



OFFICE OF THE DIVISIONAL FOREST OFFICER, PURI WILDLIFE DIVISION,
CHAKRATIRTHA ROAD, PURI – 752002

E-Mail: - dfo.puriwl@odisha.gov.in Telephone - 06752-228281.

Request for Quotation (RFQ) For the Supply of 20 Number of the Body Worn Camera

Sealed RFQ are invited from Manufacturer /Supplier /Retailer for Supply of 20 number of Body Worn Cameras to the Puri Wildlife Division.

The tender paper along with terms & condition & Technical specifications shall be submitted to the Office of the Divisional Forest Officer, Puri Wildlife Division, Puri, in the district of Puri, Odisha on dated from 07/01/2025 to 15/01/2025 before at 5 pm. through speed post/Regd. Post. or in the Tender Box only. The tenders will be opened on dt. 16/01/2025 at 11 am at the office chamber of D.F.O, Puri.

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

Terms & Conditions

1. **Quality:** The material should conform to high market standards and be sourced from reputed brands.
2. The selected bidder with lowest bid cost should be responsible for the supply of the device.
3. The item must be supplied within 7 days of receiving the work order.
4. The Cost of the Bid of the Tender Process is Rs. 500/- & the EMD amount is Rs. 10,000/-. No tender process cost needs to be deposited by the bidder if there is no revision in technical and financial bid submitted earlier.
5. Requirement of at least one purchase order in the previous two years in the previous RFQ is relaxed


Divisional Forest Officer,
Puri Wildlife Division, Puri

Memo No. 160 Dt. 6.01.2025

Copy along with enclosure forwarded to the Conservator of Forests (IT &GIS), O/o the Principal Chief Conservator of Forest & HoFF, Odisha Bhubaneswar for favour of Kind information and necessary action. He is requested to upload the above notice in the website of PCCF, Odisha i.e www. Odishaforest.in


Divisional Forest Officer,
Puri Wildlife Division, Puri

Technical Specification

Body Worn cameras with

1. Color video recording
2. Drop test of atleast 1.8 meter
3. IP65 weatherproof standard
4. Password Protection
5. Instant playback of audio, videos and Photos
6. Removable Storage upto 64 GB
7. High Photo and Video Resolution up to 1080p
8. Auto Power off enabled
9. Recording Time – Minimum 5 hrs @ 720 p
10. Battery Builtin
11. On site warranty – minimum 2 years
12. Capable of taking photograph while video recording
13. Date and time stamping on Photos and Videos

Handwritten mark

List of Documents Required:

1. Filled in Bid Submission Check List in Original (Annexure I)
2. Covering Letter (TECH -1)
3. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
4. Copy of Certificate of Incorporation/ Registration
5. Copy certifying authorised seller of the particular brand/Make.
6. Copy of PAN
7. Copy of Goods and Services Tax Identification Number (GSTIN)
8. Copy of the latest GST clearance certificate/Return.
9. Copy of the latest IT clearance certificate/Return.
10. Supply or Purchase order from at least one government office in previous 2 years.
11. General Details of the Bidder (TECH – 2)
12. Power of Attorney (TECH – 3) in favour of the person signing the bid on behalf of the bidder.
13. Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past.
14. Self-Declaration on Potential Conflict of Interest (TECH - 4)
15. Financial Bid Format – 1
16. Financial Bid Format - 2



SUBMISSION OF CHECK LIST

CHECK LIST

Annexure – I

Sl.No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (ORIGINAL + 1COPY)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs. _____ /- in form of DD		
4	Rs. _____ /-In shape of Demand Draft		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of Latest GST Return		
9	Copies of Latest IT Return		
10	Copy of purchase order from Government Agency in Previous two years		
10	General Details of the Bidder (TECH - 2)		
11	Power of Attorney (TECH-3) in favour of the person signing the bid on behalf of the bidder.		
12	Self-Declaration on Potential Conflict of Interest (TECH - 4)		
13	Undertaking for not have been black-listed by any Central / State Govt. / any Autonomous bodies during its business career.		
FINANCIAL PROPOSAL (ORIGINAL + 1 COPY)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		

Undertaking:

All the information has been submitted as per the prescribed format and procedure.

Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.

All pages of the proposal have been sealed and signed by the authorized representative.

Authorized Signatory[In full and initials]:

MW

Technical Proposal Submission Forms

COVERING LETTER

(ON BIDDER'S LETTER HEAD)

To

The Divisional Forest Officer
Puri Wildlife Division-752002

Subject: Supplying of Body worn Cameras to the Puri Wildlife Division

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. _____, Dated: _____.

I, hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to 120 Days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFQ) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFQ/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive. I remain.

Yours faithfully,

Authorized Signatory with Date and Seal:



Bidder's Organization (General Details)

Sl. No.	Description	Full Details
1.	Name of the Bidder / Consultant	
2.	Address for communication: Tel : Fax: Email id :	
3.	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. & :Email id :	
4.	Registration / Incorporation Details Registration No: Date & Year. :	
5.	Local office in Odisha If Yes, please furnish contact details	Yes / No
6.	Bid Processing Fee Details Amount: DD / No. : Date: Name of the Bank:	
7.	EMD Details Amount: TDR/FD/Postal Deposit No. : Date: Name of the Bank:	
8.	PAN Number	
9.	Goods and Services Tax Identification Number (GSTIN)	
10.	Willing to carry out assignments as per the scope of work of the RFQ	YES
11.	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [In full and initials] :

- Name and Designation with Date and Seal :



FORMAT FOR POWER OF ATTORNEY (On Bidder's Letter Head)

I, _____, the _____ (Designation) of (Name of the Organization) in witness where of certify that <Name of person>is authorized to execute the attorney on behalf of <Name of Organization>, <Designation of the person>of the company acting for and on behalf of the company under the authority conferred by the <Notification/ Authority order no.>Dated <date of reference>has signed this Power of attorney at <place> on this day of<day><month>, <year>.

The signatures of<Name of person> in whose favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder:



**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND
DECLARATION THEREOF**

IN BIDDER' S LETTER HEAD

I, hereby declare that our firm / company as an Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6).

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder:



COVERING LETTER (In Bidder's Letter Head)
Location, Date

To

The Divisional Forest Officer, Puri

Subject: Financial Quote-Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Note: Bidders are requested to furnish the list limited to <Nos> assignments of similar undertaken during the last <Nos> Financial Years (to be decided accordingly) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order/Contract Document/Completion Certificate from the previous Clients need to be furnished along with the above information.

Sir,

I, the undersigned, offer to supply the devices for [insert title of items] in accordance with your Request for Proposal No. [insert number], dated [insert date]. Our attached financial proposal is for the sum of [insert amount(s) in words and figures*].

The above-quoted amount is inclusive of the taxes applicable as per the GST Act. I hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us, subject to the modifications resulting from contract negotiations, up to the expiration of the validity period of the proposal of <Nos.> days. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive. I remain,

Yours faithfully,

Authorized Signatory [In full and initials]
Name and Designation of Signatory with
Date and seal:

*Amount must match with the one indicated in Fin-2.



SUMMARY OF FINANCIAL PROPOSAL

Sl. No.	Description of Work	Unit	Rate (Rs) for One Item	
			Rate in Figure	Rate in Words
01.	<p>Supply of the Body worn cameras with all accessories and SD Card(64 GB) of following specification</p> <ol style="list-style-type: none"> 1. Make: 2. Color video recording: 3. Drop test of at least 1.8 meter 4. IP65 weather proof standard 5. Password Protection 6. Instant play back of audio, videos and Photos 7. Removable Storage upto 64 GB 8. High Photo and Video Resolution up to 1080p 9. Auto Power off enabled 10. Recording Time – Minimum 5 hrs @ 720 p 11. Battery Builtin capacity 12. On site warranty – minimum 2 years 13. Capable of taking photograph while video recording: 14. Date and time stamping on Photos and Videos: 	One Device		

Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Bidder's Authorized Representative. In the even to if any difference between figures and words, the amount indicated in words shall prevail.

All costs and charges, related to the offer, shall be expressed in Indian Rupees only and the total cost shall be inclusive of any other taxes & duties etc. including GST.

Note: The rates quoted above does not guarantee any work order, and at the time of finalization of the rates. The rates quoted above could be rationalized by the authority which will be acceptable to me/us. It is further accepted that DFO Puri, would be free to issue workorder to any firm empaneled with Govt. of Odisha.

I / we shall have no objection to the decision and selection of any empaneled supplier for work order as finalized by DFO Puri..

Authorized Signatory [In full and initials]: _____

Name and Designation with Date& Seal:


Divisional Forest officer
Puri Wildlife Division, Puri

