



## DETAIL TENDER DOCUMENT FOR HIRING OF VEHICLE

OFFICE OF THE  
DIVISIONAL FOREST OFFICER  
BOLANGIR FOREST DIVISION

**2022-2023**

Date of Publication of Tender	13.12.2021
Date of last receipt of Tender	23.12.2021 (1.00 PM)
Date of Finalization of Tender	24.12.2021 (11.30 AM)
Venue	O/o the DFO, Bolangir
No of Vehicle to be engaged	13 Bolero B6 Opt., B6, B4 Complaint Diesel Driven AC), 1 (Scorpio S11, S9 & S7 Model) & 11 Bolero B6 Opt., B6, B4 Complaint Diesel Driven AC for during Fire Season (for 6 Month depending on availability of funds).

*Nitin*  
Divisional Forest Officer  
Bolangir Forest Division



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

INFRONT OF HEAD POST OFFICE, BOLANGIR, ODISHA - 767001

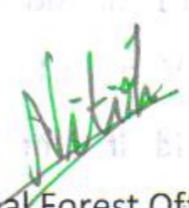
E-mail ID: [dfo.bolangir@odisha.gov.in](mailto:dfo.bolangir@odisha.gov.in)/Phone No. 06652-232948

Memo No. 7199 /1F-Accounts

Dated Bolangir 12<sup>th</sup> December 2021

**TENDER CALL NOTICE FOR HIRING VEHICLE**

Sealed tenders are invited from interested Reputed Travel Agencies/ Tour Operators or private individuals for providing **13 (Thirteen)** Nos. of Vehicle (B6 Opt., B6 & B4 compliant Diesel driven AC) vehicles, **1 (One)** Scorpio (S11, S9 & S7) for **1 (one) year** and **11 (Eleven)** Nos. of Vehicle (B6 Opt., B6 & B4 compliant Diesel driven AC) vehicles (for 6 Month depending on availability of funds). having sitting capacity not more than ten including driver, which shall conform to the Terms and Conditions (Annexure-III) for official use at Bolangir Forest Division on monthly rent basis so as to reach in the O/o the Divisional Forest Officer, Bolangir Forest Division, on or before **23.12.2021** up to **1.00 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, Bolangir Forest Division. The tenders will be opened in the same office on **24.12.2021 at 11.30 A.M.** The Standard Bidding Document and Terms and Conditions can be downloaded from <https://balangir.nic.in> and also can be obtained from the Office of the Divisional Forest Officer, Bolangir Forest Division, Bolangir from **13.12.2021 to 23.12.2021** during office hours.

  
Divisional Forest Officer,  
Bolangir Forest Division

**GENERAL INFORMATION FOR HIRING OF VEHICLES**

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

01	Name of the Tenderer ( Travel Agency/ Tour & Travel operator / Individual / Service Provider)	
02	Address	
03	GST Registration No. Or GeM Registration and PAN Number	
04	Registration No. of Vehicle	
05	Type of Vehicle (AC)	
06	Year of manufacture	
07	Model	
08	Date of Registration	
09	Name & complete address of the owner of vehicle	
10	Fitness Certificate validity	
11	Permit validity	
12	Insurance validity	
13	Name & Address of the Driver	
14	D.L. No. & validity of D.L. of the Driver	
15	Rate of fuel consumption/Mileage per liter (in Kms per liter)	
16	Contact number of the Service Provider (Quotationer/Tenderer)	Mobile No.
		Telephone No.
17	Bank Draft Particular	
	(i) Bank Draft No 15.	
	(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

01	Name of the Tenderer ( Travel Agency/ Tour & Travel operator / Individual / Service Provider)	
02	Address	
03	GST Registration No. Or GeM Registration and PAN Number	
04	Registration No. of Vehicle	
05	Rate quoted towards Hire Charges of the Vehicle per month (As per the instruction Given below) ..... <b>Please read the instructions produced below</b>	

01. The rate quoted by the tenderer/ bidder should be excluding of Taxes / Services Charges in accordance with Resolution No. Resolution No 34085 / FIN-COD-MV-007-2012, Dtd. 29.09.2012 of Finance Department, Government of Odisha.
02. The rate quoted by the tenderer/ bidder will be treated as the rate including the remuneration of the Driver engaged by the Service Provider.

## 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 reasons thereof,
2. Vehicles will ordinarily be deployed within the jurisdiction of Bolangir Forest Division and may sometime be deployed elsewhere within the State. The period of engagement is from **01.01.2022 to 31.12.2022, which is subject to extend for one year up to 31.12.2023 (for 13 Nos. Bolero & 1 No Scorpio)** and **11 Nos. Bolero for 6 month during fire season (depending on availability of Funds)**.
3. The vehicle must be in Road Worthy condition, shall not be more than 3 years old as on date of opening of Tender 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.
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 Account Payee Bank Draft drawn in favour of the Divisional Forest Officer, Bolangir Forest Division payable at Bolangir and submitted along with the tender documents as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders. In case of successful tenderers, the tender security 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 charge is to be quoted separately in the general bid information (Excluding fuel, lubricants and taxes, GST etc) (Annexure-II).
8. The Vehicle must achieve fuel efficiency of 10 or above K.M. Per litre. The tenderers quoting higher fuel efficiency i.e., more number of kilometres per litre of fuel consumption with the quoted hiring charges will be considered in calculating the Overall score based on the **Combined Quality and Cost Based Selection (CQCBS) method as per ANNEXURE-IV**. 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 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 general bid information to be furnished with the Quotation/Tender (Annexure-1).

10. The Quotation completed in all respects should reach the undersigned on or before **23.12.2021 by 1.00 P.M. and shall be opened on 24.12.2021 at 11.30 A.M.** in presence of the bidders or their authorized representatives.
11. 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, Bolangir Forest Division on payment of Rs. **1000/- (Rupees One thousand)** only from **13.12.2021 to 23.12.2021** or can be downloaded from the website <https://balangir.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. 1000/- (Rupees one thousand)** only towards the cost of application along with the application.
- 12.** All the stipulations and terms and conditions of tender documents and notice for hiring of vehicles, including the **Annexure-I** 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**. The envelope containing the tender offer should be super-scribed "**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. ***The Financial Bid in Annexure-II should be submitted by the bidder in a separate cover and enveloped in the Packet which will be opened in presence of bidder after technical verification by the committee.***
13. The hired vehicle, during period of contract shall have necessary valid Document 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 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.
14. 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.
15. 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.

16. 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.
17. 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.
18. In case of emergency the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
19. 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.
20. The vehicle shall not be more than three 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.
25. Log books shall be maintained for the hired vehicles as in the case of Government vehicles. Kilometre reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized officer before making payment.
26. ***GST registration or GeM registration are compulsory for any Service Provider to provide hired vehicles to Government offices through GeM or through open bidding.***
27. 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.
28. 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.

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

  
Divisional Forest Officer,  
Bolangir Forest Division

**Selection Based on CQCBS Method****A. Preliminary Evaluation**

1. Bid fee: Bids without the bid fee will not be accepted. The bidders are required to submit bid fee as per following details :-  
Non- refundable Bid fee of Rs. 1000/- only (Rupees One thousand only) and a refundable security deposit of Rs. 5000/- only (Rupees Five Thousand only) shall be in the form of Account Payee Bank Draft drawn in favour of the Divisional Forest Officer, Bolangir Forest Division payable at Bolangir as Security Deposit.
2. Bids submitted beyond the specified date and time shall not be accepted.
3. The bidder must have an office with regular Telephone connection at Bolangir .
4. The bidder should submit a declaration to the effect that neither the bidder themselves, nor any of its allied concerns, partners or associates or directors or proprietors involved in any capacity, are currently serving any banning orders issued by any govt. department debarring them from carrying on business dealings with any government department.
5. The travel firm submitting the bid should be located within a radius of 10 kms of the DFO Bolangir Forest Division office, Bolangir
6. The vehicle shall be registered in the name of the bidder and shall not be more than three years old as on the date of invitation of bid.
7. ***In case of Traveler Agency/ Tour Operator / Service Provider, the vehicle for which he has participated in the tender shall be registered in his name or Lease Agreement with the owner of the vehicle for at least one year.***

**B. Technical evaluation**

Sl. No	Bid Evaluation Parameter	Scoring Methodology	Maximum marks
1	<b>Ownership Criteria</b>		
	The vehicle shall be registered in the name of the bidder and shall not be more than three years old as on the date of invitation of bid. In case of tour operator / service provider the vehicle shall be registered in his name or he should have valid Lease Documents for hiring of vehicle from the owner of the vehicle	Less than 1 year - 40 marks 1-2 years old -30 marks 2-3 years old - 20 marks More than 3 years old- 0 mark	40
2	<b>Bidder's Experience</b>		
	Bidder should have operational experience in providing services of any Vehicles to Forest Department. Any of the following documents (self-attested true copy) should be submitted in support of the above experience:- I. Contract Copy. II. Copy of confirmatory work order. III. Copy of valid experience certificate given by the organization where worked including contract details and two references.	More than 5 years- 20 marks 3-5 years of experience - 15 marks 1-3 years of experience - 10 marks Less than 1 year- 05 marks No experience - 0 marks	20

<b>3</b>	<b>Physical Verification</b>		
	A team of designated officers will inspect the vehicle and verify the aspects mentioned in the bid document.		
	Vehicle Model	Scorpio S11 – 40 marks Scorpio S9 – 30 marks Scorpio S7 – 20 marks  Bolero B6 Opt. – 40 marks Bolero B6 – 30 marks Bolero B4 – 10 marks	40
	<b>Total Technical Score</b>		<b>100</b>

### C. Financial Evaluation

The financial proposals of the technically qualified bidders (Technical Score (TS) must be equal to or greater than 40) only shall be opened at this stage in presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

**Combined Quality and Cost Based Selection (CQCBS) method** will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (ST) in accordance to the marks obtained during the technical evaluation stage. There shall be 60% weight-age to technical score and 40% weight age to financial score.

The individual bidder's financial score (SF) will be evaluated as per the formula given

$$SF = [F_{\min} / F_b] * 100 \text{ (rounded off to 2 decimal places)}$$

Where: **SF**= Normalized financial score of the bidder under consideration  
**F<sub>min</sub>**= Lowest financial quote among the technically qualified bidders  
**F<sub>b</sub>**= Financial quote of the bidder under consideration

$$\text{Combined Score (S)} = ST * 0.6 + SF * 0.4$$

Where **ST**- Technical score secured by the bidder  
**SF**- Financial Score secured by the bidder

The bidder securing the **highest evaluated Combined Score (S)** will be awarded the contract observing due procedure.

### SELECTION OF MODE

01. As derived from the above principle of highest evaluated Combined Score (S) L1 bidder will be shortlisted. He is will be given preference for engagement of as many vehicle as he can provide.
02. If, the L1 bidder will be unable to provide all the vehicle put to tender then the L2 bidder will be extended with the prerogatives of engagement of hire vehicle as second offer with the bidding quoted by him
03. In case of offering to L2 bidder still the process of engagement of all vehicle is not completed, the process will offer the L3 bidder and the process will go on till completion of all vehicle put to tender.

04. The bidding price till last valid bidder will cease when the bidding prices and the Service Tax @ 12 % together will exceed the allotment provided by Government per vehicle as per Resolution No 34085 / FIN-COD-MV-007-2012, Dtd. 29.09.2012 of Finance Department, Government of Odisha.
05. The willingness of engagement of number of vehicle is to given in written with signature of the Tenderer/ Tour Operator / Service Provider on the date of finalization of tender

  
Divisional Forest Officer,  
Bolangir Forest Division