



ଓଡ଼ିଶା ବନାଧିକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ, ବାମରା ବନ୍ୟପ୍ରାଣୀ ବନଖଣ୍ଡ

OFFICE OF THE DIVISIONAL FOREST OFFICER: BAMRA WILDLIFE DIVISION.

e-mail ID – [dfo.bamrawl@odisha.gov.in](mailto:dfo.bamrawl@odisha.gov.in)

NO...1597.../ DATED 02.03.2026

To

The Deputy Director,  
Information & Public Relation Department (Advertisement),  
& Deputy Secretary to Government of Odisha, Information  
& Public Relation Department, Bhubaneswar.

Sub: - Publication of Advertisement for Short Tender Notice for Hiring of Vehicle in respect of Bamra Wildlife Division under different scheme for the year 2026-27.

Sir,

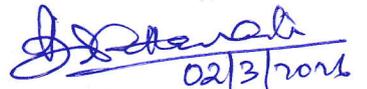
Enclosed, please find herewith the copy of advertisement for short Tender Notice for hiring of vehicle in respect of Bamra Wildlife Division under different schemes for the year 2026-27 both in hard & soft copy. It is requested to kindly make necessary arrangement for publication of the same in 2(Two) leading Odia Daily News Papers & 1(One) English Daily News Paper on or before 06.03.2026.

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

An early action in this matter is requested.

Encl: - As above.

Yours faithfully,

  
02/3/2026

Divisional Forest Officer,  
Bamra Wildlife Division.

MEMO NO...1598.../ DATED 02.03.2026

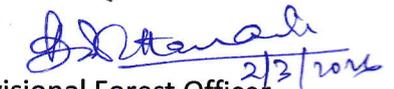
Copy forwarded to the Principal Chief Conservator of Forests (WL) & Chief Wildlife Warden, Odisha, Bhubaneswar for favour of kind information & necessary action.

  
02/3/2026

Divisional Forest Officer,  
Bamra Wildlife Division.

MEMO NO...1599.../ DATED 02.03.2026

Copy along with its enclosure submitted to the Additional Principal Chief Conservator of Forests, (IT & GIS), O/o the Principal Chief Conservator of Forests, Odisha, Bhubaneswar for information and necessary action. He is requested to upload the above said Tender Call Notice in the Web-site [www.odishaforest.in](http://www.odishaforest.in) at an early date.

  
2/3/2026

Divisional Forest Officer,  
Bamra Wildlife Division.

MEMO NO. 1600 / DATED 02.03.2026

Copy along with its enclosure submitted to the Regional Chief Conservator of Forests, Sambalpur for favour of kind information and necessary action.

  
02/3/2026  
Divisional Forest Officer,  
Bamra Wildlife Division.

MEMO NO. 1601 / DATED 02.03.2026

Copy along with its enclosures submitted to the District e-Governance Manager (DeGM), Collectorate, Sambalpur for information and necessary action. He is requested to upload the above Tender Call Notice in the Web-site of District portal sambalpur.odisha.gov.in at an early date for wide publicity.

  
02/3/26  
Divisional Forest Officer,  
Bamra Wildlife Division.

MEMO NO. 1602 / DATED 02.03.2026

Copy along with its enclosure forwarded to all Divisional Forest Officers (T & NT), Odisha for information and necessary action. They are requested to display the above said Tender Call Notice in their Office Notice Board for wide publication.

  
02/3/26  
Divisional Forest Officer,  
Bamra Wildlife Division.

MEMO NO. 1603 / DATED 02.03.2026

Copy along with its enclosure forwarded to all Range Officers, Bamra Wildlife Division for information and necessary action. They are instructed to display the above said Tender Call Notice in their Office Notice Board for wide publicity.

  
02/3/26  
Divisional Forest Officer,  
Bamra Wildlife Division.

Copy to Division Office Notice Board.



## ଝାଞ୍ଜିରୀ ବନାଧିକାରୀ କୁ କାର୍ଯ୍ୟାଳୟ, ବାମରା ବନ୍ୟପ୍ରାଣୀ ବନଖଣ୍ଡ

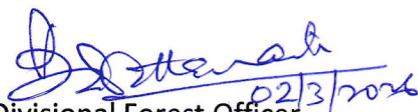
OFFICE OF THE DIVISIONAL FOREST OFFICER: BAMRA WILDLIFE DIVISION.

e-mail ID - [dfo.bamrawl@odisha.gov.in](mailto:dfo.bamrawl@odisha.gov.in)

Tender Call Notice No. 40 / Dated 02.03.2026

### SHORT TENDER CALL NOTICE FOR HIRING OF VEHICLE

Sealed Tender are invited from interested Individuals/Service Providers/ registered travel agencies/ Tour Operators for providing 01(One) No. Diesel run Scorpio N and 09 (Nine) Nos of A.C, Diesel driven Bolero vehicles with commercial registration in accordance with the office memorandum No.15836/F Dated.27.05.2025 of the Finance Department, Govt. of Odisha for Official use(As detailed mentioned below) on hiring basis under the establishment of Bamra Wildlife Division, Bamra. The sealed Tenders shall reach in the Office of the Divisional Forest Officer, Bamra Wildlife Division on or before **17.03.2026** by 5.0 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, Bamra Wildlife Division. The cost of tender paper of Rs. 1,000/- (One Thousand) only to be deposited through Demand Draft in favour of Divisional Forest Officer, Bamra Wildlife Division along with the sealed tender paper. The Tender will be opened in the same office on **18.03.2026** at **11.00 AM**. The standard Bidding Document and Terms and Conditions can be downloaded from <https://sambalpur.odisha.gov.in> or [www.odishaforest.in](http://www.odishaforest.in). The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

  
Divisional Forest Officer,  
Bamra Wildlife Division.

### **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. Tender inviting authority reserves the right 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 Bamra Wildlife Division and may sometime be deployed elsewhere within the State. The period of engagement is tentatively from April, 2026 to March, 2027, which can be extended for maximum of 3 years.
3. The vehicle must be in Road Worthy condition, shall not be more than 4 years old from the date of initial registration and must have valid registration Certificate, Insurance Certificate, Pollution Control Certificate, High Security Number Plate, Fitness Certificate, Valid Contract Carriage Permit, proof of up-to-date tax payment etc. which are mandatory for engagement 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. The driver should be provided with khaki uniform and he should always wear his uniform while in duty.
6. A sum of Rs. 15000/- (Rupees Fifteen 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, Bamra Wildlife Division" payable at Bamra and submitted along with the tender documents as Earnest Monty Deposit (EMD). After completion of tender process, the amount will be refunded to unsuccessful bidders. In case of successful tenderers, the EMD 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 hire charge rate, excluding the cost of fuel and lubricants, shall be quoted separately in the financial bid. Negotiation with Lowest bidder is allowed.
8. The Vehicle must achieve fuel efficiency of 10 or above K.M. Per liter.
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 Technical Bid information to be furnished with the Quotation / Tender **(Annexure-I)**
10. The Tender document in all respects should reach the undersigned on or before 17.03.2026 by 05.00 P.M and the Technical & financial bid will be opened on 18.03.2026 at 11.00 AM in presence of bidders or their authorized representatives.

11. The technical bids would first be taken into consideration by a committee. The Technical bids shall be opened on the scheduled date and time in the presence of the bidders or his authorized representatives, if any who wish to be present on the spot at that time. Only one person for each bidder shall be allowed to be present at the time of opening the tender.
12. **The Financial Bid of only those tenderers will be opened whose Technical bids are found to be in order. The Financial bids will also be opened in presence of the bidders or authorized representatives of the technically qualified Service Providers, if any, who wish to be present on the spot at that time. The lowest bidder (L1) in the financial bid would be considered basing on the budgetary provision during 2025-26 under the scheme CAMPA SSWLCP. In case the lowest bidder (L1) is disqualified after selection for any reason there of the second lowest (L2) bidder would be considered by the authority.**
13. The application form of / tender containing Technical Bid & Financial Bid Information and Terms and Conditions for Hiring of Vehicles etc. will be the Section Officer, office of the Divisional Forest Officer, available with Bamra Wildlife Division on payment of **Rs.1,000/- (Rupees one thousand)** only in shape of Demand Draft drawn in favour of the Divisional Forest Officer, Bamra Wildlife Division from **06.03.2026 to 17.03.2026** or can be downloaded from the website <https://sambalpur.odisha.gov.in> or [www.odishaforest.in](http://www.odishaforest.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.1,000/- (Rupees one thousand)** only in shape of Demand Draft in favour of Divisional Forest Officer, Bamra Wildlife Division towards the tender paper cost along with the Tender application.
14. All the stipulations and terms and conditions of tender documents and notice for hiring of vehicles, including the **Annexure-I & II** 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-1 & II**. The envelope containing the tender offer should be super scribe "**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.**
15. The stipulations and terms and conditions embodied in the tender document will form a part of the agreement. The hired vehicle, during period of contract shall have necessary valid MV Document such as: **valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Under Control Certificate, High Security Number Plate, valid GST Registration & PAN, valid Contract Carriage Permit, proof of up to date tax payment etc. and D.L of the driver available all the times.**
16. 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.

17. 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 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.
18. 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.
19. The owner should bear the cost for installation of GPS tracking device to be installed in the vehicle at his own cost. The device will be selected by (Divisional Forest Officer, Official)
20. 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.
21. 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.
22. In case of emergency the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
23. 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.
24. The vehicle shall report for duty for minimum of 25 days in a month.
25. Monthly hire charges and reimbursements towards cost of Diesel (as per actual) 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.**
26. 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.
27. If the services are found to be unsatisfactory, the client shall give one month **notice and terminate the agreement.**
28. 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.**
29. 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.
30. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
31. 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.
32. GST registration is compulsory for any Service Provider to provide hired vehicles to Government offices. Every month **GST & IT TDS would be deducted at 2% from the service provider.**

33. 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 as per terms and conditions and stipulations of this tender by observing the required official formalities.

34. 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.

35. Vehicle shall not be withdrawn without due information to the office for any reason whatsoever. In this case, the party forfeit all rights to any pending payment and is liable for cancellation of contract.

36. In case of written complaint from three or more ranges regarding vehicle road worthiness, driver behavior etc. The contract is liable to be terminated.

Sl. No.	Name of the Office	No. of vehicles to be engaged
1	Range Office, Bamra Wildlife Range	02
2	Range Office, Kuchinda Wildlife Range	02
3	Range Office, Jamankira Wildlife Range	02
4	Range Office, Badrama Wildlife Range	01
5	Range Office, Khalasuni Wildlife Range	01
6	Division Office	02
	<b>Total</b>	<b>10</b>

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

  
02/3/2024  
Divisional Forest Officer,  
Bamra Wildlife Division.

**TECHINICAL BID FOR HIRING OF VEHICLES**  
**(To be filled and signed by the quotationer /Tenderer)**

1	Registration No. of Vehicle	
2	Type of Vehicle (BS-VI compliant Diesel driven with AC)	
3	Year of manufacture	
4	Make	
5	Date of Registration	
6	Name of Complete address of the owner of vehicle	
7	Pollution Control Certificate validity	
8	Permit validity	
9	Insurance validity	
10	Fitness Certificate validity	
11	Name & Address of the Driver	
12	D.L. No. & Validity of the D.L. of the Driver	
13	Contact No. of the Driver	
14	Name of the Service Provider with Address	
15	GST No. of the Service Provider	
16	Contact number of the Service Provider (Quotationer/ Tenderer)	
17	Bank Account No. & IFSC Code of the Service Provider	
18	Copy of GST return (March-2025)	
19	Bank Demand Draft Particular	
20	(i) DD 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

**FINANCAIL BID FOR HIRING OF VEHICLES**  
**(To be filled and signed by the quotationer /Tenderer)**

1	Name & Complete address of the owner of vehicle	
2	Proposed Hire Charges including salary of driver and all admissible taxes(GST) per month, excluding fuel cost (both in figure & words)	
3	Rate of fuel consumption / Mileage per liter ( in Kms per liter)	

"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 the CQCBS Method

### A. Preliminary Evaluation

1. EMD: Bids without EMD will not be accepted. A refundable security deposit of Rs.15000/- (Rupees Fifteen Thousand) only in the form of Account Payee Bank Draft drawn in favour of the **Divisional Forest Officer, Bamra Wildlife Division** payable at Bamra as Security Deposit / EMD.
2. Bids submitted beyond the specified date and time shall not be accepted.
3. The bidder must have an office with a regular Telephone Connection.
4. The bidder should submit a declaration to the effect that neither the bidder themselves, nor any of its allied concerns, partners, associates, directors or proprietors involved in any capacity, are currently serving in any banning orders issued by any Govt., department debaring them from carrying on business dealing with any Government Department.
5. The travel firm submitting the bid should be located within a radius of 10 km of the Divisional Forest Officer, Bamra Wildlife Division.
6. The vehicle should be registered in the name of the bidder and shall not be more than three years old as of the date of invitation of the bid.
7. In case of Travel 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	<b>Age of the vehicle and ownership</b>		
	The vehicle shall be registered in the name of the bidder and shall not be more than three years old as of the date of invitation of bid. In the case of the tour operator, service provider, the vehicle shall be registered in his name or he should have valid Lease Documents for the hiring of the vehicle from the owner of the vehicle.	<ul style="list-style-type: none"> <li>. Less than 06 months = <b>100 marks</b></li> <li>. 6 months- 1 year = <b>80 marks</b></li> <li>. 1-2 years old = <b>60 marks</b></li> <li>. 2-3 years old = <b>40 marks</b></li> <li>. More than 3 years old = <b>0 mark</b></li> </ul>	<b>100</b>
	<b>Total Technical Score</b>		<b>100</b>

### 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 the presence of the bidder's representative who wishes to attend the meeting with a proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

The Combined Quality and Cost Based Selection (CQCBS) method will be followed during the overall selection process. Based on the technical proposal evaluation, the

technically qualified bidders shall be ranked highest to lowest Technical Score (TS) according 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 (FS) will be evaluated as per the formula given  
 $FS = F_{min}/F_b * 100$  (rounded off 2 decimal places)

Where: FS=Normalized Financial Score of the bidder under consideration

$F_b$ =Financial quote of the bidder under consideration

Combined Score (CS) =  $TS * 0.6 + FS * 0.4$

Where TS –Technical score secured by the bidder FS- Financial Score secured by the bidder. The bidder securing the **highest evaluated Combined Score (CS)** will be awarded the contract observing due procedure.

**Mode of Selection: -**

1. Any derived from the above Principle of highest evaluated Combined Score (CS) L1 bidder will be shortlisted.
2. If the L1 bidder is unable to provide all the vehicles put to tender then the L2 bidder will be extended with the prerogatives of engagement of hire vehicle as a second offer with the bidding quoted by him.
3. If after offering to the L2 bidder, the process of engagement of all vehicles is still not completed, the process to the L3 bidder and the process will go on till completion of all vehicles put to tender.
4. The bidding price till the last valid bidder will cease when the bidding prices and the Service Tax @18% together will exceed the allotment provided by the Government per vehicle as per Office Memorandum No.15836/ FIN-COD-MV-0004-2018/F, dtd.27.05.2025 of Financial Department, Government of Odisha.
5. The willingness to engage several vehicles is to be given in writing with the signature of the Tenderer/ Tour Operator/ Service Provider on the date of finalization of the tender.
6. The Tender Inviting Authority reserves all the rights to modify the terms & conditions or to cancel the Tender without assigning any reason thereof.

  
Divisional Forest Officer,  
Bamra Wildlife Division. 02/3/26