



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

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Office Order No. 120 /Dated. 10-7-24


**SHORT QUOTATION CALL NOTICE FOR HIRING OF VEHICLE**

Sealed Quotations are invited from interested reputed Travel agencies/ Tour operators or Private individuals for providing 17 Nos. of A.C, Petrol /Diesel driven BS-IV compliant Bolero, TUV300, Ertiga vehicles having sitting capacity not more than 7 & 9 including driver, which shall confirm to the terms & conditions (**Annexure-II**) for official use at different Government offices under the establishment of Sundargarh Forest Division on monthly rent basis, so as to reach in the office of the Divisional Forest Officer, Sundargarh Forest Division on or before **Dtd.25.07.2024 up to 5.00 P.M** through Registered/ Speed Post/ Courier Services and can also be dropped in the tender box placed in the office of the Divisional Forest Officer, Sundargarh Forest Division. The tender will be opened in the same office on **Dtd.26.07.2024 at 3.30 P.M.** The standard bidding documents & terms & conditions can be obtained from the office of the Divisional Forest Officer, Sundargarh Forest Division from **Dtd.12.07.2024 to Dtd.25.07.2024** during office hours.

**Divisional Forest Officer,  
Sundargarh Division**

**Annexure-I**

Sl. No.	Name of the Office	Number and Model / Type of Vehicle to be hired (Bolero/ Mahindra (Diesel AC) TUV300/Ertiga)
1	Division Office, Sundargarh	1 No.
2	Range Office, Sundargarh Range	3 Nos.
3	Range Office, Ujalpur Range	3 Nos.
4	Range Office, Lephripara Range	2 Nos.
5	Range Office, Gopalpur Range	2 Nos.
6	Range Office, Hemgir Range	2 Nos.
7	Range Office, Bargaon Range	4 Nos.
	<b>Total:-</b>	<b>17 Nos.</b>

  
(Tender Calling Authority)  
Divisional Forest Officer,  
Sundargarh Division

## **TERMS AND CONDITIONS FOR HIRING OF VEHICLES**

The following terms and conditions must be fulfilled by the successful bidders for providing vehicles 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 reason thereof.
2. Vehicles will ordinarily be deployed within the jurisdiction of respective officers of Sundargarh Forest Division and may sometime be deployed elsewhere within the state. The period of engagement is from **Dtd.01.08.2024 to Dtd.31.07.2025** which is subject to change & as per availability of funds.
3. The vehicle must be 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 playing of vehicle.
4. The driver of the vehicles must have valid Driving Licenses for driving light transport passenger vehicles and should be sufficiently experienced in driving transport passenger vehicle.
5. The drivers should be well behaved, gentle and obedient in nature and ready to drive in night hours and on rough road during protection duty.
6. A sum of Rs.5,000/- (Rupees Five Thousand) Only for each vehicle for which rate is quoted, shall be deposited by the intending bidders towards tender, security in shape of Account Payee Bank Draft drawn in favour of **Divisional Forest Officer, Sundargarh Forest Division**. After completion of tender process, the amount will be refunded to unsuccessful bidders. In case of successful tenders, the tender security will be converted into performance security. The performance security of security deposit is liable for failure in full or part on violation of terms and conditions or on default to placing vehicles on bearing successful bidder.
7. The monthly rate of hire charges is to be quoted separately in the general bid information (excluding fuel and lubricants). **(Annexure-II)**.
8. The vehicle must achieve a fuel efficiency of 10 or above K.M per Liter. The following fuel in terms of Kms per Liter. The tenders quoting higher fuel efficiency i.e. more number of kilometres per liter of fuel consumptions will be taken in to 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 fulfil the criteria as laid down in the terms and conditions of this tender document.
9. The details of the make and year manufacture of the Vehicles, Registration nos. Mileage (Kms. covered per Ltr.) and name of the Drivers with Driving Licenses nos. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation / Tender **(Annexure-II)**.

10.The Quotation completed in all respect should reach the Office of the Divisional Forest Officer, Sundargarh Division on or before **dt.25.07.2024 by 5.00 P.M** and shall be opened on **Dtd.26.07.2024 at 3.30 P.M** in the office chamber at presence of the bidders or authorised representatives.

11.The application form of quotation /tender containing general bid information, term & conditions for hiring vehicles etc. will be available with the Jr. Accountant of Divisional Forest Officer, Sundargarh Forest Division on payment of **Rs.100/- (Rupees One Hundred) Only** from **Dtd.12.07.2024 to Dtd.25.07.2024**.

12. All the stipulation and terms and conditions of tender documents and Notice for hiring of vehicles including the **Annexure-II** are applicable and must be adhered to. While submitting the tender offers, the tender will also submit the signed copies of tender document including the tender offer should be superscripted **"Tender offer for hiring of vehicle"** at the top of the envelope and the name, address and Mobile No. at the left corner of the envelop.

The stipulations and terms and conditions embodied in the tender document will form a part of the agreement.

13.The hired vehicles, during period of contract shall have all necessary valid MV documents 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 person or damage to any property account of use of hired vehicle in any manner whatsoever. The owner / successful tenderer whose vehicle is hired, shall be responsible for all such litigations.

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 on monthly basis 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, Tyres & Tubes, Battery etc. will be borne by the bidder.

15.It shall be the responsibility of the bidders to provide good drivers and the salary of the driver shall be borne by the owner.

16.In case of breakdown for reasons whatsoever the replacement of vehicle of the same or better models shall be provided by the owners of the vehicles / successful bidders.

17.In case, the vehicles do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.

18.In case of emergency, the drivers will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.

19. Monthly hire charges of selected bidder will be paid in every succeeding month, as far as possible within 15 days of the submission of bills by the service provider/vehicle owner and no advance payment will be made.
20. The vehicle shall not be more than three(3) 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. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
24. 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.
25. Logbook 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.
26. GST Registration and GeM Registration are compulsory for any service provider to provide hired vehicles to Government offices through GeM or through open bidding.
27. The successful tenderer 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.
28. Modifications, if any in Tender documents 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.
29. The lowest price quoted by the tenderers in any Range should be the hiring charges of the vehicle in all Range although the bidders quoted different price for different Range.
30. 2% TDS will be deducted from the hire charges of the vehicle.

  
(Tender Calling Authority)  
Divisional Forest Officer,  
Sundargarh Division

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

1	Registration No. of Vehicle	
2	Type of Vehicle (AC Diesel Driven)	
3	Year of Manufacture	
4	Model	
5	Date of Registration	
6	Name and complete address of the owner of vehicle	
7	Fitness Certificate Validity	
8	Permit Validity	
9	Insurance Validity	
10	Name and Address of the Driver	
11	D.L No. and Validity of the D.L of the Driver	
12	Proposed hire charges of the Vehicle per month excluding fuel const (both in figure & words)	
13	Rate of Fuel consumption / Mileage per Liter (in Kms per Ltr.)	
14	Contact number of the Service provider (Tenderer / Quotationer)	Mob. No: Telephone No:
15	Place of the office where tenderer wishes to deploy the vehicle	
16	Bank Draft particulars:	
	Bank Draft No.	
	Date	
	Amount	
	Drawn in favour of	

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

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

Bid Securing Declaration Form

Tender No. \_\_\_\_\_

Dated. \_\_\_\_\_

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Complete name and address of the purchaser)**

I/ We, on behalf of M/s \_\_\_\_\_ the undersigned, declare that:

I/ We understand that, according to your conditions, bid must be supported by a Bid Securing Declaration.

I/ We accept that, I/ We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am/We are in a breach of an obligation under the bid conditions, because I/We:

a) Have withdrawn /modified/amended, impairs or derogates from the tender, my /our Bid during the period of validity specified in the form of Bid; or

b) Having been notified of the acceptance of our Bid by the purchaser during, the period of bid validity (i) fail or reuse to execute the contract if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to Bidders.

I/ We understand this Bid Securing Declaration shall cease to be valid if I am/We are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

**Signature with stamp**

(Signature of person whose name and capacity are shown)

In the capacity of (legal capacity of person signing the Bid Securing Declaration)

Name: \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (date of signing)