



OFFICE OF THE DIVISIONAL FOREST OFFICER, RAIRAKHOL (K.L) DIVISION.
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SHORT TENDER NOTICE FOR HIRING OF PRIVATE VEHICLES

Sealed Tenders are invited from interested Service Providers/ Travel Agencies (Registered) for providing 1 (One) No. Scorpio and 10 (Ten) Nos. of AC Diesel driven Bolero models of vehicles for Official use in the jurisdiction of Office of the Divisional Forest Officer, Rairakhhol K.L. Division. One Scorpio for use of the D.F.O, Rairakhhol (KL) Division and one Bolero for use of the S.D.F.O., Rairakhhol (K.L) Division will be used for 1 year and 9 nos. Boleros for a period of 8(eight) months on monthly rent basis during 2025 KL Crop Year. The last date of submission of Tender paper is on dt. **10.02.2025** up to **11.30 A.M.** The tenders are to be opened on the same day at **5.00 P.M.**

The application form of tender containing General Bid information & terms and condition for hiring of vehicles etc. will be available in the office of the undersigned and can also be downloaded from the Website www.sambalpur.nic.in


Divisional Forest Officer,
Rairakhhol (K.L) 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. The interested Service Provider/Travels Agencies (Registered) must have a valid GST registration to participate in the tendering.
2. 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.
3. The Scorpio for use of D.F.O.Rairakhol (KL) Division and one Bolero for use of the S.D.F.O. Rairakhol (KL) Division will be engaged for a period of 1 (one) year & 9 (Nine) nos. Boleors for use of Range Officers of Rairakhol (KL) Division will be used for 8(eight) months. The vehicle will be renewed further period if required subject to satisfactory service and performance after due approval from the competent authority.
4. Vehicles will ordinarily be deployed within the jurisdiction of DFO(KL) Rairakhol and may sometime be deployed elsewhere within the state.
5. 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, Valid contract Carriage permit, Proof of up-to-date tax payment, Pollution certificate etc. which are mandatory for plying of vehicle.
6. The Driver of the vehicle must have valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
7. The Driver should be well behaved, gentle and obedient in nature.
8. 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, Rairakhol K.L. Division and submitted along with the tender as security deposit. 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 conditions or on default to placing vehicles on being successful bidder/tender.

9. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
10. The vehicle must achieve a fuel efficiency of 10 kms. or above 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.
11. 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 Tender (Annexure-III). The general information for hiring vehicles along with Account payee Bank Draft of Rs. 5000/- as stated as clause: 7 above will be submitted separately for each vehicle for which rate is quoted.
12. The tender document completed in all respect should reach the office of the undersigned on before 10.02.2025 by 11.30 A.M. and shall be opened on the same day at 5.00 P.M. in presence of the bidders or their authorized representatives.
13. The application form of tender containing General Bid information & terms and condition for hiring of vehicles etc can be downloaded from the Website- www.sambalpur.nic.in. All the stipulations and terms and conditions of short tender document and Notice for hiring of vehicles, including the Annexure are applicable and must be adhered to. While submitting the tender offers, the tenders will also submit the signed copies of tender 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 and Mobile No. at the left corner of the envelope. The stipulations and terms and conditions embodied in the tender document will form the part of the Agreement.
14. 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/Officer hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicles or loss of life/injury made to any person or damages to any property on account of use of hired vehicle any manner whatsoever. The hired shall be responsible for all such litigation.
15. 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 i.e. salary of driver, cost of taxes, repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyers & Tubes, Battery etc. will be borne by the bidder. Further, the TDS and GST will be deducted as applicable from the monthly bills.
16. 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.
 17. 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/bidder.
 18. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
 19. The vehicles shall report for duty for minimum of 25 days in a month.
 20. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
 21. Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
 22. 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.
 23. If the service are not required or found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
 24. 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 in writing before such withdrawal of service and termination of agreement.
 25. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
 26. The successful tenders will have to execute and sign the agreement with the undersigned and the 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 he required official formalities.
 27. Modifications, if any in the short Tender document or terms and conditions, will be noticed 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.


**Divisional Forest Officer,
Rairakhol (K.L) Division.**

Annexure

GENERAL INFORMATION FOR HIRING VEHICLES

Sl. No.	Particular	
1	Name of the Service Provider/Travel Agency	
2	Complete Address	
3	GST Number	
4	Bank Account No and IFSC Code	
5	Registration No. of Vehicle	
6	Year of Manufacture	
7	Model	
8	Date of Registration	
9	Name and Complete Address of the owner of vehicle	
10	Fitness Certificate Validity	
11	Pollution Certificate Validity	
12	Permit Validity	
13	Insurance Validity	
14	Name/Address of the D.L. of the Driver	
15	D.L. No. & Validity of the D.L. of the Driver	
16	Proposed hire charge of the vehicle per month Excluding fuel cost.	
17	Rate of fuel consumption/Mileage per liter	
18	Contact Number of the Tenderer	
19	Contact number of Driver	

“Certified that the information submitted above is true to the best of my knowledge and belief”

Seal & Signature of the Tenderer