

**OFFICE OF THE DIVISIONAL FOREST OFFICER (T), JHARSUGUDA FOREST DIVISION**

**At/Po-Badmal, K.M Road, Jharsuguda, Pin-768202**

**email id: dfo.jharsuguda@gov.in**

**Ph.No. – 06645 – 295040**

**Tender Notification No. 153 Dated. 29.06.2021**

**TENDER CALL NOTICE FOR HIRING OF VEHICLES**

Sealed tenders are invited from the interested reputed Travel Agencies / Tour Operators or Private Individuals for providing 07 (Seven) Nos. of Vehicle Bolero (BS-IV compliant Diesel driven AC / Non-AC) vehicles having sitting capacity not more than 09 (Nine) including driver, which shall confirm to the Terms and Conditions (**Annexure-III**) for official use at different Range Offices under the establishment of Jharsuguda Forest Division on monthly rent basis so as to reach in the O/o the Divisional Forest Officer, Jharsuguda Forest Division on or before **13.07.2021 up to 05.00 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, Jharsuguda Forest Division. Tender document cost for Rs.1,000/- (Rupees One Thousand only) in shape of Non-refundable Demand Draft drawn in favour of the Divisional Forest Officer, Jharsuguda Forest Division in the sealed bid document should be submitted. The technical bid will be opened on **14<sup>th</sup> July 2021 at 11 A.M.** & financial bid will be opened on **16<sup>th</sup> July 2021 at 11 A.M.** in the presence of the bidder (s) or their authorized representative in the office of the undersigned. The Standard Bidding Document and Terms and Conditions can be downloaded from **www.dfojharsuguda.org** and also can be obtained from the Head Clerk, Office of the Divisional Forest Officer, Jharsuguda Forest Division, Jharsuguda from **30.06.2021 to 13.07.2021** during office hours.

  
**Divisional Forest Officer,  
Jharsuguda Forest Division.**

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

**TENDER DOCUMENT FOR HIRING OF VEHICLE**

**TO**

**JHARSUGUDA FORST DIVISION, JHARSUGUDA,**

**DIST-JHARSUGUDA**

**LAST DATE FOR SALE OF TENDER DOCUMENT:**

**BY 11.00 AM ON 13.07.2021**

**LAST DATE FOR SUBMISSION OF SEALED TENDER DOCUMENT:**

**BY 05.00 PM ON 13.07.2021**

**OPENING OF SEALED TECHNICAL BID OF TENDER DOCUMENT:**

**In Presence of Service Provider**

**BY 11.00 AM ON 14.07.2021**

**OPENING OF SEALED FINANCIAL BID OF TENDER DOCUMENT:**

**In Presence of Service Provider**

**BY 11.00 AM ON 16.07.2021**

**SIGNATURE OF ISSUING OFFICER**

**SIGNATURE OF THE TENDERER**

**Seal and Signature of the Officer**

**Seal and Signature of the Tenderer**

## CONTENTS OF TENDER DOCUMENT

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**BIDDER'S COVERING LETTER**

To,  
**The Divisional Forest Officer,  
Jharsuguda Forest Division  
Jharsuguda,  
Dist.-Jharsuguda**

Dear Sir,

Ref: Tender no: \_\_\_\_\_ Dtd \_\_\_\_\_

Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, we the undersigned offer to execute the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this.

We undertake that, if our bid is accepted, we shall execute the work in accordance with specification, time limits and terms & conditions stipulated in the tender documents. If our bid is accepted, we shall submit the performance security deposit as per the conditions mentioned in the contract.

Until a formal agreement is prepared and executed, this bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly prepared and sealed so as to prevent any subsequent alteration or replacement.

Date this..... Day of..... (The month and year)

Signature of Authorized Signatory.....

In capacity of.....

Duly authorized to sign the bid for and on behalf of.....

# LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender No: \_\_\_\_\_

To,  
**The Divisional Forest Officer,  
Jharsuguda Forest Division  
Jharsuguda,  
Dist.-Jharsuguda**

Dear Sir,

**Subject: (Authorization for attending bid opening on..... (Date)  
in the Tender for Engaging Service Provider for providing of  
Personnel to the Jharsuguda Forest Division, Jharsuguda, Dist.  
Jharsuguda (Tender No: \_\_\_\_\_ Dtd. \_\_\_\_\_)**

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of .....  
(Bidder) in order of preference given below.

Specimen Signature  
Name of Authorized Person

Order of Preference

- 1.
- 2.

Signature of Bidder  
Or  
His authorized Representative

Note:

1. Only one representative shall be allowed.
2. Permission for entry to the hall, where bids will be opened, will be refused in case authorization as prescribed above is not produced.

## TECHNICAL BID FOR HIRING OF VEHICLES

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

1.	Registration No. of Vehicle	
2.	Type of Vehicle (BS-IV 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.	Pollution Control Certificate validity	
9.	Permit validity	
10.	Insurance validity	
11.	Name & Address of the Driver	
12.	D.L. No. & validity of D.L. of the Driver	
13.	Rate of fuel consumption / Mileage per liter (in Kms per liter)	
14.	Contact number of the Service Provider (Quotationer / Tenderer)	Mobile No.
		Telephone No.
15.	Copy of GST return (March 2021)	
16.	Particulars of Earnest Money Deposit (EMD)	
	(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 FOR HIRING OF VEHICLES**

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

1.	Name & Complete address of the owner of vehicle	
2	Proposed Hire <b>Charges including salary of driver</b> of the vehicle per month excluding fuel cost (both in figure & words)	
3.	Rate of fuel consumption / Mileage per liter (in Kms per liter)	

“Certified that the information submitted above is true to the best of my knowledge and belief”.

Seal & Signature of the  
Quotationer / 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 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 **Range. Officers of Jharsuguda Forest Division** and may sometime be deployed elsewhere within the State. The period of engagement is tentatively from **01.08.2021 to 31.03.2022**, which may be extended further in subsequent year by the mutual agreement between vehicle owner and the authority **on provision of funds.**
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, Pollution Control 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. 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 T.D.R duly pledged in favour of the “**Divisional Forest Officer, Jharsuguda Forest Division**” payable at Jharsuguda and submitted along with the tender documents as **Earnest Money Deposit (EMD)**. After completion of tender process, the amount will be refunded to unsuccessful bidders. In case of successful tenderers, the EMD 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 **charges including salary of driver** is to be quoted separately in the Financial Bid information and **the hire charges is subject to a maximum of Rs.25,000/ per month** (Excluding fuel and lubricants) (**Annexure-II**)
8. The Vehicle must achieve fuel efficiency of 10 or above K.M. Per liter. The tenderers 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.
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 Technical Bid information to be furnished with the Quotation / Tender (**Annexure-I**)
10. The Quotation completed in all respects should reach the undersigned on or before **13.07.2021 by 05.00 P.M.** and the technical bid will be opened on **14<sup>th</sup> July 2021 at 11 A.M.** & financial bid will be opened on **16<sup>th</sup> July 2021 at 11 A.M.** in presence of bidders or their authorized representatives.
  11. **Tender papers received after the last date of receipt due to postal delay on any reason there of will not be accepted and returned back to the concerned tenderer .**
  12. The technical bids would first be taken into consideration by a committee. The Technical bids shall be opened on the scheduled date and time in the presence of the bidders or his authorized representatives, if any who wish to be present on the spot at that time. Only one person for each bidder shall be allowed to be present at the time of opening the tender.
  13. The Financial Bid of only those tenderers will be opened whose Technical bids are found to be in order. The Financial bids will also be opened in the presence of the bidders or authorized representatives of the technically qualified Service Providers, if any, who wish to be present on the spot at that time. The lowest bidder (L1) in the financial bid would be considered. In case the lowest bidder (L1) is disqualified after selection for any reason there of the second lowest (L2) bidder would be considered by the authority.
  14. The competent authority of the Divisional Forest Officer, Jharsuguda Forest Division reserves the right to annual all bids without assigning any reason.
  15. The application form of quotation / tender containing General Bid Information and Terms and Conditions for Hiring of Vehicles etc. will be available with the Head Clerk, office of the Divisional Forest Officer, Jharsuguda Forest Division on payment of **Rs.1,000/- (Rupees one thousand)** only in shape of DD in favour of DFO, Jharsuguda Forest Division from **30.06.2021 to 13.07.2021** or can be downloaded from the website [www.dfojharsuguda.org](http://www.dfojharsuguda.org) 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.1,000/- (Rupees one thousand)** only in shape of DD in favour of DFO, Jharsuguda Forest Division towards the tender document cost along with the Tender application.
  16. All the stipulations and terms and conditions of tender documents and notice for hiring of vehicles, including the **Annexure-I & II** 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 condition in **Annexure-I & II**. the envelope containing the tender offer should be super-scribe "**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.
17. The hired vehicle, during period of contract shall have necessary valid MV 13. Document such as: valid Registration Certificate, Insurance Certificate,

- Fitness Certificate, valid GST Registration & PAN, valid Contract Carriage Permit, proof of up to date tax payment etc. 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.
18. 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.
  19. 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.
  20. 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.
  21. In case the vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
  22. In case of emergency the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
  23. Monthly hire charges and reimbursements towards cost of Diesel (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.**
  24. The vehicle shall not be **more than 3 (Three) years old from the initial registration** and also in good running condition during the period of contract.
  25. If the services are found to be unsatisfactory, the client shall **give one – month notice and terminate the agreement.**
  26. 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.**
  27. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
  28. 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.
  29. 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.

30. GST registration and GeM registration are compulsory for any Service Provider to provide hired vehicles to Government offices through open bidding.
31. 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.
32. 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.
33. The number of vehicles required to be hired by different offices under the establishment of Jharsuguda Forest Division are as specified below.

Sl.No.	Name of the Office	No. of vehicle to be engaged
1	Forest Range Office, Jharsuguda	02
2	Forest Range Office, Brajanagar	01
3	Forest Range Office, Belpahar	01
4	Forest Range Office, Bagdihi	02
5	Forest Range Office, Kolabira	01
	<b>Total</b>	<b>07</b>

N.B.: The number of vehicles indicated above is subject to change as per discretion of the authorities.

  
 Divisional Forest Officer,  
 Jharsuguda Forest Division