



**OFFICE OF THE DIVISIONAL FOREST OFFICER, ATHMALLIK FOREST DIVISION.
AT/PO: ATHMALLIK, DIST- ANGUL – 759125**

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Memo No: 1462 //Date: 12.03.2024

To

Addl. PCCF (IT & GIS),
O/o the PCCF, Odisha, Bhubaneswar.

Sub: - Short Tender Notice for Hiring of 11 Nos. (Pvt.) Vehicles for use in Athmallik Forest Division.

Sir,

In inviting reference to the subject cited above, it is brought to your kind notice that, a Short Tender will be conducted for **Hiring of 11 Nos. (Pvt.) Vehicles for use in Athmallik Forest Division**, for which necessary documents have been sent along with this communication for hosting in the website www.odishaforest.in.

This is for favour of your kind information and necessary action.

Encl :- Tender Notice No. 1461/IF-2024 Date : 12.03.2024

for *[Signature]*
12.3.24
Divisional Forest Officer,
Athmallik Division.

Memo No. 1463/Dt. 12.03.2024

Copy forwarded to RCCF Angul for information and necessary action.

for *[Signature]*
12.3.24
Divisional Forest Officer,
Athmallik Division.



OFFICE OF THE DIVISIONAL FOREST OFFICER, ATHMALLIK DIVISION

At/Po- ATHMALLIK, Dist- ATHMALLIK, Odisha-759122, E-mail ID- dfoAthmallik@gmail.com,
dfo.athmallik@odisha.gov.in Phone No- 8895641929

Letter No. 1461 /1F-Accounts/ 2023-24
Dated Athmallik the 12th March, 2024

TENDER CALL NOTICE FOR HIRING VEHICLES

Sealed tenders are invited from interested Reputed Travel Agencies/ Tour Operators or private individuals to provide approximately 11 (Eleven) Nos. of Vehicles (BS VI compliant Diesel driven AC/ Non-AC), which shall conform to the Terms and Conditions (Annexure-III) for official use at different Ranges (Location details of the vehicles to be engaged is in - Annexure-IV) under Athmallik Forest Division on monthly rent basis to reach in the O/o the Divisional Forest Officer, Athmallik Forest Division, on or before **27.03.2024** up to **04.00 P.M.** through Registered/Speed Post/Courier Service and can also be dropped in the Tender Box placed in the Office of the Divisional Forest Officer, Athmallik Forest Division. The tenders will be opened in the same office on **27.03.2024** at **05.00 P.M.** The Standard Bidding Document and Terms and Conditions can be downloaded from <https://angul.nic.in>, <https://odishaforest.in> and also can be obtained from the Office of the Divisional Forest Officer, Athmallik Forest Division from **15.03.2024** to **27.03.2024** during office hours.

for
12.3.24
Divisional Forest Officer,
Athmallik Forest Division.

GENERAL INFORMATION FOR HIRING OF VEHICLES

(To be filled and signed by the Quotation /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 VI 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. & validity of D.L. of the Driver	
15	Rate of fuel consumption/Mileage per litre (in Kms per litre)	
16	The contact number of the Service Provider (Quotationer/Tenderer)	Mobile No.
		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 the vehicle	
05	Rate quoted towards Hire Charges of the Vehicle per month (Including all the taxes and driver remuneration)	

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 a 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 Athmallik Forest Division and may sometimes be deployed elsewhere within the State. The period of engagement is up to 31.03.2025, which is subject to extension for one year up to 31.03.2026.
3. The vehicle must be in Road Worthy condition, shall not be more than 3 years old as of the date of opening of Tender from the date of initial registration, and must have a 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. The Vehicle must achieve fuel efficiency of 10 or above K.M. Per Litre.
4. The Driver of the vehicle must have a valid Driving License for driving a light transport passenger vehicle and should be sufficiently experienced in driving a transport passenger vehicle. The Driver should be well-behaved, gentle, and obedient. 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.
5. The monthly rate of the hire charge is to be quoted separately in the general bid information (Including all the taxes and driver remuneration, and excluding the fuel charges) (Annexure-II).
6. The Quotation completed in all respects (Annexure-I and II) should reach the undersigned on or before **27.03.2024 by 04.00 PM and shall be opened on 27.03.2024 at 05.30 P.M.** in the presence of the bidders or their authorized representatives.
7. 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, office of the Divisional Forest Officer, Athmallik Forest Division on payment of Rs. **1000/- (Rupees One thousand)** only from **15.03.2024 to 27.03.2024** or can be downloaded from the website <https://angul.nic.in> and <https://odishaforest.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 the application along with the application.
8. A sum of Rs. 31,000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Divisional Forest Officer, Athmallik and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
9. All the stipulations and terms and conditions of tender documents and notice for the hiring of vehicles, including **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 conditions 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 the 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 a separate cover and enveloped in the Packet which will**

be opened in the presence of the bidder after technical verification by the committee.

10. The hired vehicle, during the period of the contract shall have necessary valid Documents such as a 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 time. The Department/Office hiring the vehicles shall not be responsible for any damage/loss caused to hired vehicles, loss of life/injury made to any person, or damage to any property on account of the use of the hired vehicle in any manner whatsoever. The owner /successful tenderer, whose vehicle is hired, shall be responsible for all such litigation. The salary of the driver, repair, and maintenance charges, and other costs including taxes (except service tax on hire charges) shall be borne by the successful tenderers/ service providers.
11. The hire charges to be paid every month are final but do not include the cost of Diesel, which is to be paid separately based 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.
12. 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.
13. In case the vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage the vehicle from another source.
14. In case of emergency the driver will have to report for duty as per the requirement of the hirer. No extra payment shall be demanded.
15. If the services are found to be unsatisfactory, the client shall give one month's notice and terminate the agreement. In case the service provider intends to withdraw the services of the vehicle and terminate the agreement, it shall be mandatory for him to grant one month's notice before such withdrawal of service and termination of the agreement.
16. If the bidder violates any of the terms of the contract, the Government shall forfeit the entire amount of security deposit.
17. The Service Provider should ensure that the vehicles are kept under optimum running condition and avoid accidents attributable to lack of maintenance/ upkeep.
18. Logbooks shall be maintained for the hired vehicles as in the case of Government vehicles. Kilometre reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized officer before making payment.
19. GST registration or GeM registration is compulsory for any Service Provider to provide hired vehicles to Government offices through GeM or open bidding.
20. Modifications, if any in the 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.

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

Sd/-
Divisional Forest Officer,
Athmallik Forest Division

Tentative numbers of the vehicles to be engaged in the Athmallik Forest Division during 2024-25

SI No.	Name of the Range	Bolero or Similar Model
1	Athmallik	3
2	Bamur	2
3	Dhandatopa	2
4	Handapa	2
5	Madhapur	2
Total		11