



Forest, Environment and Climate Change Department, Odisha  
**OFFICE OF THE DIVISIONAL FOREST OFFICER**  
**JHARSUGUDA FOREST DIVISION**

Email – dfo.jharsuguda@odisha.gov.in/Ph – 06645 - 450249  
Address- BTM (Ekatali), Jharsuguda Unit No.1, Dist.-Jharsuguda

Letter No. 4043 1F/(Acct.)/Dated. 15/07/25

To

The Deputy Director,  
Information & Public Relation Department (Advertisement),  
& Deputy Secretary to Government of Odisha, Information  
& Public Relation Department, Bhubaneswar.

Sub: -

**Publication of Advertisement for Short Tender Notice for Hiring of Vehicle  
in respect of Jharsuguda Forest Division under CAMPA-SSWLCP-2025-26**

Sir,

Enclosed, please find herewith the copy of advertisement for short Tender Notice for hiring of vehicle in respect of Jharsuguda Forest Division under CAMPA-SSWLCP-2025-26 both in hard & soft Copy. It is requested to kindly make necessary arrangement for publication of the same in 2 leading Odia Daily News Paper (The Samaj & The Sambad) & 1 English Daily News Paper (New Indian Express) as early as possible.

The Concerned advertisement Manager may kindly be instructed to send complimentary copies of the same newspapers containing the advertisement to the undersigned immediately after its publication.

An early action in this matter is requested.

Encl: - As above.

Yours faithfully,

Divisional Forest Officer,  
Jharsuguda Forest Division

Memo No. 4044 /1F(Acct.), Dt. 15/07/2025

Copy along with its enclosure forwarded to the Chief Conservator of Forests (IT & GIS) / PCCF (Wildlife) & Chief Wildlife Warden, Odisha O/o the Principal Chief Conservator of Forests & HoFF, Odisha, Bhubaneswar for favour of kind information and necessary action. He is requested to upload the above Short Tender Notice in the website of Pr. CCF & HoFF, Odisha, Bhubaneswar as early as possible.

Divisional Forest Officer,  
Jharsuguda Forest Division

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**Memo No. 4045 /1F(Acct.), Dt. 15/07/2025**

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

  
Divisional Forest Officer,  
Jharsuguda Forest Division

**Memo No. 4046 /1F(Acct.), Dt. 15/07/2025**

Copy along with its enclosure forwarded to the DeGM, Jharsuguda, for kind information and necessary action. He is requested to upload Short Tender Call Notice in District Portal Website as early as possible.

  
Divisional Forest Officer,  
Jharsuguda Forest Division

**Memo No. 4047 /1F(Acct.), Dt. 15/07/2025**

Copy along with its enclosure forwarded to all Divisional Forest Officer (T& NT), Odisha for information and necessary action. It is requested to display the Short Tender Call Notice in their Office Notice Board.

  
Divisional Forest Officer,  
Jharsuguda Forest Division

**Memo No. 4048 /1F(Acct.), Dt. 15/07/2025**

Copy along with its enclosure forwarded to the Collector & District Magistrate, Jharsuguda for favour of kind information and necessary action. It is requested to display the Short Tender Call Notice in their Office Notice Board.

  
Divisional Forest Officer,  
Jharsuguda Forest Division

**Memo No. 4049 /1F(Acct.), Dt. 15/07/2025**

Copy along with its enclosure forwarded to all Range Officer, Jharsuguda Forest Division for information and necessary action. They are instructed to display the above said "Short Tender Call Notice" in their Office Notice Board for its wide publication.

  
Divisional Forest Officer,  
Jharsuguda Forest Division



Forest, Environment and Climate Change Department, Odisha  
**OFFICE OF THE DIVISIONAL FOREST OFFICER**  
**JHARSUGUDA FOREST DIVISION**

Email – dfo.jharsuguda@odisha.gov.in/Ph – 06645 - 450249  
Address- BTM (Ekatali), Jharsuguda Unit No.1, Dist.-Jharsuguda

Office order No. **157** /Dated. **15/07/2025**

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

Sealed Tenders are invited from interested reputed Travel agencies/ Tour operators or Private individuals for providing 5 Nos. of A.C, Diesel driven BS-VI compliant Bolero, ~~Bolero~~ (New) vehicles having sitting capacity not more than 7 including driver, which shall confirm to the terms & conditions (Annexure-III) for official use at different Range Offices under the establishment of Jharsuguda Forest Division on monthly rent basis, 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, so as to reach in the office of the Divisional Forest Officer, Jharsuguda Forest Division on or before Dtd.29.07.2025 up to 5.00 P.M through Registered/ Speed Post/ Courier Services in the office of the Divisional Forest Officer, Jharsuguda Forest Division. The tender will be opened in the same office on Dtd.30.07.2025 at 11.00 A.M. The standard bidding documents & terms & conditions can be obtained from the office of the Divisional Forest Officer, Jharsuguda Forest Division from Dtd.16.07.2025 to Dtd.29.07.2025 during office hours.

Sl. No.	Name of the Office	Number and Model / Type of Vehicle to be hired (Bolero/ Mahindra (Diesel AC))
1	Forest Range Office, Jharsuguda	02
2	Forest Range Office, Brajrajnagar	01
3	Forest Range Office, Belpahar	01
4	Division Office	01
	<b>Total</b>	<b>05</b>

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

## **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 **Ranges of Jharsuguda Forest Division** and may sometime be deployed elsewhere within the State. The period of engagement is tentatively from **August 2025 to March 2026**, which can be extended for maximum of 3 years.
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, High Security Number Plate, Fitness Certificate, Valid Contract Carriage Permit, proof of up-to-date tax payment etc. which are mandatory for engagement 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. **The driver should be provided with khaki uniform and he should always wear his uniform while in duty.**
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 Account payee bank draft drawn 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 hire charge rate, excluding the cost of fuel and lubricants, shall be quoted separately in the financial bid. The quoted rate should not exceed

- ₹31,000/- (Rupees Thirty-One Thousand only) per month, inclusive of driver charges. The rate is subject to revision as per prevailing government guidelines
8. The Vehicle must achieve fuel efficiency of 10 or above K.M. Per liter
  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 Tender document in all respects should reach the undersigned on or before 29.07.2025 by 05.00 P.M. and the Technical bid will be opened on 30.07.2025 at 11.00AM. & Financial bid will be opened on 31.07.2025 at 11.00AM. in presence of bidders or their authorized representatives.**
  11. 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.
  12. **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 2025-26 under the scheme CAMPA SSWLCP. 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.**
  13. The application form of / tender containing Technical Bid & Financial Bid Information and Terms and Conditions for Hiring of Vehicles etc. will be the Head Clerk, office of the Divisional Forest Officer, available with 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 **16.07.2025 to 29.07.2025** or can be downloaded from the website <https://jharsuguda.odisha.gov.in/> within the same period. In case the application form is downloaded from Govt. website, the applicant **shall furnish a nonrefundable 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.

14. 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.**
15. 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.
16. 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.
17. 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.
18. 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.
19. The owner should bear the cost for installation of GPS tracking device to be installed in the vehicle at his own cost. The device will be selected by (DFO Official)

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. 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.
24. 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.**
25. The vehicle shall not be **more than 3 years old from the initial registration** and also in good running condition during the period of contract.
26. If the services are found to be unsatisfactory, the client shall **give one month notice and terminate the agreement.**
27. 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.**
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. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
30. 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.
31. GST registration is compulsory for any Service Provider to provide hired vehicles to Government offices. Every month GST & IT TDS would be deducted at 2% from this service provider.
32. 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.

33. 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.
34. Vehicle shall not be withdrawn without due information to the office for any reason whatsoever. In this case, the party forfeit all rights to any pending payment and is liable for cancellation of contract.
35. In case of written complaint from three or more ranges regarding vehicle road worthiness, driver behaviour etc. The contract is liable to be terminated.

Sl. No.	Name of the Office	No. of vehicle to be engaged
1	Forest Range Office, Jharsuguda	02
2	Forest Range Office, Brajrajnagar	01
3	Forest Range Office, Belpahar	01
4	Division Office	01
	<b>Total</b>	<b>05</b>

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

  
Divisional Forest Officer  
Jharsuguda Forest Division

**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-VI compliant Diesel driven with AC)	
3	Year of manufacture	
4	Model	
5	Date of Registration	
6	Name & Complete address of the owner of vehicle	
7	Pollution Control Certificate validity	
8	Permit validity	
9	Insurance validity	
10	Name & Address of the Driver	
11	Contact number of the Service Provider (Quotationer/Tenderer	Mobile No.
		E-mail ID
12	Copy of GST return (March 2025)	
13	Bank Demand Draft Particular	
14	(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 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