



**OFFICE OF THE CHIEF CONSERVATOR OF FORESTS
TRAINING AND DEVELOPMENT, OLD SECRETARIAT, CUTTACK-753001**
Telephone/ FAX No. 2959551; eMail: ccf_td@rediffmail.com

Quotation Call Notice

No. 968 Dated 04.07.2025

Sealed quotations are invited from interested reputed Travel Agencies/ Tour Operators/Individuals for providing One No. of vehicle having sitting capacity not more than five including driver, which shall conform to the Terms and conditions (Annexure- A) for official use in Office of the Chief Conservator of Forests, Training & development Circle, Old Secretariat building, Cuttack, Odisha 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. 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, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for playing of vehicle.
3. 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.
4. The driver should be well behaved, gentle and obedient in nature.
5. A sum of Rs. 1000.00 shall be deposit by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Chief Conservator of forests, Training & Development, Cuttack and submitted along with the tender as EMD. After completion of a tender process, EMD shall be refunded to unsuccessful bidders.
6. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
7. The vehicle must achieve a fuel efficiency of 10 Km or more per litre.
8. The details of the make and year of manufacture of the vehicle, registration No., mileage (KM covered per litre) and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation (Annexure-B). The financial bid shall be submitted separately in sealed envelope in Annexure C.
9. The Quotation completed in all respect should reach the undersigned on or before 19.07.2025 by 5.00 P.M. and shall be opened on 21.07.2025 at 11.00 AM. in presence of the bidders or their authorized representatives.
10. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. can be downloaded from www.odishaforest.in.


Chief Conservator of Forests
(Training & Development)
Cuttack

Terms & Conditions

The following terms and conditions must be fulfilled by bidder:

1. The hired vehicles, during period of contact, 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 damages 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. The vehicles shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
9. 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.
10. 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.
11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. 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.
13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.


Chief Conservator of Forests
(Training & Development).

Cuttack

General Information

Sl 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 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 vehicle per month excluding fuel cost	
20	Rate of fuel consumption / Mileage per litre	

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

Seal & Signature of 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) <i>Please read the instructions produced below</i>	

01. The rate quoted by the tenderer/ bidder should exclude Taxes/service charges as per FD OM No. 15836/ FIN-COD-MV-0004-2018 dt. 27.05.2025 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.