



ବନଖଣ୍ଡଅଧିକାରୀଙ୍କକାର୍ଯ୍ୟାଳୟ, ଢେଙ୍କାନାଳବନଖଣ୍ଡ

OFFICE OF THE DIVISIONAL FOREST OFFICER, DHENKANAL FOREST DIVISION
Tele Fax No-06762226717, e-mail ld-dfo.dhenkanal@odisha.gov.in

Letter No. 4467 /1F/Accts/2025/Dt. 03.07.2025

To

The Deputy Director,
Information and Public Relation Department (Adv),
& Deputy Secretary to Govt. of Odisha,
Bhubaneswar, Email-ipr.advt@gmail.com

Sub

Publication of Advertisement for Short Tender Call Notice for Supply of Hired Vehicle (Bolero) in respect of Dhenkanal Forest Division during the year 2025-26.

Sir,

Enclosed, please find herewith copy of advertisement for Short Tender Call Notice for Supply of Hired Vehicle (Bolero) in respect of Dhenkanal Forest Division during the year 2025-26 both in Hard and Soft Copy (Through email) in a shortest form. I would request you to kindly make necessary arrangement for publication of the same at least in two leading Odia Daily 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 for records in this office.

An early action in this matter is requested.

Encl: As above.

Yours faithfully,

Divisional Forest Officer
Dhenkanal Division

Memo No. 4468 dt. 03.07.2025

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/ 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.

Divisional Forest Office
Dhenkanal Division

Memo No. 4469 dt. 03.07.2025

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

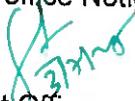
Memo No. 4470 dt. 03.07.2025

Copy along with its enclosures forwarded to the Collector & Dist. Magistrate 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

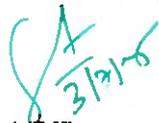
Memo No. 4471 dt. 03.07.2025

Copy along with its enclosure forwarded to the CDO-Cum-EO, Zillaparishad, Dhenkanal/Superintendent of Police Dhenkanal for favour of kind 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. 4472 dt. 03.07.2025

Copy along with its enclosure forwarded to all Divisional Forest Officer (T & NT) 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. 4473 dt. 03.07.2025

Copy along with its enclosure forwarded to all Asst. Conservator of Forests of Dhenkanal Forest Division for information and necessary action.


Divisional Forest Officer
Dhenkanal Division

Memo No. 4474 dt. 03.07.2025

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

SHORT TENDER NOTICE

Bid. Identification No. **02/2025-26**

Date: **03/07/2025**

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 18.07.2025 up to 1.30 PM 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 3.30 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 04.07.2025 to 18.07.2025 during office hours .

Divisional Forest Officer
Dhenkanal Division

GENERAL INFORMATION OF HIRING OF VEHICLE (BOLERO)

SI No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	GeM Registration Number	
5	Bank Account No and IFSC Code	
6	Registration No. of Commercial Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of registration	
10	Name & complete address of the owner of vehicle	
11	Fitness Certificate validity	
12	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	

15	Name / Address of the Driver	
16	D.L. No. & Validity of the D.L. of the Driver	
17	Contact Number of the Service provider	
18	Contact number of Driver	
19	Proposed hire Charge of the Commercial vehicle including GST (18 %) per month excluding fuel cost	
20	Rate of fuel consumption / Mileage per litre	
21	Bank Draft Particular	
	Bank Draft no.	
	Date	
	Amount	
	Drawn in Favour of	

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

Seal & Signature of Tenderer

Terms & Conditions

The following terms and conditions must be fulfilled by bidder:

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution 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.
2. 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 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 fuel, which is to be paid separately 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 remuneration of the driver shall be borne by the service provider.
5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the service provider.
6. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
8. Monthly hire charges and reimbursements towards cost of fuel (as per norm) 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.
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 unsatisfactory, the client shall give one month notice and terminate the agreement.
11. 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.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
13. 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 01.08.2025 to 31.03.2026** which is subject to change.
14. The Driver should be well behaved gentle and obedient in nature.

15. 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.
16. 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.
17. 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-A)
18. The Quotation completed in all respect should reach the undersigned on or before 18.07.2025 by 1.30 PM and shall be opened on the same day at 3.30 PM in presence of the bidders or their authorized representatives.
19. 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 04.07.2025 to 18.07.2025 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.
20. All the stipulations and terms and conditions of tender documents and notice for hiring of vehicles, including the Annexure-A 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-A. The envelope containing the tender offer should be super scribed "**Tender Offer for Hiring of Vehicle 2025-26**" 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.
21. 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.
22. 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.
23. 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.

24. 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

Handwritten signature and date in green ink. The signature is stylized and appears to be 'S/A'. Below it, the date '3/2/14' is written.

Seal & Signature of
Quotation / Tender Calling
Authority with Designation

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 than three year old as on the date of invitation of bid.

B. Technical Evaluation

Sl No.	Bid Evaluation Parameter	Scoring Methodology	Maximum Marks
1	Ownership Criteria		
	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
2	Bidders Experience		
	Bidder should have operational experience in providing services of any Govt. Department of Odisha, Government. 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
3	Physical Verification		
	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
	Total Technical Score		100

C. Financial Evaluation

The financial proposal of the technically qualified bidder (Technical Score (TS) must be equal to or greater than 40) 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

UNDERTAKING

I S/o / D/o / W/o..... AT
..... PO PS..... Dist
..... do hereby undertake that I have read all the terms and conditions of the
Tender Paper and agrees to it and submitted the tender for **Hiring of Vehicle 2025-26 of
Dhenkanal Forest Division**. Further, I undertake that, I do not have any criminal
proceedings pending against me and I never defaulted in any works in previous occasion.

I / We also note that, non-submission of this certificate will render my / our tender
liable for rejection.

Place:

Date:

Signature with seal of the
Tenderer/ Contractor