

OFFICE OF THE DIVISIONAL FOREST OFFICER, JEYPORE FOREST DIVISION
Phone/ Fax-06854-251147; Cell-94370-55034; email-dfo.jeypore@odisha.gov.in

Memo No. 1710 /1F (Accts)/2025,
Dated, Jeypore, the 07 March' 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 Short Tender Notice for supply hiring of Vehicle
in respect of Jeypore Forest Division during 2025-26.

Sir,

Enclosed, please find herewith the copy of Advertisement for Short Tender Notice for Hiring of Vehicle in respect of Jeypore Forest Division both in Hard and Soft copy. It is 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 news papers 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,
Jeypore Division.

Memo No. 1711 / Dt. 07/03/2025

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,
Jeypore Division.

Cont....

Memo No. 1712 / Dt. 7/3/2025

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


Divisional Forest Officer,
Jeypore Division

Memo No. 1713 / Dt. 7/3/2025

Copy along with its enclosures forwarded to the District Information Officer, Koraput District, NIC Unit, Koraput 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,
Jeypore Division

Memo No. 1714 / Dt. 7/3/2025

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,
Jeypore Division

Memo No. 1715 / Dt. 7/3/2025

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


Divisional Forest Officer,
Jeypore Division

Memo No. 1716 / Dt. 7/3/2025

Copy along with its enclosures forwarded to the Asst. Conservator of Forests (Enforcement) and the Range Officer, Jeypore, Boipariguda, Gupteswar, Borigumma, Kotpad & Kundra Range for information and necessary action. They are instructed to display the above said Short Tender Notice in their Office Notice Board.


Divisional Forest Officer,
Jeypore Division

Copy to Notice Board of Division office.

OFFICE OF THE DIVISIONAL FOREST OFFICER, JEYPURE FOREST DIVISION
Phone/ Fax-06854-251147; Cell-94370-55034; email-dfo.jeypore@odisha.gov.in

No. 129 /1F (Accts)/2025,

Dated, Jeypore, the 07 March' 2025

TENDER CALL NOTICE FOR HIRING OF VEHICLE

Sealed tenders are invited from interested Reputed Travel Agencies/Tour Operators or private individuals for providing 11 (Eleven) Nos. of **Vehicle (BS – IV compliant Diesel driven AC/ Non-AC)**, which shall conform to the Terms and Conditions (Annexure-III) for Official use at different Range Offices (Details of the vehicles to be engaged is in - Annexure-V) under the establishment of Jeypore Forest Division for the period from 01.04.2025 to 31.03.2026 so as to reach in the O/O the DFO, Jeypore Forest Division on or before **25.03.2025** up to 03:00 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, Jeypore Forest Division. The tenders will be opened in the same office on the same day at 04:30 P.M. The Standard Bidding Document and Terms and Conditions can be downloaded from <https://Koraput.nic.in / www.odishaforest.in> and also can be obtained from the Office of the Divisional Forest Officer, Jeypore Forest Division, Jeypore from **14.03.2025** to 25.03.2025 during Office hours.

Divisional Forest Officer,
Jeypore Division

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. or GeM Registration and PAN Number	
04	Registration No. of Vehicle	
05	Type of Vehicle (BS IV compliant Diesel driven Ac/ Non-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. & 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: -
		Telephone No.: -
17	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**

FINANCIAL BID

01	Name of the Tenderer (Travel Agency/ Tour & Travel operator / Individual / Service Provider)	
02	Address	
03	GST Registration No. Or GeM Registration 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)... Please read the instructions produced below	

01. The rate quoted by the tenderer/ bidder should exclude Taxes as per Resolution No. Resolution No. 34085 / FIN-COD-007-2012 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 provided by the Service Provider along with the vehicle.

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 reasons thereof.
2. Vehicles will ordinarily be deployed within the jurisdiction of respective Range Officers of Jeypore Forest Division and may sometime be deployed elsewhere within the Division. The period of engagement is from **01.04.2025** to **31.03.2026**, 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. The hire charges inclusive of taxes are to be paid on month basis. The maximum monthly hire charges including taxes is Rs. 31,000/- (Rupees Thirty One Thousand) only
7. The monthly rate of hire charge is to be quoted separately in the general bid information (Excluding fuel, lubricants etc) (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 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 fulfill the criteria as laid down in the terms and conditions, of this tender document.
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-I**).

10. The Quotation completed in all respect should reach the undersigned on or before **25.03.2025** by 03:00 P.M. and shall be opened on the same day at 04:30 P.M. 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 of the Divisional Forest Officer, Jeypore Forest Division on payment of Rs. 200/- (Rupees Two Hundred) only from **14.03.2025 to 25.03.2025** or can be downloaded from the website <https://Koraput.nic.in/www.odishaforest.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. 200/- (Rupees Two 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-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 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 separate cover and enveloped in the Packet which will be opened in the presence of the 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 GST) 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 Fuel (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 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 of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other sources.
18. The vehicles shall report for duty for minimum 25 days in a month. The vehicle shall be used by officials of this office for office purpose on all working days and also on holidays, if required.
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. 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.
21. If the services are found to be unsatisfactory, the client shall give one-month notice and terminate the agreement.
22. 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.
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. GST registration and GeM registration are compulsory for any Service Provider to provide hired vehicles to Government offices through GeM or through open bidding.

N.B.: The number of vehicles indicated in Annexure-V is subject to change as per discretion of the authorities.

Divisional Forest Officer,
Jeypore Division

Selection Based on the CQCBS Method

A. Preliminary Evaluation

1. Bid fee: Bids without the bid fee will not be accepted. The bidders are required to submit a bid fee as per the 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, Jeypore Forest Division" payable at Jeypore as Security Deposit.
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 at Jeypore.
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 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 km of the DFO Jeypore Forest Division office, Jeypore.
6. 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 the bid.
7. In the 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	Age of the vehicle and ownership		
	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 o he should have valid Lease Documents for the hiring of the vehicle from the owner of the vehicle	<ul style="list-style-type: none">● Less than 1 year - 40 marks● 1-2 years old - 30 marks● 2-3 years old - 20 marks● More than 3 years old- 0 mark	40
2	Bidder's Experience		

	Bidder should have operational experience in providing services of the Vehicles to the forest Department preferably. 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. A copy of a valid experience certificate given by the organization including contract details and two references.	<ul style="list-style-type: none"> ● 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	Physical Verification		
	The mark will be awarded based on the up-to-date model of the vehicle as detailed below		
	Vehicle Model	<ul style="list-style-type: none"> ● Bolero Neo N-10 / TUV 300- ● Other Models of Bolero / Scorpio / Innova Crysta – 	40
	Total Technical Score		100

C. Financial Evaluation

The financial proposal 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 (CCQBS) 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 (ST) according to the mark 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

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

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

Combined Score (S) = ST*0.6+SF*0.4


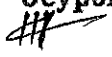
Where **ST**- Technical score secured by the bidder

SF- Financial Score secured by the bidder

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

MODE OF SELECTION

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 vehicle as he can provide.
02. If the L1 is unable to provide all the vehicles put to tender then L2 bidder will be extended with the prerogatives of engagement of hire vehicles as a second offer with the bidding quoted by him.
03. If after offering to the L2 bidder, the process of engagement of all vehicles is still not completed, the process will offer the L3 bidder and the process will go on till completion of all vehicles put to tender.
04. The bidding price till the last valid bidder will cease when the bidding prices and the Service Tax @12% together will exceed the allotment provided by the Government per vehicle as per Resolution No 34085 / FIN-OD-MV-007-2012, Dtd. 29.09.2012 of Finance Department, Government of Odisha.
05. 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.


Divisional Forest Officer,
Jeypore Division.


Annexure-V

Sl. No	Name of the Range	Bolero or Similar Model
1	Boipaiguda	1
2	Borigumma	2
3	Gupteswar	1
4	Jeypore	3
5	Kotpad	2
6	Kundra	2

Tentative numbers of the vehicles to be engaged in the Jeypore Forest Division