



**OFFICE OF THE DIVISIONAL FOREST OFFICER, DHENKANAL FOREST DIVISION**

Tele Fax No-06762226717, e-mail [ld-dfo.dhenkanal@gmail.com](mailto:ld-dfo.dhenkanal@gmail.com)

No. 3740 / 1F Accts. / 2024 dt. 11.06.2024

To

The Deputy Director (Advertisement),  
Information and Public Relation Department,  
Govt. of Odisha, Bhubaneswar.

Sub:- Publication of Advertisement for Short Tender Notice for Hiring of Vehicle in respect of Dhenkanal Forest Division 2024-25.

Sir,

Enclosed, please find herewith the Advertisement for Short Tender Notice for Hiring of Vehicle in respect of Dhenkanal Forest Division 2024-25 both Hard and Soft copy. It is requested to kindly make necessary arrangement for publication of the same at least in One leading Odia and One English daily newspapers as early as possible

The concerned Advertisement Manager may kindly be instructed to send complimentary copies of the same newspapers containing the Advertisement to the undersigned immediately after its publication.

An early action in this matter is requested.

Encl: As above

Yours faithfully,

  
11/6/24  
Divisional Forest Officer  
Dhenkanal Division

Memo No. 3741 dt. 11.06.2024

Copy along with its enclosures forwarded to the Chief Conservator of Forests (IT & GIS), O/o the Principal Chief Conservator of Forests & HoFF, Odisha, Bhubaneswar/ Principal Chief Conservator of Forests (Wildlife) & Chief Wildlife Warden, Odisha, Bhubaneswar for favour of kind information and necessary action. He is requested to upload the above Short Tender Notice in the Website Pr.C.C.F & HoFF, Odisha Bhubaneswar as early as possible.

  
11/6/24  
Divisional Forest Officer  
Dhenkanal Division



Memo No. 3742 dt. 11.06.2024

Copy along with the copy of the abridged tender notice submitted to the Regional Chief Conservator of Forests, Angul Circle for favour of kind information and necessary action.

  
Divisional Forest Officer  
Dhenkanal Division

Memo No. 3743 dt. 11.06.2024

Copy along with its enclosures forwarded to the District Information Officer, Dhenkanal NIC, Dhenkanal for information and necessary action. He is requested to upload the Short Tender Notice in District Portal website as early possible.

  
Divisional Forest Officer  
Dhenkanal Division

Memo No. 3744 dt. 11.06.2024

Copy along with its enclosures forwarded to the Collector & Dist. Magistrate Dhenkanal for favour of kind information and necessary action. It is requested to kindly display the above said Short Tender Notice in the Office Notice Board.

  
Divisional Forest Officer  
Dhenkanal Division

Memo No. 3745 dt. 11.06.2024

Copy along with its enclosures forwarded to all Divisional Forest Officers, (T & WL) Odisha for information and necessary action. It is requested to display the above said Short Tender Notice in their Office Notice Board.

  
Divisional Forest Officer  
Dhenkanal Division

Memo No. 3746 dt. 11.06.2024

Copy along with its enclosures forwarded to all Range Officers of Dhenkanal Forest Division for information and necessary action. They are instructed to display the above said Short Tender Notice in their Office Notice Board.

  
Divisional Forest Officer  
Dhenkanal Division



OFFICE OF THE DIVISIONAL FOREST OFFICER, DHENKANAL FOREST DIVISION  
Tele Fax No-06762226717, e-mail [Id-dfo.dhenkanal@odisha.gov.in](mailto:Id-dfo.dhenkanal@odisha.gov.in)

**SHORT TENDER NOTICE**

Bid. Identification No.01/2024-25

Date: **11** /06/2024

Sealed tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing **30 (Thirty)** nos (Approx) of **Non-AC/ AC Diesel drive BS-IV/BS-VI compliant Bolero vehicles** having sitting capacity not more than ten including driver, which shall conform to the Terms and Conditions (Annexure -I) for official use at different Govt. offices under the establishment of Dhenkanal Forest Division on monthly rent basis so as to reach in the O/o. the DFO, Dhenkanal on or before 21.06.2024 up to 12 Noon through Registered / Speed Post / Courier Service and can also be dropped in the Tender Box placed in the Office of the Divisional Forest Officer, Dhenkanal Forest Division. The Tenders will be opened in the same office on the same day at 4.30 PM. The standard Bidding Document and terms and Conditions can be downloaded from <https://dhenkanal.odisha.gov.in>, <https://odishaforest.in> and also can be obtained from the office of the Divisional Forest Officer, Dhenkanal Division, from 12.06.2024 to 20.06.2024 during office hours

  
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. Tender inviting authority reserves all the rights of accepting or rejecting one or more tender offer(s) or cancelling the tender without assigning any reason thereof.
2. Vehicles will ordinarily be deployed within the jurisdiction of respective Ranges of Dhenkanal Forest Division and may sometime be deployed elsewhere within the State. The period of engagement is **from 01.07.2024 to 31.03.2025** which is subject to change.
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 etc. which are mandatory for plying of vehicle.
4. The Driver of the vehicle must have a 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/- (Rupees five thousand ) only for each vehicle for which rate is quoted shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Divisional Forest Officer, Dhenkanal Division payable at Dhenkanal and submitted along with the tender documents 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 to performance security. The performance security or security deposit is liable for forfeiture in full or part on violation of terms and conditions or on default to placing vehicle on being successful bidder.
7. The monthly rate of hire charge is to be quoted separately in the general bid information (Excluding fuel and lubricants) (Annexure -II).
8. The vehicle must achieve fuel efficiency of 10 or above K.M. 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 fulfill the criteria as laid down in the terms and conditions, of this tender documents.

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 Quotation / Tender (Annexure-II)
10. The Quotation completed in all respect should reach the undersigned on or before 21.06.2024 by 12.00 Noon 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 quotation / tender containing General Bid Information and Terms and conditions for Hiring of Vehicles etc. will be available with the Section Officer, Office of the Divisional forest Officer, Dhenkanal Division on payment of Rs. 100/- (Rupees one hundred) only from 12.06.2024 to 20.06.2024 or can be downloaded from the website <https://dhenkanal.nic.in> within the same period. In case the application form is downloaded from Govt. website, the applicant shall furnish a demand draft for an amount of Rs. 100/- (Rupees one hundred) only towards the cost of application along with the application.
12. All the stipulations and terms and conditions of tender documents and notice for hiring of vehicles, including the Annexure-II are applicable and must be adhered to. While submitting the tender offers, the tenderer should also submit the signed copies of tender documents including the terms and condition in Annexure-II. The envelope containing the tender offer should be super scribed "Tender Offer for Hiring of Vehicle" at the top of the envelope and name, address, and mobile number at the left corner of the envelope.  
  
The stipulations and terms and conditions embodied in the tender documents will form a part of the agreement.
13. The hired vehicle, during the period of contract shall have necessary valid MV document 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 vehicles 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 in any manner

whatsoever. The owner/ successful tenderer, whose vehicle is hired, shall be responsible for all such litigation.

Salary of driver, repair and maintenance charges and other cost including taxes (except service tax on hire charges) shall be borne by the successful tenderers / service providers.

14. The hire charges to be paid for monthly basis in final but does not include cost of petrol / 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 and differential Coolant, Tyres and 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 / successful bidder.
17. In case the vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from another source.
18. In case of emergency the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
19. The vehicle shall report for duty for minimum of 25 days in a month. On the date of absence prior intimation is to be given to the hirer.
20. Monthly hire charges and reimbursements towards cost of petrol / diesel (as per actual) and lubricants (as per Govt. norm) of selected bidder will be paid in every succeeding month, as far 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 three years old from the initial registration and also is good running condition during the period of contract.
22. If the services are found to be unsatisfactory, the client shall give non-month notice and termination the agreement.
23. In case the service provider intends to withdraw the services of the 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. This should be ensured by the Service Provider that the vehicles are kept under optimum running condition and avoid accidents attributable to lack of maintenance / upkeep. The hired vehicles cannot be used for any private/ commercial purpose beyond office hours or during holidays.
26. Log books shall be maintained for the hired vehicles as in the case of Government vehicles. Kilometer reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized officer before making payment.
27. The successful tenderer will have to execute and sign the agreement with the concerned heads of office who will be approving authorities and will control the movement of their 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 officials formalities.
28. Modifications, if any Tender documents or terms and conditions, will be notified only on the Website and advertisement where the tender documents has been uploaded. The tender inviting authority reserves all the right to modify/ cancel the terms and conditions of tender without assigning any reasons thereof before the last date of submission of tender documents.

**N.B.: The number of vehicles indicated above is subject to change as per discretion of the authorities.**

**GENERAL INFORMATION FOR HIRING VEHICLES**  
**(To be filled and signed by the Quotationer / Tenderer)**

1	Registration No. of vehicle	
2	R.C Book (copy)	
3	Type of vehicle (BS-IV/BS-VI compliant Petrol/Diesel driven AC Bolero)	
4	Year of manufacture	
5	Model	
6	Date of registration	
7	Name and complete address of the owner of vehicle	
8	Fitness Certificate validity	
9	Permit validity	
10	Insurance validity	
11	Pollution Certificate validity	
12	Road Tax	
13	Status of vehicle (Private / Commercial)	
14	Name / Address of the Driver	
15	D.L. No. and validity of the D.L. of the Driver	
16	Proposed hire charges of the vehicle per month excluding fuel cost	
17	Rate of fuel consumption/ Mileage per liter	
18	Contact Number of the service provider (Tenderer/ Questioner)	Mobile No.:
		Telephone No:
19	Bank Draft Particular	
	(i) Bank Draft No.	
	(ii) Date	
	(iii) Amount	
	(iv) Drawn in Favour of	

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

Seal & Signature of the  
Quotationer /Tenderer

**SELECTION BASED ON QCBS METHODS**

**A. Preliminary Evaluation**

1. Bid fee Bids without the bid fee will not be accepted. The bidders are required to submit bid fee as per following details:  
Non-refundable Bid fee of Rs . 100/- (Rupees One Hundred only) and refundable deposit of Rs. 5000/- (Rupees Five Thousand Only) shall be in the form of Account Payee Bank Draft drawn in favour of the Divisional Forest Officer, Dhenkanal Division payable at Dhenkanal as security deposit.
2. Bids submitted beyond the specified date and time shall not be accepted.
3. The bidder should submit the declaration to the effect that neither the bidder themselves nor any its allied concerns, partners or associates or directors or proprietors involved in any capacity, are currently serving any banning orders issued by any govt. department debarring them from carrying on business dealing with any government department.
4. The vehicle shall be registered in the name of the bidder and shall not be more that three year old as on the date of invitation of bid.

**B. Technical Evaluation**

Sl No.	Bid Evaluation Parameter	Scoring Methodology	Maximum Marks
<b>1</b>	<b>Ownership Criteria</b>		
	The vehicle shall be registered in the name of the bidder and shall not be more than three year old as on the date of invitation of bid.	Less than 1 Year- 50 Marks 1-2 Year old - 30 Marks 2-3 year old - 20 marks	50

Sl No.	Bid Evaluation Parameter	Scoring Methodology	Maximum Marks
<b>2</b>	<b>Bidders Experience</b>		
	Bidder should have operational experience in providing services of any vehicle to Forest Department. Any of the following documents (Self-attested true copy) should be submitted in support of the above experience i. Contract Copy ii. Copy of confirmatory work order. iii. Copy of valid experience certificate given by the organization where worked including contract details and two reference	More than 5 years - 20 Marks 3-5 year of experience - 15 Marks 1-3 years experience - 10 Marks Less than 1 year - 05 Marks No experience - 0 Marks	20
<b>3</b>	<b>Physical Verification</b>		
	A team of designated officers will inspect the vehicle and verify the aspects mentioned in the bid documents		
	Mileage of the vehicle	More than 17 Kmpl - 20 Marks 12-17 Kmpl-15 Marks Less than 12 Kmpl - 10 Marks	20
	Driving experience of the Driver	More than 10 year = 10 Marks 5-10 year - 05 Marks Less than 5 years - 03 Marks	10
	<b>Total Technical Score</b>		<b>100</b>

### C. Financial Evaluation

The financial proposal of the technically qualified bidder (Technical Score (TS) must be equal to or greater than 50) only shall be opened at this stage in presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

  
 (Tender calling Authority)  
 Divisional Forest Officer  
 Dhenkanal Division