



**OFFICE OF THE DIVISIONAL FOREST OFFICER,  
SAMBALPUR (K.L.) DIVISION,  
SAMBALPUR**

Ph./Fax No.0663-2950239. e-mail -[dfoklsbp@gmail.com](mailto:dfoklsbp@gmail.com)

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**Letter No. 307 Dated. 09.02.2023..**

To

The District Informatic Officer,  
NIC, Collectorate, Sambalpur

Sub: -

Invitation of Short Tender for Engagement of Hired Vehicles ( Bolero) in the office of the D.F.O. Sambalpur (K.L.) Division during 2023 (KL) Crop Year.

Sir,

In inviting a reference to the above cited captioned subject, the Notice for Invitation of Tender for engagement of Hired Vehicles (Bolero) in the office of the D.F.O. Sambalpur (K.L.) Division during 2023 (KL) Crop Year is enclosed herewith for your information and necessary action.

You are requested to upload the Tender Notice in District NIC Portal at the earliest for wide publicity within 10.02.2023 for finalization of Tender at this end.

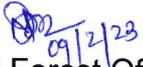
**Encl. As above.**

Yours faithfully,

  
Divisional Forest Officer,  
Sambalpur (K.L.) Division.

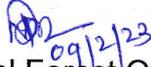
**Memo No. 308 Dated; 09.02.2023.**

Copy along with its enclosure submitted to the Principal Chief Conservator of Forests (K.L.) Odisha, Bhubaneswar for favour of kind information and necessary action.

  
Divisional Forest Officer  
Sambalpur (K.L.) Division.

**Memo No. 309 Dated; 09.02.2023.**

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

  
Divisional Forest Officer  
Sambalpur (K.L.) Division.

**Memo No. 310 Dated; 09.02.2023.**

Copy along with its enclosure forwarded to all Divisional Forest Officers (T, WL & KL), Odisha for information and necessary action. It is requested to display the above said Tender Notice on their Office Notice Board.

  
Divisional Forest Officer  
Sambalpur (K.L.) Division.

**Memo No. 311 Dated; 09.02.2023.**

Copy along with its enclosure forwarded to the all Range Officers, Sambalpur (K.L.) Division for information and necessary action. They are instructed to display the above Tender notice on their Office Notice Board.

Copy forwarded to all Sub-Divisional Forest Officer, Sambalpur (K.L.) Division for information and necessary action.

  
Divisional Forest Officer  
Sambalpur (K.L.) Division.

**Copy to O.O. File / Notice Board**



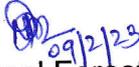
**OFFICE OF THE DIVISIONAL FOREST OFFICER,  
SAMBALPUR (K.L.) DIVISION,  
Motijharan, Sambalpur, Pin-768001**  
Ph./Fax No. 0663-2950239. e-mail address – [dfoklsbp@gmail.com](mailto:dfoklsbp@gmail.com)

Advertisement No. 306 Dated. 09.02.2023.

**SHORT TENDER NOTICE FOR HIRING OF PRIVATE VEHICLES**

Sealed Tenders are invited from interested Service Providers/Travel Agencies (Registered) for providing 8(eight) nos. Bolero/Mahindra Max diesel Models vehicles for use in the Range jurisdiction (Except Godbhaga KL Range) under the Office of the Divisional Forest Officer, Sambalpur (KL) Division for a period of 8(eight) months or till completion of binding work whichever is earlier on monthly rent basis during 2023 K.L. Crop Year. The last date of submission of Tender is on **21.02.2023 upto 5.30 P.M.** in the Office of the Divisional Forest Officer, Sambalpur (KL) Division and the tenders are to be opened on **22.02.2023 at 11.00 A.M.**

The Detailed Notice Inviting Tenders will be available in website [www.sambalpur.nic.in](http://www.sambalpur.nic.in) & [www.odishaforest.in](http://www.odishaforest.in). and in the office of the undersigned  
Corrigendum if any shall only be available in the above website.

  
09/2/23  
Divisional Forest Officer,  
Sambalpur (K.L.) Division.

**STANDARD BIDDING DOCUMENTS**  
**OFFICE OF THE DIVISIONAL FOREST OFFICER,**  
**SAMBALPUR (K.L.) DIVISION,**  
**Motijharan, Sambalpur, Pin-768001**

Ph./Fax No. 0663-2950239. e-mail address – [dfoklsbp@gmail.com](mailto:dfoklsbp@gmail.com)

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

Sealed Tenders are invited from interested Service Providers/ Travel Agencies (Registered) etc. for providing diesel run Bolero/ Mahindra Max diesel Models of vehicles for official use on hiring basis at Divisional Forest Officer, Sambalpur (K.L.) Division on terms and conditions mentioned in the standard bidding documents so as to reach this office as mentioned below on or before **21.02.2023 upto 5.30 PM** through Registered Post/Speed Post/Courier Service and can also be dropped in the Tender Box placed in the office of the undersigned during the office hour. The tenders will be opened in this office at 11.00 AM on 22.02.2023. The number of vehicles with model/ type required to be hired by different officers are as specified below.

**ENGAGEMENT OF HIRED VEHICLE FOR 2023 K.L. CROP YEAR**

<b>Name of the (KL) Division</b>	<b>No of vehicles to be engaged (Bolero)</b>	<b>No. of Vehicles to be use By Range Officers</b>	<b>Place of dropping of sealed tender papers</b>
Sambalpur (KL) Division.	08	08	O/O D.F.O Sambalpur (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.

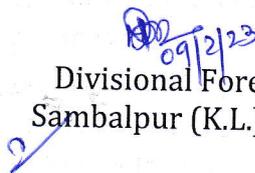
- Tender inviting authority reserves the right of accepting or rejecting one or more tender offer(s) or cancelling the tender without assigning any reason thereof.
- The Bolero (diesel ) will be engaged for a period of 8 (eight) months or till completion of binding whichever is earlier. The vehicle will be renewed further period if required subject to satisfactory service and performance after due approval from the Competent Authority.
- Vehicles will ordinarily be deployed within the jurisdiction of respective officers and may sometimes be deployed elsewhere within the State.
- The vehicles must be in Road Worthy conditions, shall not be more than 3 (three) 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.
- The drivers of the vehicle must have valid Driving Licence for driving light transport passenger vehicles and should be sufficiently experienced in driving transport passenger vehicles.
- The driver should be well behaved, gentle and obedient in nature.
- A sum of Rs.5,000/- 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 Divisional Forest Officer, Sambalpur (K.L.) Division as mentioned in the column-2 of above table. After completion of tender process, the amount will be/shall be deposited by the intending bidders in shape of Account Payee Bank Draft in favour of D.F.O. Sambalpur (KL) Division and submitted alongwith the tender as Earnest Money Deposit (EMD). After completion of tender process, the amount will be refunded to unsuccessful bidders. In case of successful tenderers, 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 conditions or on default to placing vehicles on being successful bidder/tender.
- The monthly rate of hire charge is to be quoted separately in the general bid information excluding fuel and lubricants (Annexure-I).

- The Vehicle must achieve the following fuel efficiency in terms of KMs per litre.

Sl. No.	Model make of vehicles	Fuel efficiency (Minimum Average mileage in KMs per litre)
1	Bolero	10 or above KMs per litre.

- The tenderers quoting higher fuel efficiency i.e. more number of kilometres per litre of fuel consumption will be taken into consideration alongwith 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 fulfil the criteria as laid down in the terms and conditions of this tender document.
- The details of the make and year of manufacture of the vehicles, registration number mileage (KMs covered per litre) and name of the Driver with Driving Licence Number 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) alongwith 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.
- The tender document completed in all respect should reach the concerned offices on or before **21.02.2023 by 5.30 P.M.** and shall be opened on **22.02.2023 at 11.00 A.M.** in the Division Office.
- (a) All the stipulations and terms and conditions of 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 tenderers will also submit the signed copies of tender documents including the terms and conditions and Annexure-II. The Envelope containing the tender offer should be superscribed "**Short Tender offer for hiring of vehicles**" at the top of the envelope and the name, address and Mobile Number 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.
- (a) The hired vehicles, during the 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 in 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 litigations.
- (b) 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 tax on hire charges shall be borne by the successful tenderers / service providers.

- The hire be paid on monthly basis do not include cost of diesel which is to be paid separately basing on actual consumption and Lubricant as per existing Government norms. All the expenditures of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box and differential Coolant, Tyres and Tubes, Battery etc. will be borne by the bidder.
- It shall be the responsibility of the bidders to provide good drivers.
- 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.
- 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.
- The vehicles shall report for duty for minimum of 25 days in a month.
- In case of emergency, the driver will have to report for duty as per requirement of hirer. No extra payment shall be demanded.
- Monthly hire charges and reimbursements towards cost of diesel (as per actual) and Lubricant (as per Govt. norms) of selected bidders will be paid in every succeeding month, as far as advance payment will be made.
- The vehicles shall not be more than 3 (three) years old from the initial registration and it should also be in good running condition during the period of contract.
- If the services are not required or found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
- In case the service provider 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.
- If the bidder / tenderer violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
- The successful tenderers will have to execute and sign the agreement with the concerned / respective heads of office who will be Approving Authority 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.
- Modification, if any, in the short tender document or terms and conditions, will be noticed on the Website where their tender document has been uploaded. The tender inviting authority reserves the right to modify / cancel the terms and conditions of tender without assigning any reasons thereof before the last date of submission of tender document.

  
 Divisional Forest Officer,  
 Sambalpur (K.L.) Division.