

No. 299 Dt. 07.02.2023

Standard Bidding Document  
Government of Odisha  
Forest, Environment & Climate Change Department,  
Divisional Forest Officer, Bhawanipatna K.L.Division.

**SHORT TENDER NOTICE FOR HIRING OF PRIVATE VEHICLES**

Sealed tenders are invited from interested Service Providers/ Travel Agencies (Registered) for providing 1 ( one) Scorpio(preferably S-10 or S-11 model) and 5(five ) Nos. of AC Diesel driven Bolero/Mahindra Max Models of vehicles, which shall conform to the Terms and conditions (Annexure-II) for official use in the jurisdiction of office of the Divisional Forest Officer, Bhawanipatna K.L.Division for a period of 8(eight) months on monthly rent basis.The last date of submission of Tender is on Dt. 20.02.2023 up to 4 PM. The tenders are to be opened on the same day at 5.00 PM.

The application form of tender containing General Bid information & terms and condition for hiring of vehicles etc. will also be available in the office of the undersigned and can be downloaded from the Website-[www.kalahandi.nic.in](http://www.kalahandi.nic.in).

Sd/-  
Divisional Forest Officer,  
Bhawanipatna K.L.Division

- 1. The vehicle must be in Road worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment, pollution certificate etc. which are mandatory for plying of vehicle.**
- 2. The Driver of the vehicle must have valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.**
- 3. The Driver should be well behaved, gentle and obedient in nature.**
- 4. A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank draft drawn in favour of the Divisional Forest Officer, Bhawanipatna K.L.Division and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders. In case of successful tenders, the tender security will be converted into performance security. The performance security or security Deposit is liable for failure in full or part on violation of terms and conditions or on default to placing vehicles on being successful bidder/tender.**
- 5. The monthly rate of hire charge be quoted separately in the general bid information ( excluding fuel and lubricants)**
- 6. The vehicle must achieve a fuel efficiency of 10 KMs per liter.**

7. The details of the make and year of manufacture of the vehicle, registration No., mileage (KMs covered per liter) and name of the Driver with Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Tender(Annexure-III).
8. The tender completed in all respect should reach the office of the undersigned on or before 20.02.2023 by 4.00 PM and shall be opened on the same day at 5.00 PM in presence of the bidders or their authorized representatives.
9. The application form of tender containing General Bid information & terms and condition for hiring of vehicles etc. will available in the office of the undersigned and can be downloaded from the Website-[www.kalahandi.nic.in](http://www.kalahandi.nic.in).

Sd/-

Divisional Forest Officer,  
Bhawanipatna K.L.Division.

## **Annexure-II**

### **TERMS & CONDITIONS FOR HIRING OF VEHICLES.**

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.

1. Tender inviting authority reserves the right of accepting or rejection one or more tender offer(s) or cancelling the tender without assigning any reason thereof.
2. The vehicle will be engaged for a period of 8(eight) months. The vehicle will be renewed further period if required subject to satisfactory service and performance after due approval from the competent authority.
3. Vehicles will ordinarily be deployed within the jurisdiction of DFO(KL)Bhawanipatna and may sometime be deployed elsewhere within the state.
4. The vehicle must be in Road worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment, pollution certificate etc. which are mandatory for plying of vehicle.
5. The Driver of the vehicle must have valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
6. The Driver should be well behaved, gentle and obedient in nature.
7. A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank draft drawn in favour of the Divisional Forest Officer, Bhawanipatna K.L. Division and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful

bidders. In case of successful tenders, the tender security will be converted into performance security. The performance security or security Deposit is liable for failure in full or part on violation of terms and conditions or on default to placing vehicles on being successful bidder/tender.

8. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants)
9. The vehicle must achieve a fuel efficiency of 10 KMs per liter. The tenderers quoting higher fuel efficiency i.e. more number of kilometers per liter of fuel consumption will be taken into consideration along with the quoted hiring charges for deciding the cost effective tender offers. Other criteria and terms and conditions will also be applicable for the same. Therefore, all such offers must fulfil the criteria as laid down in the terms and conditions, of this tender document.
10. The details of the make and year of manufacture of the vehicle, registration No., mileage (KMs covered per liter) and name of the Driver with Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Tender( Annexure-III). The general information for hiring vehicles along with Account Payee Bank Draft of Rs. 5000/- as stated on Clause: 7 above will be submitted separately for each vehicle for which rate is quoted.
11. The tender completed in all respect should reach the office of the undersigned on or before 20.02.2023 by 4.00 PM and shall be opened on the same day at 5.00 PM in presence of the bidders or their authorized representatives.
12. The application form of tender containing General Bid information & terms and condition for hiring of vehicles etc.can be downloaded from the Website- [www.kalahandi.nic.in](http://www.kalahandi.nic.in). All the stipulations and terms and conditions of short tender document and Notice for hiring of vehicles, including the Annexure are applicable and

must be adhered to. While submitting the tender offers, the tenderers will also submit the signed copies of tender document including the terms and conditions. The envelope containing the tender offer should be superscripted “ **short Tender offer for hiring of vehicles**” at the top of the envelope and the name ,address and Mobile No. at the left corner of the envelope. The stipulations and terms and conditions embodied in the tender document will form the part of the Agreement.

13. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as:- valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. and D.L. of the driver available all the times. The Department/Office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicles or loss of life/injury made to any person or damages to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
14. The hire charges to be paid for monthly basis is final but does not include cost of diesel, which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
15. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
16. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.

17. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
18. The vehicles shall report for duty for minimum of 25 days in a month.
19. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
20. Monthly hire charges and reimbursements towards cost of diesel ( as per actual) and lubricants ( as per Govt.norms) of selected bidder will be paid in every succeeding month,as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
21. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.
22. If the services are not required or found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
23. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
24. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
25. The successful tenders will have to execute and sign the agreement with the undersigned and the undersigned will control the movement of the respective vehicles and pay the monthly hire charges and the reimbursement of diesel/lubricants as per terms and conditions and

stipulations of this tender by observing the required official formalities.

26. Modifications, if any in the short Tender document or terms and conditions, will be notices only on the website/Notice Board. The tender inviting authority reserves the right to modify/cancel the terms and condition of tender without assigning any reasons there of before the last date of submission of tender document.
27. GST registration and GeM registration are compulsory for any service provider to provide hired vehicles.

**Sd/-**  
**Divisional Forest Officer,**  
**Bhawanipatna K.L.Division.**

**GENERAL INFORMATION FOR HIRING VEHICLES**

1. Registration No.of Vehicle:-
2. Type of Vehicle ( AC/Non-AC ):-
3. Year of Manufacture:-
4. Model:-
5. Date of registration:-
6. Name & complete address of the owner of vehicle:-
7. Fitness Certificate validity:-
8. Permit validity:-
9. Insurance validity:-
10. Name/Address of the Driver:-
11. D.L.No. & Validity of the D.L. of the Driver:-
12. Proposed hire charge of the vehicle per month excluding fuel cost.
13. Rate of fuel consumption/Mileage per liter:
14. Contact Number of the Service provider( Quotationer/Tenderer)  
Mobile  
.....Telephone.....  
.....

**“Certified that the information submitted above is true to the best of my knowledge and belief.”**

**Seal & Signature of the  
Quotationer/Tenderer**



**OFFICE OF THE DIVISIONAL FOREST OFFICER, BHAWANIPATNA K.L.DIVISION.**

**BHAWANIPATNA-766001**

Phone/Fax.No.06670-295273: e-mail: dfokl.bhpatna@gmail.com

**Letter No 300 / 1KL. /2023, Dated the 07 th.Feb.2023**

To,

The District Information Officer,  
NIC,Colectorate, Kalahandi,Bhawanipatna.

Sub: - Publication of Advertisement for Tender call Notice for hiring of private vehicles for official use in Bhawanipatna K.L.Division.

Sir,

Enclosed, please find herewith a copy of Advertisement (both in Hard & Soft copy) for Tender Call Notice for hiring of private vehicles in Bhawanipatna (KL)Division. Hence, the advertisement for tender call Notice for hiring of private vehicles of Bhawanipatna K.L. Division may be published in the **Website-[www.kalahandi.nic.in](http://www.kalahandi.nic.in)** for wide publicity.

Yours faithfully,

Sd/-  
Divisional Forest Officer,  
Bhawanipatna K.L.Division

Memo No                      Date.

Copy submitted to the Principal Chief Conservator of Forests, Kenduleaf Odisha,Bhubaneswar for favour of kind information and necessary action.

Sd/-  
Divisional Forest Officer,  
Bhawanipatna K.L.Division

Memo No                      Date.

Copy submitted to the Chief Conservator of Forests, Balangir (KL) Circle,Balangir for favour of kind information and necessary action with reference to his office memo No. 270 Dt.05.02.2023.

Sd/-  
Divisional Forest Officer,  
Bhawanipatna K.L.Division

Memo No                      Date.

Copy forwarded to the All Divisional Forest Officers(T & NT) Division, Odisha for favour of kind information and necessary action.

Sd/-  
Divisional Forest Officer,  
Bhawanipatna K.L.Division

Memo No                      Date.

Copy forwarded to all Range Officers, Bhawanipatna K.L.Division for information and necessary action. They are requested to display the Tender Call Notice in the Notice Board of their office for wide publicity.

Sd/-  
Divisional Forest Officer,  
Bhawanipatna K.L.Division