



OFFICE OF THE DIVISIONAL FOREST OFFICER, KALAHANDI NORTH DIVISION

INFRONT OF THE OFFICE OF DISTRICT JUDGE, KALAHANDI, OLD GOVT. BUS STAND, BHAWANIPATNA, KALAHANDI, ODISHA - 766001

E-mail ID: north_kalahandi@yahoo.co.in, dfo.kalahandinorth@odisha.gov.in Phone No. 06670-230526

No. 3347 / 1F-05 / 2025

Dated, Bhawanipatna the 02 May 2025.

To+..

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

Sub: - Publication of Advertisement for Tender Call Notice for supply of Hiring of Vehicle under to Kalahandi North Division during 2025-26.

Sir,

In enclosing herewith the copy of Advertisement for Tender Call Notice for supply of Hired Vehicles for different Ranges under Kalahandi North Division during 2025-26, it is requested to kindly make necessary arrangement for publication of the same at least in two leading Odia Daily & one English News Paper as early as possible.

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

An early action in this regard is requested.

Yours Sincerely,


02.5.25

Divisional Forest Officer,
Kalahandi North Division

Encl: - As above.

Memo No. 3348 Dt. 02/05/2025

Copy forwarded to the Chief Conservator of Forests (IT & GIS), O/o the PCCF & HoFF, Odisha, Bhubaneswar for favour of kind information and necessary action. He is requested to upload the above Tender Call Notice in the Website of the PCCF & HoFF, Odisha, Bhubaneswar.


02.5.25

Divisional Forest Officer,
Kalahandi North Division

Memo No. 3349 /Date: 02/05/2025

Copy submitted to Principal Chief Conservator of Forests (Wildlife) & Chief Wildlife Warden, Odisha, Bhubaneswar for favour of kind information. He is requested to upload the above Tender Call Notice in the website of the Odisha Wildlife Organisation for publicity.


02.5.25

Divisional Forest Officer,
Kalahandi North Division

Memo No. 3350 /Date: 02/05/2025

Copy along with the copy of Advertisement for Tender Call Notice for Hiring of vehicle under Kalahandi North Division during 2025-26 forwarded to all Regional Chief Conservator of Forests for information and necessary action.


02.5.25

Divisional Forest Officer,
Kalahandi North Division

Memo No. 3351 /Date: 02/05/2025

Copy forwarded to the District E-governance Manager, O/O the Collectorate, Kalahandi for information and necessary action. He is requested to upload the Detail Tender Call Notice (DTCN) in the District website for circulation amongst the bidders.


02.5.25

Divisional Forest Officer,
Kalahandi North Division

Memo No. 3352 /Date: 02/05/2025

Copy along with the copy of Advertisement for Tender Call Notice for Hiring of vehicle under Kalahandi North Division during 2025-26 forwarded to all Divisional Forest Officer (T & NT), Odisha for information and necessary action.


02.5.25

Divisional Forest Officer,
Kalahandi North Division

Memo No. 3353 /Date: 02/05/2025

Copy along with the copy of Advertisement for Tender Call Notice for Hiring of vehicle under Kalahandi North Division during 2025-26 forwarded to all Forest Range Officers of Kalahandi North Division for information and necessary action for wide publicity.


02.5.25

Divisional Forest Officer,
Kalahandi North Division

Copy to Notice Board of Division Office.



OFFICE OF THE DIVISIONAL FOREST OFFICER, KALAHANDI NORTH DIVISION

INFRONT OF THE OFFICE OF DISTRICT JUDGE, KALAHANDI, OLD GOVT. BUS STAND, BHAWANIPATNA, KALAHANDI, ODISHA - 766001

E-mail ID: north_kalahandi@yahoo.co.in, dfo.kalahandinorth@odisha.gov.in Phone No. 06670-230526

Tender Call Notice No- DFOKLDN-01/2025-26 dt.02.05.2025

TENDER CALL NOTICE FOR HIRING VEHICLE

Sealed tenders are invited from interested Reputed Travel Agencies/ Tour Operators or private individuals for providing 11 (Eleven) Nos. of Vehicle (Bolero BS VI compliant Diesel driven AC) vehicles having sitting capacity of seven persons including Driver, which shall confirm to the Terms and Conditions (Annexure-III) for official use at different Range Offices under Kalahandi North Division and at Division Office on monthly rent basis so as to reach in the Office of the Divisional Forest Officer, Kalahandi North Division, on or before **15.05.2025** up to **1.00 P.M.** through Registered Post/Speed Post/Courier Service and can also be dropped in the "Tender Box" placed in the Office of the Divisional Forest Officer, Kalahandi North Division. The tenders will be opened in the same office on **17.05.2025 at 10.00 A.M.** The Standard Bidding Document and Terms and Conditions can be downloaded from <https://kalahandi.nic.in> and also can be obtained from the Office of the Divisional Forest Officer, Kalahandi North Division, Bhawanipatna from **03.05.2025 to 15.05.2025** during office hours. The Tender inviting authority reserves the right of accepting or rejecting the tender offers or cancelling the tender without assigning any reason thereof.

 02.5.25

Divisional Forest Officer,
Kalahandi North Division

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

| | | |
|----|---|-----------------------------|
| 01 | Name of the Tenderer (Travel Agency/ Tour & Travel operator / Individual / Service Provider) | |
| 02 | Address | |
| 03 | GST Registration No. and PAN Number | |
| 04 | Registration No. of Vehicle | |
| 05 | Type of Vehicle (BS VI compliant Diesel driven AC) | |
| 06 | Year of manufacture | |
| 07 | Model | |
| 08 | Date of Registration | |
| 09 | Name & complete address of the owner of vehicle | |
| 10 | Fitness Certificate validity | |
| 11 | Permit validity | |
| 12 | Insurance validity | |
| 13 | Name & Address of the Driver | |
| 14 | D.L. No. & validity of D.L. of the Driver | |
| 15 | Rate of fuel consumption/Mileage per liter (in Kms per liter) | |
| 16 | Contact number of the Service Provider (Quotationer/Tenderer) | Mobile No. Telephone No. |
| 17 | Bank Draft Particular | |
| | (i) Bank Draft No. | |
| | (ii) Date | |
| | (iii) Amount | |
| | (iv) Drawn in favour of | |
| 18 | Undertaking of the bidder regarding no criminal antecedents of the Driver | |

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

Seal & Signature of the
Quotationer/ Tenderer

FINANCIAL BID

| | | |
|----|---|--|
| 01 | Name of the Tenderer (Travel Agency/ Tour & Travel operator / Individual / Service Provider) | |
| 02 | Address | |
| 03 | GST Registration No and PAN Number | |
| 04 | Registration No. of Vehicle | |
| 05 | Rate quoted towards Hire Charges of the Vehicle per month (As per the instruction Given below) <i>Please read the instructions produced below</i> | |

01. The rate quoted by the tenderer/ bidder should be including of Taxes in accordance with Resolution No. Resolution No 30464 / FIN-COD-MV-001-2017, Dtd. 06.09.2019 of Finance Department, Government of Odisha.
02. The rate quoted by the tenderer/ bidder will be treated as the rate including the remuneration of the Driver engaged by the Service Provider.

Seal & Signature of the
Quotationer/ Tenderer

TERMS & CONDITIONS FOR HIRING OF VEHICLES

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

1. Tender inviting authority reserves the right of accepting or rejecting one or more tender offer(s) or cancelling the tender without assigning any reasons thereof,
2. Vehicles will ordinarily be deployed normally within the jurisdiction of Kalahandi North Division both on plain and forest roads and in case of emergency may sometime be deployed elsewhere within the State. The period of engagement is up to 31.03.2026, **which is subject to extend for one year i.e. up to 31.03.2027.**
3. The vehicle must be in Road Worthy condition, shall not be more than 3 years old from the date of engagement up to the expiry of the period of engagement 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. The service provider should submit an undertaking that the driver engaged do not have any criminal antecedents.
5. The Driver should be well behaved, gentle and obedient in nature. He should reside in allocated Range headquarters out of his own expenses and should be available 24X7.
6. The monthly rate of hire charge is to be quoted separately in the general bid information (Excluding fuel, lubricants and taxes, GST etc) (Annexure-II).
7. The Vehicle must achieve fuel efficiency of 10 or above K.M. Per litre. The tenderers quoting higher fuel efficiency i.e., more number of kilometres per litre of fuel consumption with the quoted hiring charges will be considered in calculating the Overall score based on the **Combined Quality and Cost Based Selection (CQCBS) method as per ANNEXURE-IV.** 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.
8. 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-1).
9. The Quotation completed in all respects should reach the undersigned on or before **15.05.2025 by 1.00 PM and shall be opened on 17.05.2025 at 10.00 A.M.** in presence of the bidders or their authorized representatives.
10. 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, Kalahandi North Division on payment of Rs. **1000/- (Rupees One thousand)** only from **03.05.2025 to 15.05.2025** or can be downloaded from the website <https://kalahandi.nic.in> within the same period. In case the application form is downloaded from Govt. website, the applicant shall furnish a non-refundable demand draft for an amount of **Rs. 1000/-(Rupees one thousand)** only towards the cost of application along with the application.
11. Security deposit of Rs. 5000/- (Rupees Five Thousand) only for each vehicle shall be deposited by the intending bidders in shape of Account payee Bank Draft drawn in favour of the Divisional Forest Officer, Kalahandi North Forest Division payable at Bhawanipatna along with the tender documents which will be refunded to unsuccessful bidders. In case of successful bidders, the S.D. will be converted to performance security which is liable for forfeiture in full or part on violation of terms and conditions.

12. All the stipulations and terms and conditions of tender documents and notice for hiring of vehicles, including the **Annexure-I** are applicable and must be adhered to. While submitting the tender offers, the tenderers also submit the signed copies of tender documents including the terms and condition in **Annexure-I**. 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 bid envelop with out super scription will not be considered. The stipulations and terms and conditions embodied in the tender document will form a part of the agreement. ***The Financial Bid in Annexure-II should be submitted by the bidder in a separate cover and enveloped in the Packet which will be opened in presence of bidder after technical verification by the committee.***
13. The hired vehicle, during period of contract shall have necessary valid 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 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 and 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 or seized or detained or requisitioned by Police / MV authority etc. 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 immediately.
17. In case the vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other 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. Monthly hire charges and reimbursements towards cost of 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.
20. The vehicle shall not be more than three years old from the date of engagement up to the expiry of the period of engagement and also in good running condition during the period of contract.
21. No sticker shall be pasted on the vehicle except prescribed by the Motor Vehicle Act.
22. If the services are 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 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. If the Service Provider withdraws the vehicle without one month notice, Performance Security will be forfeited.
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.

26. Log books shall be maintained for the hired vehicles as in the case of Government vehicles. Kilometre reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized officer before making payment.
27. ***GST registration is compulsory for any Service Provider to provide hired vehicles to Government offices through open bidding.***
28. The successful tenderers 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 official formalities.
29. Modifications, if any in Tender document or terms and conditions, will be notified only on the Website and advertisement where the tender document 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.
30. The Service Provider/ Owner of the Vehicle should return the equipment like GPS tracking Device, Mega Phone etc installed by the department during engagement of vehicle to the Authority i.e. Range Officer of the concerned of the Range.
31. The vehicle engaged will be stationed at the respective headquarters 24X7 and the Service provider can not take back the vehicle without prior permission of the Authority.

The number of vehicles required to be hired for different offices under the establishment of Kalahandi North Forest Division are as specified below.

| Sl. No. | Name of the Office | No. of vehicles to be engaged |
|--------------|---|-------------------------------|
| 1 | R.C.C.F. Office, Bhawanipatna | 1 |
| 3 | Forest Range Officer, Bhawanipatna | 2 |
| 4 | Forest Range Officer, M. Rampur | 2 |
| 5 | Forest Range Officer, Narla at M.Rampur | 4 |
| 6 | Forest Range Officer, Kesinga | 1 |
| 7 | Forest Range Officer, Kegaon | 1 |
| TOTAL | | 11 |

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


 Divisional Forest Officer,
 Kalahandi North Division

Selection Based on CQCBS Method**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. 1000/-** only (Rupees One thousand only) and a refundable security deposit of **Rs. 5000/-** only (Rupees Five Thousand only) shall be in the form of Account Payee Bank Draft drawn in favour of the Divisional Forest Officer, Kalahandi North Division payable at Bhawanipatna as Security Deposit.
2. Bids submitted beyond the specified date and time shall not be accepted.
3. The bidder must have an office with regular Telephone connection at Bhawanipatna.
4. The bidder should submit a declaration to the effect that neither the bidder themselves, nor any of 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 dealings with any government department.
5. The travel firm submitting the bid should be located within a radius of 10 kms of the DFO Kalahandi North Division office, Bhawanipatna
6. The vehicle shall be registered in the name of the bidder and shall not be more than three years old as on the date of invitation of bid.
7. ***In case of Traveler Agency/ Tour Operator / Service Provider, the vehicle for which he has participated in the tender shall be registered in his name or Lease Agreement with the owner of the vehicle for at least one year.***

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 years old from the date of engagement up to expiry of the period of engagement. In case of tour operator / service provider the vehicle shall be registered in his name or he should have valid Lease Documents for hiring of vehicle from the owner of the vehicle | Less than 1 year - 40 marks 1-2 years old –30 marks 2-3 years old – 20 marks | 40 |

| | | | |
|---|---|--|-----|
| 2 | Bidder's Experience | | |
| | Bidder should have operational experience in providing services of any Vehicles 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 references. | More than 5 years - 20 marks 3-5 years of experience - 15 marks 1-3 years of experience - 10 marks Less than 1 year - 05 marks No experience - 0 marks | 20 |
| 3 | Driving experience of the Driver | More than 10 years – 10 marks 5-10 years - 7 marks Less than 5 years - 5 marks | 10 |
| 4 | Physical Verification | | |
| | The mark will be awarded on the up-to-date model of the vehicle as detailed below | Bolero Neo Plus/ Bolero Neo Plus P4 /P10/ Bolero B6 (Opt) – 30 Marks | 30 |
| | Vehicle Model` | Bolero B6/ Bolero Neo – 25 Marks Bolero B4 – 20 Marks | |
| | Total Technical Score | | 100 |

C. Financial Evaluation

The financial proposals of the technically qualified bidders (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.

Combined Quality and Cost Based Selection (CQCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (ST) in accordance to the marks obtained during the technical evaluation stage. There shall be 60% weight-age to technical score and 40% weight age to financial score.

The individual bidder's financial score (SF) will be evaluated as per the formula given

$$SF = [F_{\min} / F_b] * 100 \text{ (rounded off to 2 decimal places)}$$

Where: **SF**= Normalized financial score of the bidder under consideration
F_{min}= Lowest financial quote among the technically qualified bidders
F_b= Financial quote of the bidder under consideration

$$\text{Combined Score (S)} = ST * 0.6 + SF * 0.4$$

Where **ST**- Technical score secured by the bidder
SF- Financial Score secured by the bidder

The bidder securing the **highest evaluated Combined Score (S)** will be awarded the contract observing due procedure.

SELECTION OF MODE

01. As derived from the above principle of highest evaluated Combined Score (S) L1 bidder will be shortlisted. He will be given preference for engagement of as many vehicles as he can provide.
02. If, the L1 bidder will be unable to provide all the vehicle put to tender then the L2 bidder will be extended with the prerogatives of engagement of hire vehicle as second offer with the bidding quoted by him.
03. In case of offering to L2 bidder still the process of engagement of all vehicle is not completed, the process will be offered to L3 bidder and the process will go on till completion of all vehicle put to tender.
04. The bidding price till last valid bidder will cease when the bidding prices and the Service Tax @ 12 % together will exceed the allotment provided by Government per vehicle as **per Resolution No 30464 / FIN-COD-MV-001-2017, Dtd. 06.09.2019 of Finance Department, Government of Odisha**
05. The willingness of engagement of number of vehicles is to be given in writing with signature of the Tenderer/ Tour Operator / Service Provider on the date of finalization of tender.


02.5.18
Divisional Forest Officer,
Kalahandi North Division