issued by the competent authority, for 24x7 watch and ward of the Red sanders wood stored in three godowns, located at Pokudibandha along Jagannathpur-Purushottampur Road (SH-32), in the district of Ganjam, Odisha. The intending tenderers are advised to inspect the godowns so as to be acquainted with the location, security requirements and other relevant conditions/requirements etc. before submitting their bids and no post-tender complaints will be entertained.
2. The stocks of Red Sanders heartwood (**10,955 Logs = 904.3644 MT in lot form**) are stored in three (03) private hired godowns situated over Khata No. 468/545, Plot No. 2038/2903, Mouza & Village - Narendrapur, P.S.-Chammakhandi, Dist.-Ganjam, along with other by-products lying around the godown premises. The godown premises are under 24x7 CCTV surveillance and equipped with fire extinguishers. It shall be the sole responsibility of the Security Agency to safeguard the Red Sanders heartwood etc. stored in the three godowns round the clock. Any loss, theft, pilferage or damage of stocks will remain attributable to the deployed security personnel and also shall be considered negligence on the part of the agency.
3. The Tenderer shall have to be a registered and licensed Security Agency under the Private Security Agencies (Regulation) Act, 2005 (PSARA), and possess a valid license issued by the competent authority. The license shall remain valid at the time of tender and be renewed throughout the contract period.
4. The Tenderer is required to enclose self-attested copies of the following mandatory documents along with the tender form:
 - PSARA License
 - GST Registration
 - PAN
 - EPF Registration
 - ESI Registration
 - Any other statutory documents as applicable.
5. The Agency should have adequate expertise in providing such watch and ward services with a minimum experience of 3 years. Proof of such experience shall be enclosed along with the offer.
6. The offer shall be submitted in sealed covers under a two-bid system comprising of Technical Bid and Financial Bid. Both the sealed envelopes shall be placed in another sealed envelope superscribed as "Tender for Engagement of Security Agency at Red Sanders Godown at Pokudibandha".

The tender duly filled in and accompanied with required documents and drafts/MRTs shall be received in the office of the undersigned up to **3:00 PM on 20.08.26** and will be **opened thereafter at 3:30 PM in presence of the tenderers** or their authorised representatives.

The agency shall be bound by the particulars furnished in the tender documents. If any information or document submitted by the tenderer is found to be false, fabricated or misleading, the Corporation shall have the right to reject the tender and on subsequent detection shall terminate the contract with forfeiture of the Security Deposit.

7. The agency shall submit a declaration stating that agency has not been blacklisted, debarred or banned by any Central/State Government/Public Sector Undertaking or any other organization as on the date of submission of the tender. The bidder shall also declare that no criminal case involving moral turpitude or fraud is pending against the proprietor, partners, directors or the firm. Details of any such pending litigation relating to the firm's business or eligibility shall also be furnished.
8. The agency shall ensure deployment of security personnel/armed guards who are medically and mentally fit, properly trained, disciplined and of good character.
9. The agency shall submit the names, recent photographs, Aadhaar Cards and other identity details of the personnel to be deployed immediately after execution of the contract.
10. The agency shall be solely responsible for payment of wages, overtime (if any), bonus, EPF, ESI, insurance coverage, uniforms, statutory dues and all other benefits payable to the personnel engaged in accordance with the provisions of the Private Security Agencies (Regulation) Act, 2005 and other applicable labour laws.
11. O.F.D.C. Ltd. shall have no employer-employee relationship with the personnel deployed by the agency and shall not be liable for any claim arising therefrom.
12. The Security Agency shall maintain an attendance register, duty register and visitor register at the godown and shall produce the same for inspection by Forest and O.F.D.C. officials as and when required.
13. The Security Agency shall maintain strict confidentiality regarding the stock, movement, records and security arrangements of the Red Sanders Godown and shall be accountable for safeguarding the Red Sanders stock and other Government property within the godown premises.
14. O.F.D.C. Ltd. reserves the right to review the performance of the agency/security personnel at any time and issue instructions for improvement of security arrangements.
15. The agency shall not transfer, assign, pledge or subcontract its rights or obligations under the agreement to any third party without the prior written approval of O.F.D.C. Ltd.
16. The successful bidder shall execute an agreement with O.F.D.C. Ltd. on a non-judicial stamp paper of the prescribed value before commencement of the contract and shall indemnify O.F.D.C. Ltd. against any claim, loss, damage, liability or legal proceedings arising out of any act, omission, negligence or statutory non-compliance on the part of the agency.
17. **The tenderer shall quote the monthly amount receivable towards such service excluding all applicable taxes in the Financial Bid.** The contract shall remain valid for a period of **one (01) year** from the date of execution of the agreement subject to extension on satisfactory performance and mutual consent.

18. In the event of unsatisfactory performance, breach of any terms and conditions of the contract, violation of any applicable statutory provisions by the Security Agency, or complete disposal of the Red Sanders wood from the godowns, O.F.D.C. Ltd. reserves the right to terminate the contract by giving **30 (thirty) days'** advance notice.
19. Notwithstanding the above, O.F.D.C. Ltd. reserves the right to terminate the contract with immediate effect, without assigning any notice period, in cases of involving serious misconduct, gross negligence, security lapses, theft, misappropriation, fraud, or any act or omission by the Security Agency or its personnel that is prejudicial to the interests of O.F.D.C. Ltd.
20. The monthly charges towards such security service shall be released to the bank account of the agency through RTGS/NEFT after deduction of TDS, Income Tax, GST (TDS), and other statutory dues as applicable.
21. In the event of a tie among the lowest bidders, the successful bidder shall be decided through the lottery system, and the decision of O.F.D.C. Ltd. shall be final and binding on all the bidders.
22. O.F.D.C. Ltd. reserves the right to accept or reject any or all tenders without assigning any reason thereof and also reserves the right to cancel the tender process at any stage.
23. In the event of any dispute arising out of or in connection with this contract between the Security Agency and O.F.D.C. Ltd., the decision of the General Manager, O.F.D.C. Ltd., Brahmapur (C) Zone shall be final and binding on both the parties.
24. Only the Courts at Brahmapur will have the jurisdiction over litigations that may arise out of the aforesaid contract and no litigation shall be instituted in any court at any other place except Brahmapur.

For Odisha Forest Development Corporation Ltd.,


Divisional Manager,
Brahmapur(C) Division.

O.F.D.C. LTD., BRAHMAPUR (C) DIVISION
TENDER FORM FOR ENGAGEMENT OF SECURITY AGENCY AT RED SANDERS
GODOWN AT POKUDIBANDHA.

Technical Bid: -

1. Name and address of the Agency :
2. PSARA License No. & Date :
3. PAN number :
4. GST Registration No. :
5. Certificate of license from Directorate of Labour, Odisha (Form-VI) Odisha contract labour (Regulation & abolition) Amendment rule – 2020. :
6. License to engage in the Business of provide security agency from Home Department Government of Odisha. :
7. EMD Rs.25,000/- (Bank Draft No. & Date) :
8. Cost of Tender Paper (MRT No./Date/D.D. No. & Date/Amount) :
9. Experience in providing Watch & Ward Services (copy to be enclosed) :
10. Declaration that the Agency is not blacklisted/ debarred/banned and no criminal case involving moral turpitude or fraud is pending against the Agency/proprietor/partners/directors. :
11. Declaration regarding non-subcontracting. (Declaration that the security services shall not be transferred, assigned or subcontracted without prior written approval of O.F.D.C. Ltd.) :

DECLARATION: -

I/We hereby declare that the information and documents furnished above are true and correct to the best of my/our knowledge and belief. I/We have read and understood all the terms and conditions of the tender and agree to abide by the same. I/We further undertake to comply with all applicable statutory requirements during the period of the contract.

Signature of the Bidder

O.F.D.C. LTD., BRAHMAPUR (C) DIVISION
TENDER FORM FOR ENGAGEMENT OF SECURITY AGENCY AT RED SANDERS
GODOWN AT POKUDIBANDHA.

Financial Bid.

1. Monthly Service Charges for providing security/watch & ward services at Red Sanders Godown, Pokudibandha, **excluding GST and other applicable taxes** :

2. GST & other applicable taxes if any :

Total Monthly Amount Payable
(including applicable taxes) :

Amount in Words: Rupees _____ only.

Signature of the Bidder