


**Standard Bidding Document**  
**Government of Odisha**  
**Forest, Environment & Climate Change Department,**  
**Divisional Forest Officer, Bhawanipatna K.L.Division.**  
No 451 Dated. 16/2/2024

**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-11 model) and 6(six) 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 the Divisional Forest Officer, Bhawanipatna K.L.Division for a period of one year(scorpio) and maximum 8(eight) months for others on monthly rented basis. The last date of submission of Tender is on Dt. 28.02.2024 up to 4 PM. The tenders are to be opened on the same day at 4.30 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).

  
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1. The service provider shall have a valid OGST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
3. 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.
4. 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.
5. The Driver should be well behaved, gentle and obedient in nature.
6. 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.

7. The monthly rate of hire charge be quoted separately in the general bid information ( excluding fuel and lubricants)
8. The vehicle must achieve a fuel efficiency of 10 KM per litre.
9. 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).
10. The tender completed in all respect should reach the office of the undersigned on or before 28.02.2024 by 4.00 PM and shall be opened on the same day at 4.30 PM in presence of the bidders or their authorized representatives.
11. The application form of tender containing General Bid information & terms and condition for hiring of vehicles etc. will be available in the office of the undersigned and can be downloaded from the Website-  
[www.kalahandi.nic.in](http://www.kalahandi.nic.in).

  
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## 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. 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.
2. Divisional Forest Officer, Bhawanipatna K.L.Division shall not be responsible for any damage/loss caused to hired vehicles or loss of life/injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
3. 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.
4. 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.

5. 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.
6. 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.
7. The vehicles shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
9. 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.
10. 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.
11. If the services are not required or found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. 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.
13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.



14. The vehicle will be engaged for a period of one year in case of scorio and maximum of 8(eight) months in case of Bolero. The vehicle will be renewed further period if required subject to satisfactory service and performance after due approval from the competent authority.
15. 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.
16. 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 he required official formalities.
17. 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.

  
16.02.24  
Divisional Forest Officer,  
Bhawanipatna K.L.Division.

