



**ଝାଣ୍ଟୁର ବନାୟକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ, ସୁବର୍ଣ୍ଣପୁର ବନଖଣ୍ଡ, ସୁବର୍ଣ୍ଣପୁର**  
**OFFICE OF THE DIVISIONAL FOREST OFFICER: SUBARNAPUR FOREST DIVISION**

Near Collector Office, Pin Code- 767017, Dist:- Subarnapur, Odisha  
Phone/Fax : 06654-295076 E-mail : [dfosubarnapur@gmail.com](mailto:dfosubarnapur@gmail.com)

Memo No. 2671 /1F Acct./ Dt. 09/07/25

To

The Deputy Director,  
Information and Public Relation Deptt. (Adv.)  
& Deputy Secretary to Govt. of Odisha, Bhubanewsar.

Sub: -

For Re-Publication of Advertisement for Short Tender Call Notice for Hiring of Vehicle in respect of Subarnapur Forest Division under CAMPA APO 2025-26 & Programme Expenditure Scheme during the year 2025-26.

Sir,

With reference to the above cited subject it is to inform that, due to 3 (Three) Nos. of Tenderer qualified during the process of finalization of Tender for Hiring of Vehicles held on Dt. 30.06.2025 as against 10 Nos. of Tenderers it has been decided by the Divisional Purchase Committee of Subarnapur Forest Division to re-invite the tender for Hiring of Vehicles. Therefore, you are requested to re-publish the Advertisement for Short Tender Call Notice for Hiring of Vehicle in respect of Subarnapur Forest Division under **CAMPA APO 2025-26 & Programme Expenditure Scheme during the year 2025-26** (enclosed both in Hard and Soft copy). In this context, you are requested to kindly make necessary arrangement for publication of the same at least in three leading Odia Daily Newspaper 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,

  
Divisional Forest Officer  
Subarnapur Forest Division

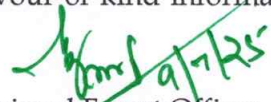
Memo No. 2672 /1F Acct./ Dt. 09/07/25

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

  
Divisional Forest Officer,  
Subarnapur Forest Division

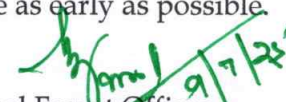
Memo No. 2673 /1F Acct./ Dt. 09/07/25

Copy along with its enclosures forwarded to the Regional Chief Conservator of Forests, Bhawanipatna Circle, Bhawanipatna for favour of kind information and necessary action.

  
Divisional Forest Officer,  
Subarnapur Forest Division

Memo No. 2674 /1F Acct./ Dt. 09/07/25

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

  
Divisional Forest Officer,  
Subarnapur Forest Division

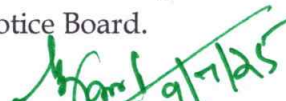
Memo No. 2675 /1F Acct./ Dt. 09/07/25

Copy along with its enclosures forwarded to all Divisional Forest Officers, (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,  
Subarnapur Forest Division

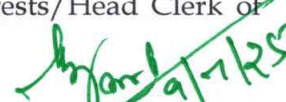
Memo No. 2676 /1F Acct./ Dt. 09/07/25

Copy along with its enclosures forwarded to the P.A to Collector & Dist. Magistrate, Subarnapur for favour of kind information of Collector Subarnapur. It is requested to display the above said Short Tender Notice in the Office Notice Board.

  
Divisional Forest Officer,  
Subarnapur Forest Division

Memo No. 2677 /1F Acct./ Dt. 09/07/25

Copy forwarded to the Asst. Conservator of Forests/Head Clerk of Subarnapur Forest Division for their information and necessary action.

  
Divisional Forest Officer,  
Subarnapur Forest Division

Memo No. 2678 /1F Acct./ Dt. 09/07/25

Copy along with its enclosures forwarded to ACF, I/c Biramaharajpur Range and Range Officers Binka/Sonepur/Ullunda Range of Subarnapur Forest Division for information and necessary action. They are instructed to display the above said Short Tender Notice in their Office Notice.

  
Divisional Forest Officer,  
Subarnapur Forest Division

Copy to Division Office Notice Board.





**ଶସ୍ତ୍ରୀୟ ବନାୟକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ, ସୁବର୍ଣ୍ଣପୁର ବନଖଣ୍ଡ, ସୁବର୍ଣ୍ଣପୁର**  
**OFFICE OF THE DIVISIONAL FOREST OFFICER: SUBARNAPUR FOREST DIVISION**

Near Collector Office, Pin Code- 767017, Dist:- Subarnapur, Odisha

Phone : 06654-295076 E-mail : [dfosubarnapur@gmail.com](mailto:dfosubarnapur@gmail.com)


**Notification No. 04/ 1F Acct./ Dt. 09.07.2025**

**Letter No 2670 / 1F, Dated 09/07/25**

**TENDER CALL NOTICE FOR HIRING VEHICLE**

Sealed tenders are invited from interested reputed Travel Agencies, Tour Operators, or private individuals for providing 7 (Seven) numbers of BS-IV compliant diesel-driven AC vehicles, each having a seating capacity of not more than ten persons including driver. The vehicles must conform to the Terms and Conditions **(Annexure-II)** and will be hired on a monthly rental basis for official use at various Government offices under the establishment of the Subarnapur Forest Division. The tenders must reach the Office of the Divisional Forest Officer (DFO), Subarnapur Forest Division, on or before **25.07.2025 up to 05:00 P.M.**, either through Registered/Speed Post/Courier Service or by dropping those in the Tender Box placed in the DFO's office. The tenders will be opened in the same office on **28.07.2025 at 11:00 A.M.**

The application form of the quotation/tender, containing General Bid Information and Terms and Conditions for the hiring of vehicles, will be available at the Office of the Divisional Forest Officer, Subarnapur Forest Division from **09.07.2025 to 25.07.2025** during office hours. The same can also be downloaded from the website <https://subarnapur.odisha.gov.in> within the same period. The applicant must submit a non-refundable demand draft of Rs. 1000/- (Rupees One Thousand only) towards the cost of the tender paper along with the Tender application.

  
Divisional Forest Officer,  
Subarnapur Forest Division

**GENERAL INFORMATION FOR HIRING OF VEHICLES**

(To be filled and signed by the Quotationer/Tenderer)

1.	Registration No. of Vehicle	
2.	Type of Vehicle (BS IV compliant Diesel driven AC/ Scorpio)	
3.	Year of manufacture	
4.	Model	
5.	Date of Purchase	
6.	Date of Registration	
7.	Name & complete address of the owner of vehicle	
8.	Fitness Certificate validity	
9.	Pollution under Control (PUC) Certificate validity	
10.	Permit validity	
11.	Insurance validity	
12.	Name of the Driver	
13.	Address of the Driver	
14.	D.L. No. & Validity of D.L. of the Driver	
15.	Proposed Hire Charge of the vehicle per month excluding fuel cost (both in figure & words)	
16.	Rate of fuel consumption/Mileage per liter (in Kms per liter)	
17.	Contact number of the Service Provider (Quotationer/ Tenderer)	Mobile No.
		E-Mail ID:
18.	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**

**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 Subarnapur Forest Division/respective Range Offices of Subarnapur Forest Division and may sometime be deployed elsewhere within the State. The period of engagement is from **01.08.2025 to 31.07.2026**, which is subject to extension for another one year up to **31.07.2027**.
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 professional 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. The application form of quotation/ tender containing General Bid Information and Terms and Conditions for Hiring of Vehicles etc. will be available from the O/o the Divisional Forest Officer, Subarnapur Forest Division on payment of **Rs. 1000/-** (Rupees One Thousand) only from **09.07.2025 to 25.07.2025** or can be downloaded from the website <https://subarnapur.odisha.gov.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 tender paper along with the application.
7. A sum of **Rs.5,000/-** (Rupees Five Thousand) only, for each vehicle for which a rate is quoted, shall be deposited by the intending bidders in the form of an Account Payee Bank Draft drawn in favour of the Divisional Forest Officer, Subarnapur Forest Division, payable at Subarnapur, and submitted along with the tender documents as a security deposit. After completion of the tender process, the amount will be refunded to unsuccessful bidders. In the case of successful tenderers, the tender security will be converted into performance security. The performance security or security deposit is liable to be forfeited, in full or in part, for any violation of the terms and conditions or failure to provide the vehicle after being declared a successful bidder.
8. The monthly hire charge rate should be quoted separately in the general bid information and must not exceed **₹31,000** per month, including the driver. (Excluding fuel and lubricants).



9. The vehicle must achieve a fuel efficiency of 10 km per liter or higher. Tenderers quoting higher fuel efficiency, i.e., more kilometers per liter of fuel consumption, will be given preference, along with the quoted hiring charges, in determining the most cost-effective tender offers. Other criteria and terms and conditions will also apply. Therefore, all offers must comply with the criteria laid down in the terms and conditions of this tender document.
10. The general bid information to be submitted with the Quotation/Tender (**Annexure-1**) must clearly specify the make and year of manufacture of the vehicle, registration number, mileage (kilometers covered per liter), name of the driver, driving license number, and the period of validity of the license. Incomplete submission or failure to provide any of these details may lead to rejection of the application.
11. The Quotation completed in all respects should reach the undersigned on or before **25.07.2025 up to 05.00 P.M.** and shall be opened on **28.07.2025 at 11.00 A.M.** in presence of the bidders.
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 should 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 stipulations and terms and conditions embodied in the tender document will form a part of the agreement.
13. The Quotationers/ Tenderers are required to enclose self-attested photocopies of the following documents and other relevant documents. Failure to submit any of these documents will result in rejection of the bid which will not be considered further. The hired vehicle during period of contract shall have necessary documents such as:
  1. Copy of Registration Certificate (RC) of the vehicle(s).
  2. Copy of Fitness Certificate.
  3. Copy of Insurance Certificate.
  4. Copy of Pollution under Control (PUC) Certificate.
  5. Copy of Certificate of Motor Cab Permit (Part- A & B).
  6. Copy of Vehicle Particular Certificate.
  7. Copy of the Aadhaar Card (both Applicant & Driver).
  8. Copy of Driving License of the Driver.
  9. Copy of the Pan Card of the Applicant.
14. 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.


15. 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.
16. 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.
17. 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.
18. 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
19. In case of emergency the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
20. 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.
21. The vehicle shall not be more than three years old from the initial registration and also in good running condition during the period of contract
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.
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. GST registration and GeM registration are compulsory for any Service Provider to provide hired vehicles to Government offices through GeM or through open bidding.



28. The successful tenderers will have to execute and sign the agreement with the concerned head 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 number of vehicles required to be hired by different offices under the establishment of Subarnapur Forest Division are as specified below.

Sl. No.	Name of the Office	No. of vehicle to be engaged	Type of Vehicle to be engaged
1	2	3	4
1.	Forest Range Office, Binka	1	Bolero
2.	Forest Range Office, Sonapur	3	Bolero/Scorpio
3.	Forest Range Office, Ullunda	3	Bolero/Scorpio
Total:-		7	

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

  
Divisional Forest Officer,  
Subarnapur Forest Division