



OFFICE OF THE DIVISIONAL FOREST OFFICER: RAYAGADA DIVISION

ଝଞ୍ଜିଞ୍ଜ ବନାୟକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ: ରାୟଗଡ଼ା ବନଖଣ୍ଡ, ରାୟଗଡ଼ା

(E-mail: dforgda17@gmail.com & dfo.rayagada@odisha.gov.in)

Letter No. 3246 / IF (Accts) 312/2025.

Dated, Rayagada the 22nd May'2025.

TENDER CALL NOTICE FOR HIRING VEHICLE

Sealed tenders are invited from interested Vehicle Owners /Travel Agencies / Tour Operators for providing diesel run Scorpio S11/ Scorpio Classic N/ Bolero Neo N10 Top/ Bolero B6 Opt. Vehicle 13 (Thirteen) nos. of AC, which shall conform to the Terms and Conditions (Annexure-III) for official use at different Ranges (Details of the vehicles to be engaged is in - Annexure-V) under Rayagada Forest Division on monthly rent basis to reach in the O/o the Divisional Forest Officer, Rayagada Forest Division in the District of Rayagada **on or before 29.05.2025 up to 05.00 PM** through Registered Post/ Speed Post or by Courier service and can also be dropped in the Tender Box placed in the office of the Divisional Forest Officer, Rayagada Forest Division. The tenders will be opened in the same office on 30.05.2025 at 11.30 A.M. The Standard Bidding Document and Terms and Conditions can be downloaded from <https://rayagada.odisha.gov.in/tender> and also can be obtained from the Office of the Divisional Forest Officer, Rayagada Forest Division, Rayagada after paying Demand Draft (DD) for Rs. 1,000/- (Rupees One Thousand) only towards Paper Cost from 22.05.2025 to 29.05.2025 (up to 1 PM) during office hours.


Divisional Forest Officer,
Rayagada Division.

Annexure-I

GENERAL INFORMATION FOR HIRING OF VEHICLE

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

01	Name of the Tenderer (Travel Agency/ Tour & Travel operator/ Individual/ Service Provider/ Vehicle Owner)	
02	Address	
03	GST Registration No. or GeM Registration and PAN Number	
04	Registration No. of Vehicle	
05	Type of Vehicle (BS IV Compliant Diesel Driven AC/ Non-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 litter (in KMs per litre)	
16	The contact number of the Service Provider (Quotationer/ Tenderer/ Vehicle Owner)	Mobile 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/ Vehicle
Owner.

Annexure-II

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) <i>Please read the instructions produced below.</i>	

01. The rate quoted by the tenderer/ bidder should exclude Taxes/ Service charges as per Resolution No. 34085/ FIN-COD-MV-007-2012 dated. 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 along with the vehicle.
03. The maximum hiring charges of vehicle per month is Rs. 31,000/- (Rupees Thirty One Thousand) only Including GST.

Seal & Signature of the
Quotationer/ Tenderer/ Vehicle Owner.

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 a 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 Rayagada Forest Division and may sometimes be deployed elsewhere within the State. The period of engagement is up to 31.03.2026, which is subject to extension for one year up to 31.03.2027.
3. The vehicle must be in Road Worthy condition, shall not be more than 3 years old as of the date of opening of Tender from the date of initial registration, and must have a 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 a light transport passenger vehicle and should be sufficiently experienced in driving a transport passenger vehicle.
5. The Driver should be well-behaved, gentle, and obedient.
6. The monthly rate of the hire charge is to be quoted separately in the general bid information (Excluding fuel, lubricants and taxes, GST, etc.) (Annexure-II).
7. The Vehicle must achieve fuel efficiency of 10 or above K.M. Per Liter. The tenderers quoting higher fuel efficiency i.e., more kilometers per Liter 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 fulfill the criteria as laid down in the terms and conditions, of this tender document.
8. The details of the make and year of manufacture of the vehicle, registration No. mileage (km 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-I).
9. The Quotation completed in all respects should reach the undersigned on or before 29.05.2025 by 5.00 PM and shall be opened on 30.05.2025 at 11.30 A.M. in the presence of the bidders or their authorized representatives.
10. The application form of quotation/ tender containing General Bid Information and Terms and Conditions for Hiring of Vehicles etc. will be available with the Section Officer, office of the Divisional Forest Officer, Rayagada Forest Division on payment of Rs. 1000/- (Rupees One thousand) only from 22.05.2025 to 29.05.2025 (up to 1 PM) or can be downloaded from the website **<https://rayagada.odisha.gov.in/tender>** 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 the application along with the application.
11. All the stipulations and terms and conditions of tender documents and notice for the hiring of vehicles, including 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 conditions in Annexure-1. The envelope containing the tender offer should be super-scribed "Tender Offer for Hiring of Vehicle at the top of the envelope and the 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 the presence of the bidder after technical verification by the committee.

12. The hired vehicle, during the period of the contract shall have necessary valid Documents such as a 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 time. The Department/Office hiring the vehicles shall not be responsible for any damage/loss caused to hired vehicles, loss of life/injury made to any person, or damage to any property on account of the use of the hired vehicle in any manner whatsoever. The owner/successful tenderer, whose vehicle is hired, shall be responsible for all such litigation. The salary of the driver, repair, and maintenance charges, and other costs including taxes (except service tax on hire charges) shall be borne by the successful tenderers/ service providers.

13. The hire charges to be paid every month are final but do not include the cost of Diesel, which is to be paid separately based 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.

14. 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.

15. 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.

16. In case the vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage the vehicle from another source.

17. In case of emergency the driver will have to report for duty as per the requirement of the hirer. No extra payment shall be demanded.

18. The vehicle shall not be more than three years old from the initial registration and is also in good running condition during the period of the contract.

19. If the services are found to be unsatisfactory, the client shall give one month's notice and terminate the agreement.

20. In case the service provider intends to withdraw the services of the vehicle and terminate the agreement, it shall be mandatory for him to grant one month's notice before such withdrawal of service and termination of the agreement.

21. If the bidder violates any of the terms of the contract, the Government shall forfeit the entire amount of security deposit

22. The Service Provider should ensure that the vehicles are kept under optimum running condition and avoid accidents attributable to lack of maintenance/ upkeep.

23. Logbooks shall be maintained for the hired vehicles as in the case of Government vehicles. Kilometer reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized officer before making payment.

24. GST registration or GeM registration is compulsory for any Service Provider/Vehicle owners to provide hired vehicles to Government offices through GeM or open bidding.

25. Modifications, if any in the 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 in Annexure-V is subject to change at the discretion of the authorities.


Divisional Forest Officer,
Rayagada Division.

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

1. Bid fee: Bids without the bid fee will not be accepted. The bidders are required to submit a bid fee as per the 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 favor of the Divisional Forest Officer, Rayagada Forest Division payable at Rayagada as Security Deposit.

2. Bids submitted beyond the specified date and time shall not be accepted.

3. The bidder should submit a declaration to the effect that neither the bidder themselves, nor any of its allied concerns, partners, associates, 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.

4. The vehicle shall be registered in the name of the bidder and shall not be more than three years old as of the date of invitation of the bid.

5. In the 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	Age of the vehicle and ownership		
	The vehicle shall be registered in the name of the bidder and shall not be more than three years old as of the date of invitation of bid. In the case of the tour operator/service provider, the vehicle shall be registered in his name or he should have valid Lease Documents for the hiring of the 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	Bidder's Experience		
	Bidder should have operational experience in providing services of the Vehicles to the Forest Department preferably. 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. A copy of a valid experience certificate given by the organization including contract details and two references.	• More than 5 years- 20 marks • 3-5 year of experience- 15 marks • 1-3 years of experience- 10 marks • Less than 1 year- 05 marks • No experience- 0 marks	20
3	Physical Verification		
	The mark will be awarded based on the up-to-date model of the vehicle as detailed below		
	Vehicle Model	• Mahindra Scorpio S11/ Classic N- 40 Marks • Mahindra Bolero Neo N10- 30 Marks • Mahindra Bolero B6 Opt.- 10 marks	40
	Total Technical Score		100

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 the presence of the bidder's representative who wishes to attend the meeting with a proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

The combined Quality and Cost Based Selection (CQCBS) method will be followed during the overall selection process. Based on the technical proposal evaluation, the technically qualified bidders shall be ranked highest to lowest Technical Score (ST) according 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

$F_{\min}$ Lowest financial quote among the technically qualified bidders

F_b Financial quote of the bidder under consideration

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

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.

MODE OF SELECTION

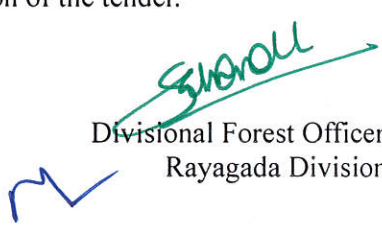
01. As derived from the above principle of highest evaluated Combined Score (S) L1 bidder will be shortlisted. He will be given preference for engagement of as many vehicles as he can provide.

02. If the L1 bidder is unable to provide all the vehicles put to tender then the L2 bidder will be extended with the prerogatives of engagement of hire vehicle as a second offer with the bidding quoted by him

03. If after offering to the L2 bidder, the process of engagement of all vehicles is still not completed, the process will offer the L3 bidder and the process will go on till completion of all vehicles put to tender.

04. The bidding price till the last valid bidder will cease when the bidding prices and the Service Tax @ 12% together will exceed the allotment provided by the Government per vehicle as per Resolution No. 34085 / FIN-COD-MV-007-2012, dated. 29.09.2012 of Finance Department, Government of Odisha.

05. The willingness to engage several vehicles is to be given in writing with the signature of the Tenderer/Tour Operator/Service Provider on the date of finalization of the tender.


Divisional Forest Officer,
Rayagada Division.

Annexure-V

Tentative numbers of the vehicles to be engaged in the Rayagada Forest Division

Sl. No.	Name of the Range	Mahindra Bolero Neo/ B6 Opt.	Scorpio S11/ Classic N
01	Rayagada	02	01
02	K. Singpur	01	
03	Kashipur	02	
04	Tikiri	02	
05	Muniguda	02	
06	Gunupur	02	
07	Gudari	01	
Total		12	01

NB: 1. The engagement on type of vehicle to all Ranges can be modified as per receipt of the qualified bids.


Divisional Forest Officer,
Rayagada Division.