



Forest Department, Odisha
OFFICE OF THE DIVISIONAL FOREST OFFICER
JHARSUGUDA FOREST DIVISION
Email - dfo.jharsuguda@odisha.gov.in
Ph - 06645 - 295040

Tender Notification No.177..... Dated. 27/09/2022

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 conform 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 **13.10.2022 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 **14.10.2022 at 11 A.M.** & financial bid will be opened on **15.10.2022 at 11 A.M.** in 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 / www.jharsuguda.nic.in and also can be obtained from the Head Clerk, Office of the Divisional Forest Officer, Jharsuguda Forest Division, Jharsuguda from **27.09.2022 to 13.10.2022** during office hours.


Divisional Forest Officer,
Jharsuguda Forest Division.

OFFICE OF THE DIVISIONAL FOREST OFFICER, JHARSUGUDA FOREST DIVISION

TENDER FOR HIRING OF VEHICLE

TO

JHARSUGUDA FORST DIVISION, JHARSUGUDA,

DIST-JHARSUGUDA

LAST DATE FOR SALE OF TENDER DOCUMENT:

BY 05.00 PM ON 13.10.2022

LAST DATE FOR SUBMISSION OF SEALED TENDER DOCUMENT:

BY 05.00 PM ON 13.10.2022

OPENING OF SEALED TECHNICAL BID OF TENDER DOCUMENT:

In Presence of Bidder

BY 11.00 AM ON 14.10.2022

OPENING OF SEALED FINANCIAL BID OF TENDER DOCUMENT:-

In Presence of Service Provider

BY 11.00 AM ON 15.10.2022

SIGNATURE OF ISSUING OFFICER

SIGNATURE OF THE TENDERER

Seal and Signature of the Officer

Seal and Signature of the Tenderer



Forest Department Odisha
OFFICE OF THE DIVISIONAL FOREST OFFICER
JHARSUGUDA FOREST DIVISION

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Letter No. 5295 /IF-(Accounts)/Date: 27/09/2022

To

The Deputy Director,
Information and Public Relation Department (Adv) &
Deputy Secretary to Govt. of Odisha, Bhubaneswar,

Sub: - Publication of Advertisement for Tender Call Notice for hiring of vehicle in respect of Jharsuguda Forest Division under CAMPA APO 2022-23 & General (WL)

Sir,

Enclosed, please find herewith copy of advertisement for hiring of vehicle in respect of Jharsuguda Forest Division under CAMPA APO 2022-23 & General (WL) both in Hard and Soft Copy (Through email) in a shortest form as desired by you. I would request you to kindly make necessary arrangements for publication of the same in at least two leading Odia Daily Newspapers as early as possible.

The Concerned Advertisement Manager may kindly be instructed to send the complimentary copies of the same newspapers (through email id – dfo.jharsuguda@odisha.gov.in) containing the Advertisement to the undersigned immediately after its publication for records in this office.

An early action in this matter is required.

Yours faithfully,

Encls: As above.

Divisional Forest Officer,
Jharsuguda Forest Division.

Memo No. 5296 /IF Acct./Dt. 27/9/2022

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 favor of kind information and necessary action.

Divisional Forest Officer,
Jharsuguda Forest Division

Memo No. 5297 /IF Acct./Dt. 27/09/2022

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

Divisional Forest Officer,
Jharsuguda Forest Division

Memo No. 5298 /1F Acct./Dt. 27/09/2022

Copy along with its enclosures forwarded to the District Information Officer, Jharsuguda District, NIC Unit, Jharsuguda 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,
Jharsuguda Forest Division

Memo No. 5299 /1F Acct./Dt. 27/09/2022

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 in their Office Notice Board.


Divisional Forest Officer,
Jharsuguda Forest Division

Memo No. 5300 /1F Acct./Dt. 27/09/2022

Copy along with its enclosures forwarded to the P.A to Collector & Dist. Magistrate, Jharsuguda for favor of kind information of Collector, Jharsuguda. It is requested to display the above said Short Tender in their Office Notice Board.


Divisional Forest Officer,
Jharsuguda Forest Division

Memo No. 5301 /1F Acct./Dt. 27/09/2022

Copy forwarded to Asst. Conservator of Forests (Admin, PP & ET) / Head Clerk of Jharsuguda Forest Division for their information and necessary action.


Divisional Forest Officer,
Jharsuguda Forest Division

Memo No. 5302 /1F Acct./Dt. 27/09/2022

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


Divisional Forest Officer,
Jharsuguda Forest Division

Copy to Notice Board.

CONTENTS OF TENDER DOCUMENT

| Sl.No. | Description of contents | Page No. |
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| 1 | Contents of Tender Document | 1 |
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| 3 | Letter of Authorization | 3 |
| 4 | Technical Bid for Hiring of Vehicles (Annexure-I) | 4 |
| 5 | Financial Bid for Hiring of Vehicles (Annexure-II) | 5 |
| 6 | Terms & Conditions for Hiring of Vehicles (Annexure-III) | 6-9 |

BIDDER'S COVERING LETTER

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

Subject: Tender for Hiring of Vehicles

Dear Sir,

I, the undersigned, offer to participate in the selection process to provide Hiring of Vehicles in accordance with your Tender Advt. No. _____ Dated _____. We are hereby submitting our proposal, which includes tender documents sealed in envelopes.

I hereby declare that all the information and statements made in this proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 1 year and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours Sincerely,

Authorized Signatory with Date and Seal:

Name and Designation:

Address of the Bidder:

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender No: _____

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

**Subject: (Authorization for attending bid opening on..... (Date)
in the Tender for Hiring of Vehicles to the Jharsuguda Forest
Division, Jharsuguda, Dist. Jharsuguda (Tender No: _____
Dtd._____)**

Dear Sir,

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. |
| | | E-mail ID. |
| 15. | Copy of GST return (March 2021) | |
| 16. | Bank Demand Draft Particular | |
| | (i) DD 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 Charges including salary of driver and all admissible taxes (GST) per month, excluding fuel and lubricant 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 **01.11.2022 to 31.03.2023**, 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 4 years** old from the date of initial registration and must have valid registration Certificate, Insurance Certificate, Pollution Control Certificate, High Security Number Plate, 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 and all admissible taxes is to be quoted separately in the Financial Bid information (Excluding fuel and lubricant cost) (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 13.10.2022 by 05.00 P.M. and the Technical bid will be opened on 14.10.2022 at 11 A.M. & Financial bid will be opened on 15.10.2022 at 11A.M. in presence of bidders or their authorized representatives.
11. Tender papers received after the last date of receipt due to postal delay ~~or~~ 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 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 basing on the budgetary provision during 2022-23 under the scheme CAMPA & General (WL). 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 Technical Bid & Financial 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 from any State Bank of India drawn in favour of the DFO, Jharsuguda Forest Division from **27.09.2022 to 13.10.2022** or can be downloaded from the website www.dfojharsuguda.org / www.jharsuguda.nic.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.1,000/- (Rupees one thousand)** only in shape of DD from any State Bank of India drawn in favour of DFO, Jharsuguda Forest Division towards the tender paper 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.**
17. The stipulations and terms and conditions embodied in the tender document will form a part of the agreement. The hired vehicle, during period of contract shall have necessary valid MV Document such as: valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Under Control

Certificate, High Security Number Plate, valid GST Registration & PAN, 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

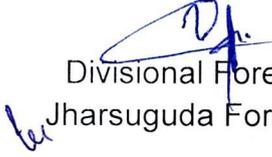
any damage/loss caused to hired vehicles or loss of life / injury made to any person or damage to any property on account of use of hired vehicle in any manner whatsoever. The owner / successful tenderer, whose vehicle is hired, shall be responsible for all such litigation. Salary of driver, repair and maintenance charges and other cost including taxes (except service tax on hire charges) shall be borne by the successful tenderers / service providers.

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 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) 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 4 (Four) 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 is 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 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 | 01 |
| 2 | Forest Range Office, Brajanagar | 01 |
| 3 | Forest Range Office, Belpahar | 01 |
| 4 | Forest Range Office, Bagdihi | 02 |
| 5 | Forest Range Office, Kolabira | 02 |
| | Total | 07 |

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


 Divisional Forest Officer,
 Jharsuguda Forest Division