



OFFICE OF THE DIVISIONAL FOREST OFFICER-CUM-
WILDLIFE WARDEN, KORAPUT FOREST DIVISION, KORAPUT
କୋରାପୁଟ ବନଖଣ୍ଡ ଅଧିକାରୀ ଓ ବନ୍ୟପ୍ରାଣୀ ତତ୍ତ୍ୱାବଧାରକ କାର୍ଯ୍ୟାଳୟ

E-Mail- [ID-dfo.koraput@odisha.gov.in](mailto:dfp.koraput@odisha.gov.in)

Letter No 2807 /IF-Accts- /2026

Date: 19.05.2026.

To

The Deputy Secretary, Advertisement
Information and Public Relations Department,
Bhubaneswar.

Sub: Publication of Advertisement for Tender Notice for Hiring of Vehicle in respect of Koraput Forest Division for the financial year 2026-27 (from 15.06.2026 onwards).

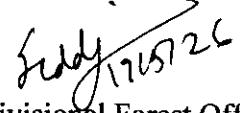
Sir,

Enclosed, please find herewith the copy of Advertisement for Tender Notice for selection Hiring of Vehicle in respect of Koraput Forest Division during the year 2026-27 (from 15.06.2026 onwards). It is requested to kindly make necessary arrangement for publication of the same at least in two leading Odia Daily Newspaper as early as possible.

An early action in this matter is requested.

Encl:- As above.

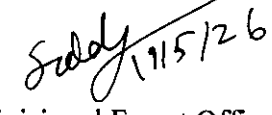
Yours Faithfully,


Saddy 19/5/26
Divisional Forest Officer,
Koraput Forest Division.

Memo No. 2808 /IF-Accts.- /2026.

Date: 19.05.2026.

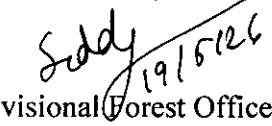
Copy along with its enclosures submitted to the Chief Conservator of Forests (IT & GIS), O/o the Principal Chief Conservator of Forests, Odisha, Bhubaneswar for favour of kind information and necessary action. He is requested to upload the above Tender Notice in the Website of P.C.C.F, Odisha i.e www.odishaforest.in.


Saddy 19/5/26
Divisional Forest Officer,
Koraput Forest Division.

Memo No. 2809 /IF-Accts.- /2026.

Date: 19.05.2026.


Copy along with its enclosures submitted to the Principal Chief Conservator of Forests, Wildlife & CWLW, Odisha, Bhubaneswar for favour of kind information and necessary action.


Saddy 19/5/26
Divisional Forest Officer,
Koraput Forest Division.

Memo No. 2810 /1F-Accts.- /2026.

Date: 19.05.2026.

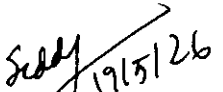
Copy submitted to the Regional Chief Conservator of Forests, Koraput Circle, Koraput for favour of kind information and necessary action.


19/5/26
Divisional Forest Officer,
Koraput Forest Division.

Memo No. 2811 /1F-Accts.- /2026.

Date: 19.05.2026.

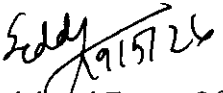
Copy along with its enclosures submitted to the District Information Officer, Koraput District, NIC Unit, Koraput for information and necessary action. He is requested to upload the above Tender Notice in the Website of <http://koraput.nic.in>.


19/5/26
Divisional Forest Officer,
Koraput Forest Division.

Memo No. 2812 /1F-Accts.- /2026.

Date: 19.05.2026.

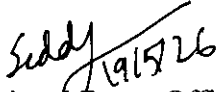
Copy along with its enclosures submitted to the DEGM, Koraput for information and necessary action. He is requested to upload the above Tender Notice in District Portal Website.


19/5/26
Divisional Forest Officer,
Koraput Forest Division.

Memo No. 2813 /1F-Accts.- /2026.

Date: 19.05.2026.

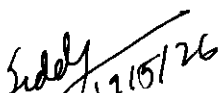
Copy along with its enclosures submitted to all Divisional Forest Officers, (T&NT), Odisha for information and necessary action. It is requested to display the above said Tender Notice in their Office Notice Board.


19/5/26
Divisional Forest Officer,
Koraput Forest Division.

Memo No. 2814 /1F-Accts.- /2026.

Date: 19.05.2026.

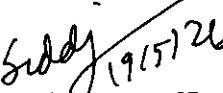
Copy along with its enclosures submitted to the Collector & Dist. Magistrate, Koraput for favour of kind information and necessary action. It is requested to display the above said Tender Notice in their Office Notice Board.


19/5/26
Divisional Forest Officer,
Koraput Forest Division.

Memo No. 2815 /1F-Accts.- /2026.

Date: 19.05.2026.

Copy along with its enclosures forwarded to all Forest Range Officers of Koraput Division for information and necessary action. They are instructed to display the above said Tender Notice in their Office Notice Board.


19/5/26
Divisional Forest Officer,
Koraput Forest Division.



ବନଖଣ୍ଡ ଅଧିକାରୀ ଓ ବନ୍ୟପ୍ରାଣୀ ତତ୍ତ୍ଵାବଧାରକ କାର୍ଯ୍ୟାଳୟ, କୋରାପୁଟ
**OFFICE OF THE DIVISIONAL FOREST OFFICER -CUM-
WILDLIFE WARDEN, KORAPUT FOREST DIVISION, KORAPUT**
Phone No-8895976137, E-Mail : ID-dfo.koraput@odisha.gov.in

Memo No. ୨୫୧ (1F)-Accts.- /2026.

Date: 19.05.2026

TENDER CALL NOTICE FOR HIRING VEHICLE

Sealed tender are invited from interested Reputed Travel Agencies/ Tour Operator or private individuals for providing 07(Seven) Nos. of Vehicle (Bolero Neo or Bolero Neo Plus 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 the establishment of Koraput Forest Division on monthly rental basis so as to reach in the office of the Divisional Forest Officer, Koraput on or before 04.06.2026 up to 5:00 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, Koraput. The Tender will be opened in the same office on 05.06.2026 at 11:00 AM. The Bidding Documents and Terms and Condition can be downloaded from <https://Koraput.odisha.gov.in> /<https://degm.koraput@odisha.gov.in> and also can be obtained from the Office of the Divisional Forest Office, Koraput Division from 22.05.2026 to 04.06.2026 during office hours. The tender inviting authority reserves the right of accepting or rejecting the tender officers or cancelling the tender without assigning any reason thereof.

Siddh
19/05/26

Divisional Forest Officer,
Koraput Forest Division

GENERAL INFORMATION FOR HIRING VEHICLES- Annex-I

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

01	Name of the Tenderer (Travel Agency/ Tour & Travel operator/ Individual/ Service Provider)	
02	Registration No. of vehicle	
03	Type of Vehicle (BS – VI compliant Petrol driven AC/ Non-AC)	
04	Year of manufacture	
05	Make & Model	
06	Date of Registration	
07	Name & complete address of the owner of vehicle	
08	GST Registration No. & PAN Number	
09	Fitness Certificate validity	
10	Permit validity	
11	Insurance validity	
12	Name & Address of the Driver	
13	D.L. No. & validity of D.L. of the Driver	
14	Proposed Hire Charge of the vehicle per Month excluding fuel cost (both in Figure & words)	
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 / Treasury Challan Particular	
	(i) Bank DraftNo.	
	(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	Complete Address	
03	GST Registration No. & PAN Number	
04	Registration No. of Vehicle	
05	Rate Quoted towards Hire Charges of the Vehicle per Month (<i>As per the instruction Given Below</i>)	

1. The rate quoted by the tenderer/bidder should be including of Taxes in accordance with Resolution No. 22924/ FIN-COD-MV-0004-2018 Dated 14.08.2023 of Finance Department, Government of Odisha.
2. The rate quoted by the tenderer/ bidder will be treated as the rate including the remuneration of Driver engaged by the Service provider.

**Seal & signature of the
Quotationer/ Tenderer**

TERMS AND CONDITION FOR HIRING OF VEHICLES

The following terms and condition must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.

1. Tender inviting authority reserves all the rights 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 Ranges of Koraput Forest Division and may sometime be deployed elsewhere within the State. The period of engagement is up to 31.03.2027, which is subject to extend for one year i.e., up to 31.03.2028.
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 monthly rate of hire charge is to be quoted separately in the general bid information (Excluding fuel and lubricants) (Annexure-II).
7. The Vehicle must achieve fuel efficiency of 10 or above K.M. Per liter. The tenderer(s) 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 for deciding the cost-effective tender offers. 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.
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-I).
9. The Quotation completed in all respect should reach the undersigned on or before 04.06.2026 by 5.00 P.M and shall be opened on 05.06.2026 at 11.00 A.M in presence of the bidders or their authority representatives.
10. The application form of quotation/ tender containing General Bid Information & Term and Condition for Hiring of Vehicle etc. will be available in the Divisional Forest Office, Koraput on payment of Rs. 1000/- (Rupees One Thousand) only from 22.05.2026 to 04.06.2026 through Demand Draft or can be download from the website <https://Koraput.odisha.gov.in/https://degm.koraput@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 papers along with the application. Demand Drafts should be prepared in favour of the Divisional Forest Officer, Koraput Forest Division drawn on SBI, Main Branch, Koraput.
11. Security deposit (S.D) 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 Divisional Forest Officer, Koraput Forest Division payable at Koraput 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 & condition.

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 also submit the signed copies of tender documents including the terms and condition in Annexure-I.
13. The hired vehicle, during the 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 bidder / service providers.

14. The hire charges to be paid for monthly basis when allotment is received is final but does not include cost of Diesel/petrol, 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, Tires & 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 the vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from another 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. The vehicle shall report for duty for minimum of 25 days in a month. On the date of absence prior intimation is to be given to the hirer.
20. Monthly hire charges and reimbursements towards cost of petrol (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 is compulsory for any Service Provider to provide hired vehicles to Government offices through open bidding. File GST and TDS shall be deducted from hire charges of the Vehicle at the source.
28. The successful bidder (s) will have to execute and sign the agreement with the concerned heads of office that 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 Koraput Forest Division are as specified below.

Sl.No	Name of the Range	No. of vehicle to be engaged
1	Forest Range Office, Koraput	1
2	Forest Range Office, Laxmipur	1
3	Forest Range Office, Narayanpatna	1
4	Forest Range Office, Semiliguda	2
5	Forest Range Office, Balda	1
6	Forest Range Office, Lamtaput	1

N.B: the number of Vehicle indicated above is subjected to change as per discretion of the authorities.

Siddh
17/5/24.



**Divisional Forest Officer,
Koraput Forest Division.**

SELECTION BASED ON QCBS METHODS

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/- (Rupees one thousand) only and a refundable Security Deposit of Rs. 5000/- (Rupees Five Thousand) only shall be in the form of Account Payee Bank Draft in favour of the Divisional Forest Officer, Koraput Forest Division payable at Koraput 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/ mobile no connection at Koraput.
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 dealing with any government department.
5. 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.
6. *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 (Method)

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 as on the date of invitation of bid.	Less than 1 Year- 40 marks 1-2 years- 25 Marks 2-3 years- 15 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:- i3. Contract copy ii. Copy of confirmatory work order. iii. Copy of valid experience certificate given by the origination where worked including contract details and two reference.	More than 5 years- 20 Marks 3-5 years of experience-15 marks 1-3 years of experience-10 marks Less than 1 years-05 marks No experience-0 marks	20
3	Physical Verification		
	A team of designated officer will inspect the vehicle and verify the aspects mentioned in the bid document.		
	Mileage of the vehicle	More than 17 kmpl-20 Marks 12-17 kmpl-15 marks Less than 12 kmpl-10 marks	20
	Driving experience of the Driver	More than 10 years-20 Marks 5-10 years -10 marks Less than 5 years - 6 marks	20
	Total Technical Score		100

C. Financial Evaluation

The financial proposals of the technically qualified bidder (Technical score (TS) must be equal to or greater than 50) 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 subject to the condition that the successful bidder satisfies the Tender Committee that they are the regular tax payer and no complaints are booked regarding payment of Government entitlements.

Combined Quality & 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 & 40% weight-age to financial score.

The individual bidders financial score (SF) will be evaluated as per the formula given: $SF = [F_{min} / F_b] * 100$ (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 + 0.4

Where:


ST= Technical score secured by the bidder

SF= Financial score secured by the bidder

The bidder securing the highest evaluation combined score (S) will be awarded the contract observing due procedure.

D. SELECTION OF MODE

1. As derived from the above principal of highest evaluated Combined Score L1 bidder will be shortlisted. He will be given preference for engagement of as many vehicles as he can provide.
2. If, the L1 bidder will be unable to provide all the vehicle put to tender then the L2 bidder will be extended with the prerogative of engagement of hire vehicle as second offer with the bidding quotes by him.
3. 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.
4. 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.


19/07/26.
Divisional Forest Officer,
Koraput forest Division

