



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

Ph./Fax No.0663-2950239. e-mail -dfoklsbp@gmail.com

Letter No. 1881 Dated. 14.07.2026.

To

The Additional Principal Chief Conservator of Forests (IT & GIS),
O/o the Principal Chief Conservator of Forests & HoFF, Odisha,
Bhubaneswar.

Sub: - Invitation of Short Tender for Engagement of Hired Vehicle (Bolero) in
Sambalpur (K.L.) Division during 2026 (KL) Crop Year.

Sir,

In inviting a reference to the above cited captioned subject, the Notice for
Invitation of Tender at D.F.O. Sambalpur (KL) Division for engagement of Hired Vehicle
(Bolero) for official use of the Asst. Conservator of Forests, Sambalpur (K.L.) Division during
2026 (KL) Crop Year is enclosed herewith for your information and necessary action.

You are requested to upload the Tender Notice at the earliest for wide publicity
at the earliest for finalization of Tender at this end.

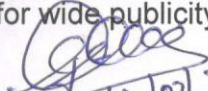
Encl. As above.

Yours faithfully,


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

Memo No. 1882 Dated; 14.07.2026

Copy along with a copy of Advertisement for Short Tender Notice for
Engagement of Hired Vehicle (Bolero) in Sambalpur (K.L.) Division for the use of the A.C.F.
Sambalpur (KL) Division during 2026 (K.L.) Crop Year forwarded to the District Informatic
Officer, NIC, Collectorate, Sambalpur for favour of information and necessary action. He is
requested to display the short tender notice in the district website for wide publicity.


Divisional Forest Officer
Sambalpur (K.L.) Division

(Contd P/2)

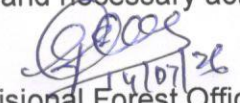
Memo No. 1883 Dated; 14.07.2026

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


14/07/26
Divisional Forest Officer
Sambalpur (K.L.) Division.

Memo No. 1884 Dated; 14.07.2026

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


14/07/26
Divisional Forest Officer
Sambalpur (K.L.) Division.

Memo No. 1885 Dated; 14.07.2026

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.


14/07/26
Divisional Forest Officer
Sambalpur (K.L.) Division.

Copy to Notice Board

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.

- The interested Individuals /Service provider/Travels Agencies (Registered) shall have a valid OGST registration to participate in the tendering.
- 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) vehicle for use of the A.C.F. Sambalpur (KL) Division engages from the date of engagement to 31.03.2027.
- Vehicle 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, Pollution Certificate etc. which are mandatory for plying of vehicle.
- The drivers of the vehicle must have valid Driving License 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 from any Nationalized Bank drawn in favour of Divisional Forest Officer, Sambalpur (K.L.) Division. 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 successful bidder is required to deposit 5% of the approved negotiated hiring charge amounts as **Performance Bid Security** in shape of Bank Guarantee from and nationalized Bank in favour of the D.F.O. Sambalpur (K.L.) Division which will be returned after completion period agreement. Performance Bid Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier.

- The monthly rate of hire charge is to be quoted separately in the general bid information excluding fuel and lubricants as per **Govt. of Odisha, Finance Department Office Memorandum No. 15836/F dated.27.05.2025 .**

- 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 liter 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 fulfill 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 liter) 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-B). The General Information for hiring vehicles (Annexure-B) along with Account Payee Bank Draft of Rs.5000/- as stated in para: - 8 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 **27.07.2025 by 11.00 A.M.** and shall be opened on **the same day at 05.00 P.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. 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 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.

- 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, Pollution Certificate, 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.

(c) 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 hired be paid on monthly basis and 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.
- 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 hirer 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 **1 (one) months' notice** before such withdrawal of service and termination of agreement. The principal shall have also the right to terminate this Agreement, upon it giving **1(one) months' notice** in writing.
- If the bidder / tenderer violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
- The successful tenderer 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.
- 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.

General Information

Sl. No	Particular	
1	Name of the Service Provider/Travels Agency	
2	Complete Address	
3	GST Number	
4	GeM Registration Number	
5	Bank Account No and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of registration	
10	Name & complete address of the owner of vehicle	
11	Fitness Certificate validity	
12	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name/Address of the Driver	
16	D.L. No, & validity of the D.L. of the Driver	
17	Contact Number of the Service provider (Tenderer/Quotationer	
18	Contact number of Driver	
19	Proposed hire charge of the vehicle per month excluding fuel cost	
20	Rate of fuel consumption/Mileage per litre	

"Certified that the information submitted above is true in the best of my knowledge and belief."

**Seal & Signature of
Quotationer/Tenderer**