



Annexure-I

Bid Documents

OFFICE OF THE DIVISIONAL FOREST OFFICER, DHENKANAL FOREST DIVISION

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QUOTATION/TENDER CALL NOTICE

No. 01 / Dated, the 4th April, 2022

Sealed quotations/Tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing **20 (Twenty)** nos of **Non-AC/ AC Diesel Bolero** having sitting capacity not more than ten including driver, which shall conform to the Terms and conditions (**Annexure-II**) for official use in Forest Department / Dhenkanal Division on monthly rent basis.

1. The vehicle must be in Road Worthy condition, shall not be more than **3 year 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 etc. which are mandatory for plying of vehicle.
2. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving passenger vehicle.
3. The Driver should be well behaved, gentle and obedient in nature.
4. A sum of Rs. **5000/-** (Rupees five thousand only) shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **Divisional Forest Officer, Dhenkanal Division, Dhenkanal** and submitted along with the tender paper as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charges be quoted separately in the general bid information (excluding fuel and lubricants)
6. The vehicle must achieve a fuel efficiency of **10 Kms per litre**.
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 Quotation (**Annexure-III**)
8. The Quotation completed in all respect should reach the undersigned on or before **20.04.2022** by **8.00AM**. and shall be opened on the same day at **11.00AM**. in presence of the bidders of their authorized representatives.
9. The application form of quotation / tender containing General Bid information & Terms and conditions for Hiring of vehicle etc. will be available with the Divisional Forest Office, Dhenkanal Division on payment of **Rs. 100/-** from **06.04.2022** to **19.04.2022** or can be downloaded from www.dhenkanal.nic.in website from **06.04.2022** to **19.04.2022**. In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount **Rs. 100/-** (Rupees One hundred) in favour of the **Divisional Forest Officer, Dhenkanal Division, Dhenkanal** towards the cost of application alongwith the applications.

10. No of vehicles hired may decrease or increase basing on the funds allotment.

11. The undersigned reserve all the rights to cancel/ reject any of all quotation without assigning any reason thereof.

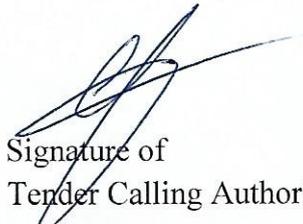

Divisional Forest Officer
Dhenkanal Division

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidder for providing 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.J. 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 damage to any property on account of use of hired vehicle any manner whatsoever. The hire shall be responsible for all such litigation.
2. 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.
3. 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.
4. 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.
5. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and my engage vehicle from other source.
6. The vehicles shall report for duty daily.
7. In case of emergence, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
8. Monthly hire charges and reimbursements toward cost of diesel (As per actual) and lubricants (As per Govt. norms) of selected bidders will be paid in every succeeding moth, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
9. 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.

10. If the services are found to be on unsatisfactory, the client shall give one month notice and terminate the agreement.
11. In case the service provider intimates to withdraw the service 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.
12. The vehicle should park during off duty in the Forest Department campus.
13. GPS device should be fitted in the vehicle after selection at the cost of the supplier for use by Forest Department.
14. The vehicle can be deployed in any place within the jurisdiction of Dhenkanal District as per the duty.
15. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.


Signature of
Quotation/ Tender Calling Authority

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 and 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. and validity of the D.L. of the Driver :-
12. Proposed hire charges of the vehicle per month excluding fuel cost :-
13. Rate of fuel consumption/ Mileage per liter :-
14. Contact Number of the service provider (Tenderer/ Questioner)

Mobile No.....Telephone No.....

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

Seal & Signature of the
Quotationer /Tenderer