ଓଡିଶା ବନ ଉନ୍ନୟନ ନିଗମ ଲିଃ

Odisha Forest Development Corporation Ltd

(A Government of Odisha Undertaking)
CIN-U02005OR1962SGC000446
Regd. Off: A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha, PIN751001
Telephone:-0674-2534086, 2534269 Fax: 0674-2535934
[website: www.odishafdc.com , E-mail ID:general@odishafdc.com]

No. 19853 / OFDC-11011/1/2026-COMP
Bhubaneswar, dated. 05th November, 2026

Tender Call Notice

For supply & Installation of various items for OFDC

The Odisha Forest Development Corporation Ltd. (OFDC), a Government of Odisha undertaking invites sealed bids from the registered manufacturers/ sole proprietor/ suppliers having valid GST and PAN for for supply, delivery, installation and commissioning of the items at OFDC, Bhubaneswar. Bidders fulfilling the prescribed eligibility criteria of the tender call notice can access and download from **www.odishafdc.com**

The bid calendars under the end to end process are:

Sl.	List of Key Events	Critical Dates
1.	Date of Issue of Tender Call Notice	**06th November 2026**
2.	Last Date for Submission of Bid document	**16th November 2026 up to 1.0 pm**
3.	Date of Opening of technical and financial bid	**16th November 2026 at 4.00 pm**

The bid complete in all respects must reach the undersigned by **Speed Post/ Registered Post/Drop in the Tender Box** only latest by **16th November 2026, 1 PM** in a sealed envelope clearly mentioning on the top of it **"Tender Call Notice for supply & Installation of various items"**

The quotations received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

05/11/2026
Manager (HR)
Manager (HR)
O.F.D.C. Ltd

CC: To the Notice Board of OFDC Ltd for wide publicity.

Supply & Installation of various items for OFDC

No. 19853 **/Date:** 05th November, 2026

1. Tender at a glance

Procuring entity	Managing Director, Odisha Forest Development Corporation Ltd **,A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha, PIN751001**
Mode of procurement	Sealed bids (offline), Envelope-A (Eligibility / Technical) and Envelope-B (Financial)
Items	01 No.; Colour MFP Ink Tank Printer with UPS, USB dongle and HDMI cable – 01 No.
Bid security (EMD)	Rs. 14,000/- (exempted for Micro & Small Enterprises and start-ups)
Bid validity	90 (ninety) days from the last date of submission of bids
Delivery period	Within 10 days from the date of Purchase Order
Place of delivery	Corporate Office of OFDC Ltd., Bhubaneswar

2. Specification of the requirement:

SI. NO.	Item	Qty. in Nos	Specifications	Delivery period	Delivery place
1	Laptop	04	Microsoft Surface 7th Edition (13.8 inches) Snapdragon X Plus (10 Core), 16GB Ram, 512 GB SSD • Make: Microsoft • Warranty: 3 years onsite • Laptop carry bags with protective covers.	Within 10 days from the date of Purchase order	Corporate Office of OFDC Ltd., Bhubaneswar.
2	Laser Jet Monochrome Printer	01	LaserJet Monochrome Printer with printing, copying, scanning and faxing facilities, a 25-sheet Automatic Document Feeder (ADF), Wi-Fi connectivity and USB 2.0 • Make: HP/ Epson/ or equivalent • Warranty: 3 year onsite		

3. Eligibility of Manufacturers / Firms / suppliers.

a) Manufacturer/ Firm/ sole proprietorship/supplier registration certificate
b) Up to date valid GSTIN Certificate
c) Valid PAN
d) Bid security in form Demand Draft in favour of MD, OFDC
e) Have a registered office or service center in Odisha (preferably Bhubaneswar) to provide warranty support.
f) Not be debarred or blacklisted by any Central / State Government department or Public Sector Undertaking.

4. Documents to be Furnished by the Bidder

Envelope-A (Eligibility / Technical) shall contain the following, with every page signed and stamped by the authorised signatory:

a) Manufacturer/ Firm/ sole proprietorship/supplier registration certificate
b) Upto date valid GSTIN Certificate
c) Valid PAN
d) Bid security (EMD)
e) Not be debarred or blacklisted by any Central / State Government department or Public Sector Undertaking

Envelope-B (Financial Bid) shall contain only the Financial Bid as per the prescribed. No price shall be disclosed in Envelope-A; a bid disclosing price in Envelope-A shall be rejected

5. Bid Security (Earnest Money Deposit)

(a) Each bidder shall furnish bid security of **Rs. 14,000/-** in the form of a Demand Draft / Banker's Cheque / Fixed Deposit Receipt / Bank Guarantee of a Scheduled Bank, drawn in favour of "Managing Director, OFDC Ltd." payable at Bhubaneswar, and valid for the bid validity period. It shall be placed in Envelope-A.

(b) Micro and Small Enterprises and start-ups are exempted from furnishing bid security, subject to submission of valid documentary proof (Udyam registration).

(c) A bid not accompanied by the required bid security (or proof of exemption) shall be rejected.

(d) Bid security of unsuccessful bidders shall be returned after finalisation of the tender, without interest. .

(e) Bid security shall be forfeited if the bidder withdraws or alters its bid during the bid validity period, or, if successful, fails to accept the Purchase Order .

6. Submission of Bids

(f) Envelope-A and Envelope-B shall be sealed separately and superscribed "Envelope-A: Eligibility / Technical Bid" and "Envelope-B: Financial Bid", with the name of the firm. Both shall be placed in one outer sealed cover superscribed **"Tender Call Notice for Supply of various items"**, with the notice number and the due date.

(g) The outer cover, addressed to the **Managing Director, Odisha Forest Development Corporation Ltd., A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha, PIN751001**, must reach by **Speed Post / Registered Post / by dropping in the Tender Box** latest by **16th November 2026 by 1.00 PM.**

(h) Bids received after the last date and time shall be rejected. OFDC shall not be responsible for any postal delay. Bids sent by fax or e-mail shall not be accepted.

(i) Prices shall be quoted in Indian Rupees, **excluding GST** (GST to be shown separately), and shall be inclusive of transportation, insurance, packing, installation and commissioning . Prices shall be firm; no escalation shall be allowed. Conditional offers shall be rejected.

(j) Bids shall remain valid for 90 days from the last date of submission.

7. Opening and Evaluation of Bids

(a) The Consultant Evaluation Committee shall open Envelope-A on the scheduled date and time at the OFDC Head Office, in the presence of bidders or their authorised representatives who choose to attend:

(b) A Technical Committee constituted at OFDC level shall evaluate Envelope-A against the eligibility criteria. OFDC may seek written clarifications from a bidder, but no change in price or substance of the bid shall be sought, offered or permitted.

(c) Envelope-B shall be opened only for bidders found eligible at the technical stage, on the date and time intimated to them. Envelope-B of other bidders shall be returned unopened.

(d) Bids shall be evaluated on the basis of the **lowest total quoted price (excluding GST) for all items together**. The bidder quoting the lowest evaluated price shall be treated as L1.

8. OFDC shall satisfy itself that the price of the L1 bidder is reasonable and consistent with the required quality.

9. Award of Contract and Purchase Order

(b) The Purchase Order shall be placed on the L1 bidder. The bidder shall accept the Purchase Order in writing within 3 (three) days of its receipt.

(c) OFDC reserves the right to increase or decrease the quantity of items up to 25 per cent at the time of placing the order.

additional orders for the same items at the same rates and terms, as per its requirement and subject to the Odisha General Financial Rules.

10. Delivery, Inspection and Penalty for Delay

(e) The goods shall be delivered, installed and commissioned at OFDC Corporate office, Bhubaneswar, within **10 days** from the date of Purchase Order. Goods shall be new, genuine and of the make and model quoted.

(f) Delivered goods shall be inspected by a committee of OFDC. Goods not conforming to the specifications shall be replaced by the supplier within 3 days at no extra cost.

(g) For delay beyond the stipulated delivery period, a penalty (liquidated damages) of **0.5 per cent of the value of the undelivered items per week or part thereof, subject to a maximum of 10 per cent** of the Purchase Order value, shall be imposed. Beyond this limit OFDC may cancel the Purchase Order, forfeit the bid / performance security and procure the items elsewhere at the risk and cost of the supplier.

11. Warranty and Support

The supplier shall provide on-site warranty of not less than 3 years for the items, from the date of installation and acceptance. Defects shall be attended to within 48 hours of a complaint, and defective parts shall be replaced free of cost. Operating system and other software supplied shall be genuine and licensed.

12. Payment Terms

No advance payment shall be made. Payment of 100 per cent of the order value shall be made by electronic transfer within 30 days of satisfactory delivery, installation and acceptance, on submission of a GST invoice and warranty documents. Taxes shall be deducted at source as per law.

13. Code of Integrity

(h) Bidders shall observe the highest standard of ethics and shall not offer or give any gratification to any official of OFDC in connection with this tender. A bidder found to have violated the Code of Integrity, or to have submitted false information or documents, shall be liable to rejection of its bid, forfeiture of bid / performance security and debarment as per the Odisha General Financial Rules.

(i) Bidders shall comply with any restrictions on procurement from bidders of countries sharing a land border with India, as notified by the Government of Odisha or the Government of India from time to time.

14. Rights Reserved by the Authority

OFDC reserves the right to:

(a) Accept or reject any or all bids, or cancel this tender at any stage, without assigning any reason.

(b) Alter the date of opening or extend the last date of submission of bids.

(c) Negotiate with the L1 bidder, if required.

(d) Insist on the quality and specifications of the materials to be supplied.

(e) Modify, reduce or increase the quantity of requirement within the limit stated

(f) Terminate the Purchase Order by giving 15 days' notice in case of unsatisfactory performance, and forthwith without notice in case of non-supply or breach of the terms by the supplier.

(g) Any disputes, differences, claims or matters arising out of or in connection with this Tender, the award of the Contract, or its execution, interpretation or performance shall be subject to the exclusive jurisdiction of the competent courts at Bhubaneswar, Odisha, India, only.

Manager (HR)

Manager (HR)
O.F.D.C. Ltd

Financial Bid

(to be placed in Envelope-B)

Sl. No.	Item	Qty (Nos.)	Make ,model	Unit price excluding GST (Rs.)	Total quoted amount (Rs.) excluding GST	Total price including GST (Rs.)
1	**Laptop**	04				
2	LaserJet Monochrome Printer	01				
a	**Total excluding GST**					
b	**GST**					
c	**Total including GST**					

Total quoted price excluding GST, in words:

Rupees_____ only.

Notes:

1. The offer price shall be **excluding GST** and including supply, installation and transportation. GST shall be shown separately. Bids shall be evaluated on the total price excluding GST for both items.
2. The offer price shall be inclusive of transportation, insurance, packing, installation and commissioning at OFDC Corporate Office, Bhubaneswar.
3. The prices quoted are firm and valid for 90 days from the last date of submission of bids.

Date: _____Signature and seal of the bidder: _____

End of the document