

**OFFICE OF THE DIVISIONAL FOREST OFFICER,  
JHARUGUDA (KL) DIVISION, JHARSUGUDA.  
No. 74 / 1F (WFA) - 2019-20 Dated. 11.09.2019**

**QUOTATION CALL NOTICE**

Sealed tenders are invited from interested Vehicle Owners / Travel Agencies etc. for providing Diesel run Scorpio Vehicle along with driver for official use on hiring basis of the D.F.O. Jharsuguda (Kendu Leaf) Division, Jharsuguda on the Terms & Conditions mentioned in this standard bidding document.

The sealed tenders completed in all respect should reach this office of the undersigned on or before **19<sup>th</sup> September' 2019 up to 5.30 PM** through Registered / Speed Post/ Courier Service and can also be dropped in the Tender Box placed in the office of the undersigned.

The standard bidding document, Terms & Conditions (**Annexure-I**) and the Application Form (**Annexure-II**) of tender containing general bid information for Hiring of Vehicle etc. will be available with Head Clerk, O/o the Divisional Forest Officer, Jharsuguda (KL) Division, Jharsuguda on payment of Rs. 100/- (Rupees One Hundred) only from **12.09.2019 to 19.09.2019** or can be downloaded from Jharsuguda District Website: [www.jharsuguda.nic.in](http://www.jharsuguda.nic.in) from dated **12.09.2019 to 19.09.2019**. In case the Application Form is downloaded from the District Website, the applicant shall furnish a Demand Draft for an amount of Rs. 100/- ( Rupees One Hundred) only towards the cost of application along with the application Form.

All the stipulations and Terms & Conditions of tender document must be adhered to while submitting the tender offers. The tenderers will also submit the signed copies of tender document including the terms and conditions as in **Annexure – I**.

The envelope containing the tender offer should be super scribed "Tender offer for hiring of vehicles" **at the top of the envelope and the name, address & Mobile No. at the left corner of the envelope.**

The tenders will be opened in presence of the Bidders or their authorized agents in the Office Chamber of Divisional Forest Officer, Jharsuguda (KL) Division, Jharsuguda at **11.00 AM of 20<sup>th</sup> September' 2019**.

The no. of vehicle with model / type required to be hired by the DFO, Jharsuguda (KL) Division is as specified below:

SL No.	Name of Office	Number and Model / Type of Vehicle to be hired
		Scorpio (Diesel) AC
1	DFO (KL) Jharsuguda	01

NB: The tender offers shall be submitted to the Office of the Divisional Forest Officer, Jharsuguda (KL) Division, At/Po: Badmal, Via – Kali Mandir Road, District: Jharsuguda, Pin: 768202.

Divisional Forest Officer,  
Jharsuguda (KL) Division.

Memo No. 1627 Dated. 11.09.2019

Copy to Notice Board of Divisional Forest Officer, Jharsuguda (KL) Division /  
Notice Boards of all District Level Officers for wide publication.

Copy to DIO, NIC, Jharsuguda for uploading the Notice in the District website.

Divisional Forest Officer,  
Jharsuguda (KL) Division.

## Annexure – I

### TERMS & 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. The Scorpio vehicle will be engaged for a period of maximum 12 months as per approved cost norm.
3. Vehicle will ordinarily be deployed within the jurisdiction of DFO, Jharsuguda (KL) Division and may sometime be deployed elsewhere within the state.
4. 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.
5. The Driver of the vehicle must have a valid Driving Licence for driving light transport passenger vehicle and should be sufficiently experience in driving transport passenger vehicle.
6. The driver should be well behaved, gentle and obedient in nature.
7. **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 the **Divisional Forest Officer, Jharsuguda (Kendu Leaf) Division, Jharsuguda.** After completion of tender process, the amount will be refunded to unsuccessful bidders. In case of successful tenderers, the tender security will be converted into 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 vehicles on being successful bidder.
8. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
9. The vehicle must achieve a fuel efficiency of minimum 10 (Ten) Km per litre. The tenderers quoting higher fuel efficiency i.e. more no. of kilometres per litre 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 fulfil the criteria as laid down in the terms and conditions of this tender document.

10. The details of the make and year of manufacture of the vehicle, Registration No., mileage (kms covered per litre) 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 - III). The general information for hiring of vehicles along with Account Payee Bank Draft of Rs. 5,000/- as stated in Clause – 7 above will be submitted separately for each vehicle for which rate is quoted.
11. The stipulations and terms and conditions embodied in the tender document will form the part of the agreement.
12. 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 DL 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 litigations. Salary of the 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.
13. The hire charges to be paid on monthly basis and do not include cost of diesel which is to be borne by this office basing on actual consumption. All the expenditures of the vehicle towards repair, replacement of spare parts, lubricating oil of Engine, Gear Box and differential Coolant, Tyres and Tubes, Battery etc., will be borne by the bidder.
14. It shall be the responsibility of the bidders to provide good drivers.

15. In case of breakdown for reasons whatsoever the replacement of vehicles of the same or better models shall be provided by the owners of the vehicles / successful bidders.
16. In case the vehicles do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicles from other sources.
17. The vehicle shall report for duty for minimum of 25 days in a month.
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 bidders will be paid in every succeeding month as far as possible within 15 days of the submission of the bills by the service providers and no advance payments will be made.
20. If services are not required or found to be unsatisfactory, the client shall give one month notice and termination of agreement.
21. 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.
22. If the bidders violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
23. The successful tenderers will have to execute and sign the agreement with the concerned / respective head 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 / lubricant as per terms and conditions and stipulations of this tender by observing the required official formalities.
24. The tender inviting authority reserves the right to modify / cancel the terms and conditions of tender without assigning any reason thereof before the last date of submission of tender document.

Signature of  
Tendering Authority  
(With designation & seal)

**APPLICATION FORM FOR HIRING OF VEHICLES:**

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

1	Registration No. of Vehicle	
2	Year of Manufacture	
3	Type of Vehicle (AC diesel driven)	
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 DL of the Driver	
12	Proposed Hire Charge of the vehicle per month excluding fuel cost (both in figure & words)	
13	Night halt charges outside Headquarter	
14	Rate of fuel consumption / Mileage per Litre (in kms per litre)	
15	Contact Number of the Service Provider (Tenderer / Quotationer)	Mobile No.
		Telephone No.
16	Bank Draft particulars:	
	(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 / Tender**