



OFFICE OF THE DIVISIONAL FOREST OFFICER, PARALAKHEMUNDI DIVISION

Email id – dfo.paralakhemundi@odisha.gov.in

Letter No. 3227 / 1F (ACCOUNT)-2024

Dated, Paralakhemundi the 07 th June'2024

To

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

Sub: Publication of Advertisement for Short Tender Notice for Hiring of Vehicle in respect of Paralakhemundi Forest Division during 2024-25.

Sir,


Enclosed, please find herewith the copy of Advertisement for Short Tender Notice for Hiring of Vehicle in respect of Paralakhemundi Forest Division during F.Y. 2024-25 both in Hard and Soft copy. It is requested to kindly make necessary arrangement for publication of the same at least in two leading Odia Daily Newspaper (preferable to Paralakhemundi edition) 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 after its publication.

An early action in this matter is requested.

Encl: As above.

Yours faithfully,

  
Divisional Forest Officer  
Paralakhemundi Division

Memo No. 3228 / Date 07/06/2024

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 i.e. [www.odishaforest.in](http://www.odishaforest.in) as early as possible.


  
Divisional Forest Officer  
Paralakhemundi Division

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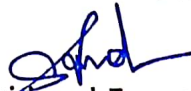
Memo No. 3229 / Date 07/06/2024

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

  
Divisional Forest Officer  
Paralakhemundi Division

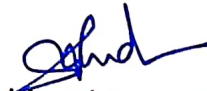
Memo No. 3230 / Date 07/06/2024

Copy along with its enclosures forwarded to the District Information Officer, Gajapati District, NIC Unit, Paralakhemundi 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  
Paralakhemundi Division

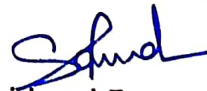
Memo No. 3231 / Date 07/06/2024

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  
Paralakhemundi Division

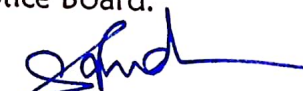
Memo No. 3232 / Date 07/06/2024

Copy along with its enclosures forwarded to the Collector & Dist. Magistrate, Gajapati, Paralakhemundi 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  
Paralakhemundi Division

Memo No. 3233 / Date 07/06/2024

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

  
Divisional Forest Officer  
Paralakhemundi Division



**OFFICE OF THE DIVISIONAL FOREST OFFICER, PARALAKHEMUNDI DIVISION**


Email id – dfo.paralakhemundi@odisha.gov.in

Tender Notice No. 01 / 1F (ACCOUNT)- 2024,

Dated, Paralakhemundi the 07 th June' 2024

**TENDER CALL NOTICE FOR HIRING VEHICLE**

Sealed tenders are invited from interested Reputed Travel Agencies/Tour Operators or Private individuals for providing 11 (eleven) Nos. of Non AC/ AC diesel driven BS – IV / BS – VI compliant vehicles having sitting capacity between 7 to 10 including driver, which shall conform to the Terms and Conditions (Annexure-II) for official use at different Govt. offices under the establishment of Paralakhemundi Forest Division on monthly rent basis so as to reach in the O/o the DFO, Paralakhemundi Forest Division on or before 27.06.2024 up to 12 Noon through Registered/Speed Post/Courier Service and can also be dropped in the Tender Box placed in the Office of the Divisional Forest Officer, Paralakhemundi Forest Division. The tenders will be opened in the same office on the same day at 12.30 P.M. The Standard Bidding Document and Terms and Conditions can be downloaded from <https://gajapati.nic.in/www.odishaforest.in> from 07.06.2024 to 27.06.2024 during office hours.

  
Divisional Forest Officer  
Paralakhemundi Division



**GENERAL INFORMATION FOR HIRING VEHICLES****(To be filled and signed by the Quotation/Tenderer)**

1	Registration No. of vehicle	
2	Type of Vehicle (BS - IV/BS - VI compliant Diesel driven AC/ Non-AC)	
3	Year of manufacture	
4	Model	
5	Date of Registration	
6	Name & complete address of the owner of vehicle	
7	Fitness Certificate validity	
8	Permit validity	
9	Insurance validity	
10	Name & Address of the Driver	
11	D.L. No. & validity of D.L. of the Driver	
12	Proposed Hire Charge of the vehicle per month excluding fuel cost (both in figure & words)	
13	Rate of fuel consumption/Mileage per Liter (in Kms per liter)	
14	Contact number of the Service Provider (Quotation/Tenderer)	Mobile: - Telephone No.: -
15	Bank Draft Particular	
	(i) Bank Draft No.	
	(ii) Date	
	(iii) Amount	
	(iv) Bank name	

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

**Seal & Signature of the  
Quotation/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 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 Paralakhemundi Forest Division and may sometime be deployed elsewhere within the State. The period of engagement is from **June 2024** to **March 2025**, 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 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 uniform while in duty.**
6. A sum of Rs. 5000/- (Rupees Five 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, Paralakhemundi Forest Division payable at Paralakhemundi and submitted along with the tender documents as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders. In case of successful tenderers, the tender security 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 rate of hire charge is to be quoted separately in the general bid information (Excluding fuel and lubricants) **(Annexure-I)**.
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 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 **27.06.2024** by **12:00** Noon and shall be opened on the same day at 12.30 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. can be downloaded from the website <https://gajapati.nic.in/www.odishaforest.in> will be available from **07.06.2024** to **27.06.2024**. The Tender form is downloaded from Govt. website, the applicant shall furnish a demand draft for an amount of Rs. 1000/- (Rupees one thousand) only towards the cost of Tender Paper along with the Technical Bid.
  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**. 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 hired vehicle, during the period of contract shall have necessary valid MV 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 tenderers/service providers.
  14. 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.

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. 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 (DFO Office)
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 another 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. The vehicle shall report for duty for minimum of 28 days in a month. On the date of absence prior intimation is to be given to the hirer.
21. Monthly hire charges and reimbursements towards cost of fuel (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.
22. 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.
23. If the services are found to be unsatisfactory, the client shall give one-month notice and terminate the agreement.
24. 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.
25. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
26. 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.
27. 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.



28. GST registration is compulsory for any Service Provider to provide hired vehicles to Government offices. Every month GST and IT TDS would be deducted at 2% rate from the service provider.
29. 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, lubricants as per terms and conditions and stipulations of this tender by observing the required official formalities.
30. 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.
31. The number of vehicles required to be hired by different offices under the establishment of Paralakhemundi Forest Division are as specified below.

<b>Sl. No.</b>	<b>Name of the Office</b>	<b>No. of vehicle to be engaged</b>
1	Forest Range Office, Devagiri	01 No.
2	Forest Range Office, Kasinagar	01 No.
3	Forest Range Office, Ramagiri	01 Nos.
4	Forest Range Office, Mohendra	2 Nos.
5	Forest Range Office, R.Udayagiri	02 No.
6	Forest Range Office, Mohana	1 No.
7	Forest Range Office, Chandragiri	3 Nos.
8	Division Office (ACF)	01 Nos
<b>Total</b>		<b>12 Nos</b>

**N.B.:** The number of vehicles indicated and the vehicles would be allotted to ranges as per the discretion of the authorities, above is subject to change as per discretion of the authorities.



## 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 Tender fee of Rs.1000/- (Rupees one thousand) only and refundable security deposit of Rs. 5000/- (Rupees five thousand) only shall be in the form of Account Payee Bank Draft drawn in favour of the Divisional Forest Officer, Paralakhemundi Division payable at Paralakhemundi 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 connection at Paralakhemundi.
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.

### B. Technical Evaluation

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 – 50 Marks 1-2 year old – 30 Marks 2-3 year old – 20 Marks	50
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: - Contract Copy Copy of confirmatory work order. Copy of valid experience certificate given by the organization where worked including contract details and two references.	More than 5 years – 30 Marks 3-5 years of experience – 20 Marks 1-3 years of experience – 15 Marks Less than 1 year – 05 Marks No experience – 0 Mark	30
	Driving experiences of the Driver	More than 10 year – 20 Marks 5-10 years – 15 Marks Less than 5 years – 10 Marks	20
	<b>Total Technical Score</b>		<b>100</b>

**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.

(Tender calling authority)  
Divisional Forest Officer  
Paralakhemundi Division