



STANDARD BIDDING DOCUMENT

Govt. of Odisha

Forest, Environment & Climate Change Department

OFFICE OF THE DIVISIONAL FOREST OFFICER, TITILAGARH KENDU LEAVES DIVISION

Near Titidungri, Dist. Balangir (Odisha) e-mail: dfokltgr@gmail.com

No. 45 /1KL-2025

Dated 06.02.2025

SHORT TENDER NOTICE FOR HIRING OF PRIVATE VEHICLES

Sealed Quotations/Tenders are invited from interested GST Registered service Providers Travel Agencies/ individuals for providing diesel run 01 (One) Scorpio (Preferably S-12 model or higher) & 07 (Seven) nos. A.C diesel driven Bolero /Bolero Neo/TUV, which shall conform to the Terms and conditions in Annexure-I for official use in O/o the Divisional Forest Officer, Titilagarh (KL) Division on monthly rent basis. One Scorpio and one Bolero will be used for 01 year & six Boleros will be used for 08 months. Hiring charges will be paid by monthly basis. Detailed terms and conditions and number of vehicles to be engaged can be obtained from O/o the Divisional Forest Officer, Titilagarh (KL) Division during office hour. The last date of submission of Tender at Divisional Forest Officer, Titilagarh (KL) Division office is **21.02.2025 up to 4 PM**. The tenders are to be opened on **21.02.2025 at 4.30 PM**. Quotation/Tender inviting authority reserves the right of accepting or rejection one or more tender offer(s) or cancelling the Quotation/Tender Call Notice without assigning any reason thereof.

The application form for tender containing General Bid information and terms & condition for hiring of vehicles will also be available in the office of the undersigned on all working days & can be downloaded from the website www.balangir.nic.in.


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Titilagarh (KL) Division

1. The service provider shall have a valid OGST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
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, Fitness Certificate, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
4. The Driver of the vehicle must have a valid Driving Licence 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/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Divisional Forest Officer, Titilagarh (KL) Division and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
8. The Vehicle must achieve a fuel efficiency of 10 KM. per litre.
9. The details of the make and year of manufacture of the vehicle, registration no., mileage (KM covered per litre) and name of the Driver, Driving Licence No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation /Tender (Annexure- II).
10. The tender completed in all respect should reach the undersigned on or before **21.02.2025 by 4 P.M** and shall be opened on the same day at **4.30 P.M** in presence of the bidders or their authorized representatives.
11. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with O/o the Divisional Forest Officer, Titilagarh (KL) Division during office hour or can be downloaded from the website www.balangir.nic.in.


Divisional Forest Officer,
Titilagarh (KL) Division

Terms and 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 rejection one or more tender offer(s) or cancelling the tender without assigning any reason thereof.
2. The Scorpio vehicle (Diesel AC) and other model will be engaged for a period of 12 (twelve) months and Bolero/ TUV (Diesel) will be engaged for a period of 08 months. The vehicle will be renewed further period if required subject to satisfactory service and performance after due approval from the competent Authority.
3. Vehicles will ordinarily be deployed within the jurisdiction of Titilagarh (KL) Division and may sometime be deployed elsewhere within the State.
4. The vehicles 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 drivers of the vehicles must have valid Driving License for driving light transport passenger vehicles and should be sufficiently experienced in driving transport passenger vehicles.
6. The drivers should be well behaved, gentle and obedient in nature.
7. A sum of **Rs. 5000/-** 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, Titilagarh (KL) Division. After completion of tender process, the amount will be refunded to unsuccessful bidders. In case of successful tenders, the tender security will be converted into performance security. The performance Security or Security Deposit is liable for failure in full or part on violation of terms and contrition or on default to placing vehicles on being successful bidder/ tender.
8. The monthly rate of hire charge is to be quoted separately in the general bid information excluding fuel and lubricants-(Annexure-I)
9. The Vehicle must achieve a fuel efficiency of 10 Kms. per liter. The renderers 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.
10. The details of the make and year of manufacture of the vehicles, registration no, mileage (Kms covered per liters) and name of the Drivers with Driving License Nos. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (Annexure-II). The General Information for hiring vehicles (Annexure-II) along with Account Payee Bank Draft of Rs.5000/- as stated in Clause: 7 above will be submitted separately for each vehicle for which rate is quoted.
11. The tender document completed in all respect should reach the concerned offices **on or before 21.02.2025 by 4 PM** and shall be opened on the same day i.e. **21.02.2025 at 4.30 PM** in O/o DFO (KL) Titilagarh Division office.

12. (a) All the stipulations and terms and conditions of short tender document and Notice for hiring of vehicles, including the Annexure-II are applicable and must be adhered to while submitting the tender offers, the renderers will also submit the signed copies of tender document including the terms and conditions and Annexure-II. The Envelope containing the tender offer should be superscripted "**short 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.
(b) The stipulations and terms and conditions embodied in the tender document will form the part of the Agreement.
13. (a) 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 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 tender whose vehicle is hired shall be responsible for all such litigations.
(b) Salary of Driver, repair and maintenance charge and other cost including taxes (except service tax on hire charge) shall be borne by the successful tenderes/ service tax on hire charges shall be borne by the successful tenderes/ service providers.
14. The hire be paid on monthly basis do 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 & differential coolant, Tyres & tube, battery etc. will be borne by the bidder.
15. It shall be the responsibility of the bidders to provide good drivers.
16. 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/ tenderer.
17. In case, the vehicles do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicles from other source.
18. The vehicles shall report for duty for minimum of 25 days in a month.
19. In case of emergency, the drivers will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
20. Monthly hire charges and reimbursement towards cost of diesel (as per actual) and lubricants (as per Govt. norms) 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.
21. The vehicles shall not be more than 3 years old from the initial registration and it should also be good running condition during the period of contract.
22. If the services are not required or found to be unsatisfactory, the client shall give one-month notice and terminate the agreement.
23. In case the service provider, it 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.
24. If the bidder/tenderer violates any of terms of contract, Government shall forfeit the entire amount of security deposit.

25. The successful tenders will have to execute and sign the agreement with the undersigned and undersigned will control the movement of the 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.
26. Modifications, if any in the short Tender document or terms and condition, will be notices only on the website/Notice Board. The tender inviting authority reserves the right to modify cancel the terms and condition of tender without assigning any reasons there of before the last date of submission of tender document.
27. GST Registration & GeM Registration are compulsory for any service provider to provide hired vehicles.


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Divisional Forest Officer,
Titilagarh (KL) Division

GENERAL INFORMATION FOR HIRING VEHICLES

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

1	Name of the Service Provider		
2	Complete Address		
3	GST Number		
4	GeM Registration Number		
5	Bank Account Number		
6	Bank IFSC Code		
7	Registration Number of vehicle		
8	Type of vehicle (AC diesel driven)		
9	Year of manufacture		
10	Model		
11	Date of Registration		
12	Name & Complete address of the owner of vehicle		
13	Fitness certificate validity		
14	Permit validity		
15	Insurance validity		
16	Name & address of the Driver		
17	DL Number & validity of the DL of the Driver		
18	Proposed hire charge of the vehicle per month excluding fuel cost (both in figure & words)	With Driver	Without Driver
19	Night halt charges outside Headquarter.		
20	Rate of fuel consumption/ mileage per liter.(in kms per liter)		
21	Contact phone Number of the service provider (Tenderer/ Quotationer)		
22	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
Tenderer / Quotationer
Mobile No.....
Email id.....