



ବନଖଣ୍ଡ ଅଧିକାରୀ ତଥା ବନ୍ୟପ୍ରାଣୀ ତତ୍ତ୍ୱାବଧାରକଙ୍କ କାର୍ଯ୍ୟାଳୟ, ରାଉରକେଲା  
OFFICE OF THE DIVISIONAL FOREST OFFICER CUM WILDLIFE WARDEN  
ROURKELA FOREST DIVISION, ROURKELA, SUNDARGARH, ODISHA  
Phone No. 0661-2664637, Fax No. 0661-2664639, e mail- [dfo.rourkela@odisha.gov.in](mailto:dfo.rourkela@odisha.gov.in)

Letter No. 6421 / Dated. 22.05.2025

To

The Deputy Director,  
Information & Public Relation Department (Advertisement).  
& Deputy Secretary to Government of Odisha,  
Information & Public Relation Department, Bhubaneswar

**Sub:- Publication of Advertisement for Short Tender Notice for Hiring of Vehicle in respect of Rourkela Forest Division for the year 2025-26.**

Sir,

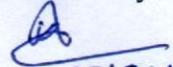
Enclosed, please find herewith the copy of Advertisement for Short Tender Notice for Hiring of Vehicle in respect of Rourkela Forest Division for the year 2025-26 both in Hard & soft Copy. It is requested to kindly make necessary arrangement for publication of the same at least in three leading Odia Daily News Paper & one English News Papers as early as possible.

The concerned Advertisement Manager may kindly be instructed to send complimentary copies of the same newspapers containing the advertisement to the undersigned immediately after its publication.

An early action in this matter is requested.

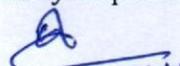
**Encl: As above,**

Yours faithfully

  
22/05/25  
Divisional Forest Officer  
Rourkela Forest Division

Memo No. 6422 / Dated. 22.05.2025

Copy along with its enclosure forwarded to the Deputy Conservator of Forests (IT & GIS), O/o the Principal Chief Conservator of Forests & HoFF, Odisha, Bhubaneswar for favour of kind information and necessary action. It is requested to upload the above short tender notice in the website of Pr. C.C.F & HoFF, Odisha as early as possible.

  
22/05/25  
Divisional Forest Officer  
Rourkela Forest Division

**Memo No. 6423 / Dated. 22.05.2025**

Copy along with its enclosure forwarded to the Regional Chief Conservator of Forests, Rourkela Circle, Rourkela for favour of kind information and necessary action.

  
22/5/25  
Divisional Forest Officer  
Rourkela Forest Division

**Memo No. 6424 / Dated. 22.05.2025**

Copy along with its enclosure forwarded to the Manager, District Sundargarh for information and necessary action. He is requested to publish the tender in [www.sundargarh.odisha.gov.in](http://www.sundargarh.odisha.gov.in) website.

  
22/5/25  
Divisional Forest Officer  
Rourkela Forest Division

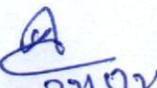
**Memo No. 6425 / Dated. 22.05.2025**

Copy along with its enclosure forwarded to the all Divisional Forest Officers (T&NT), Odisha, for information and necessary action. It is requested to display the short tender notice in their Office Notice Board for wide publication.

  
22/5/25  
Divisional Forest Officer  
Rourkela Forest Division

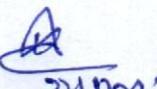
**Memo No. 6426 / Dated. 22.05.2025**

Copy along with its enclosure forwarded to the Regional Transport Officer, Rourkela & Sundargarh for information and necessary action. They are requested to communicate the short tender notice to all Travel Agencies / Four Wheeler Association under their administrative control for wide publication.

  
22/5/25  
Divisional Forest Officer  
Rourkela Forest Division

**Memo No. 6427 / Dated. 22.05.2025**

Copy along with its enclosure forwarded to all District Level Officers of Sundargarh District for information and necessary action. It is requested to display the short tender notice in their Office Notice Board for wide publication.

  
22/5/25  
Divisional Forest Officer  
Rourkela Forest Division

**Memo No. 6428 / Dated. 22.05.2025**

Copy along with its enclosure forwarded to Asst. Conservator of Forests, I/c Biramitrapur & Banki Range & all Range Officers, Rourkela Forest Division for information and necessary action. They are instructed to display the short tender notice in their Office Notice Board for wide publication.

  
22/5/25  
Divisional Forest Officer  
Rourkela Forest Division



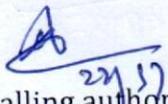
ବନଖଣ୍ଡ ଅଧିକାରୀ ତଥା ବନ୍ୟପ୍ରାଣୀ ଚିତ୍ତାବଧାରକଙ୍କ କାର୍ଯ୍ୟାଳୟ, ରାଉରକେଲା  
OFFICE OF THE DIVISIONAL FOREST OFFICER CUM WILDLIFE WARDEN  
ROURKELA FOREST DIVISION, ROURKELA, SUNDARGARH, ODISHA  
Phone No. 0661-2664637, Fax No. 0661-2664639, e mail- [dfo.rourkela@odisha.gov.in](mailto:dfo.rourkela@odisha.gov.in)

Notice No. 118 Dated: 22.05.2025

**TENDERCALL NOTICE FOR HIRING VEHICLE**

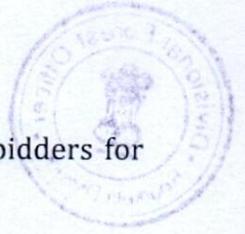
Sealed tenders are invited from interested Vehicle Owners/ Travel Agencies/ Tour Operators for providing **diesel run Bolero / camper model vehicles 15 Nos.** (As shown in Terms & Condition Sl No.28) of Non-AC/ AC for official use on hiring basis at different Ranges of Rourkela Forest Division on terms and conditions mentioned in the standard bidding documents so as to reach in the O/o the DFO, Rourkela **on or before 29.05.2025 up to 02:00 P.M** through Registered/ Speed Post/ Courier Service and can also be dropped in Tender Box placed in Office of the Divisional Forest Officer, Rourkela Forest Division. The tenders will be **opened on dtd 30.05.2025 at 10:00 AM** in the O/o the Divisional Forest Officer, Rourkela. The standard bidding documents and terms and conditions can be downloaded from [www.sundargarh.odisha.gov.in](http://www.sundargarh.odisha.gov.in) / [www.odishaforest.in](http://www.odishaforest.in) / [www.dforourkela.in](http://www.dforourkela.in) and also can be obtained from Office of the Divisional Forest Officer, Rourkela Division, Panposh from 23.05.2025 to 28.05.2025 during office hours.

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.

  
(Tender calling authority)  
Divisional Forest Officer,  
Rourkela Forest Division



## TERMS & CONDITIONS FOR HIRING OF VEHICLES



The following terms and conditions must be fulfilled by the successful bidders for providing vehicle on hire 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 reason thereof.
2. The application form of Tender containing General Bid information & Terms and conditions for Hiring of Vehicles etc. will be available with the **Section Officer**, Office of the Divisional Forest Officer, Rourkela Division on Payment of **Rs. 1,000/- (Rupees One Thousand) only** from **23.05.2025 to 28.05.2025** or can be downloaded from Odisha Govt. Websites i.e [www.sundargarh.odisha.gov.in](http://www.sundargarh.odisha.gov.in) / [www.odishaforest.in](http://www.odishaforest.in) / [www.dforourkela.in](http://www.dforourkela.in) from dt. **23.05.2025 to 29.05.2025**. In case the application form is downloaded from Govt. website, the applicant shall furnish a demand Draft for an amount of **Rs. 1,000/- (Rupees One Thousand) only** towards the cost of application along with the application.
3. The tender papers completed in all respect should reach the undersigned on or before **29.05.2025 by 02:00 P.M. and shall be opened on 30.05.2025 at 10 A.M.** in presence of the bidders or their authorized representatives.
4. All the stipulations and terms and conditions of tender documents and notice for hiring of vehicles, including the **Annexure-I** are applicable and must be adhere to. While submitting the tender offers, the tenderers also submit the signed copies of tender documents including the terms and condition in **Annexure-I**. 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 documents will form the part of the agreement.
5. Vehicles will ordinarily be deployed within the jurisdiction of respective Range Offices of Rourkela Forest Division and may sometime be deployed elsewhere within the State. The period of engagement from **01.06.2025 to 31.05.2025**, which may change as per funds availability.
6. The vehicle must be in Road Worthy conditions, 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.
7. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.



8. The Driver should be well behaved, gentle and obedient in nature.
9. A sum of **Rs.5,000/- (Rupees Five Thousand) only** 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 the Divisional Forest Officer, Rourkela Division payable at Panposh and submit along with tender documents as security deposit. 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 forfeiture in full or part on violation of terms and conditions or on default to placing vehicles on being successful bidder.
10. The monthly rate of hire charge is to be quoted separately in the general bid information (Excluding fuel and lubricants) **(Annexure-I)**
11. The Vehicle must achieve fuel efficiency of 10 or above K.M. 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.
12. 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- I)**.
13. The hired vehicle, during period of contract shall have necessary valid MV document 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 tenderer, whose vehicle is hired, shall be responsible for all such litigation.

**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 providers.**
14. The hire charges to 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 and different Coolant, Tyres & Tubes, Battery etc. will be borne by the successful tenderer.
15. It shall be responsibility of the bidders to provide good driver(s).
16. In case of breakdown for reasons whatsoever the replacement of vehicle of the same or better models shall be provided by the owners of the vehicle/ successful bidders.



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

18. In case of emergency the drivers will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
19. The vehicle shall report for duty for minimum of 26 days in a month. On the date of absence prior intimation is to be given to this office.
20. Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricants (as per Govt. norm) of selected bidders 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 payments will be made.
21. The vehicle shall not be more than three years old from the initial registration and it should also be in good running condition during the period of contract.
22. If the service is not required or found to be unsatisfactory the client shall give one month notice and terminate the agreement.
23. In case the service provider intends to withdrawn the services of the 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 violates any of the terms of contract. Government shall forfeit the entire amount of security deposit.
25. The successful tenderers will have to execute and sign the agreement with the concerned heads of office who will be approving authorities 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.
26. Modifications, if any, Tender document or terms and conditions, will be notified only on the Website and advertisement 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 documents.
27. The agreement period may be extended after satisfactory service of the vehicle/ Service Provider with the terms & condition as decided by the Divisional Level tender committee from time to time.



28. The number of vehicles required to be hired by different offices of Rourkela Forest Division are as specified below.

Sl. No.	Name of the Office	No. of vehicle to be engaged
1.	Vehicle for Circle FPS Squad	1
2.	Vehicle for Mobile Unit Wildlife Protection Squad	1
3.	Range Office, Panposh	2
4.	Range Office, Kuarmunda	2
5.	Range Office, Bisra	2
6.	Range Office, Rajgangpur	2
7.	Range Office, Biramitrapur	2
8.	Range Office, Banki	2
9.	Mobile Veterinary Unit (Camper)	1
	<b>Total:-</b>	<b>15</b>

**N.B: The number of vehicles indicated above is subject to change as per discretion of the authorities.**

  
27/12/21  
(Tender calling authority)  
Divisional Forest Officer,  
Rourkela Forest Division



## GENERAL INFORMATION FOR HIRING VEHICLES

(To be filled and signed by the Tenderer)

1.	Registration No. of vehicle	
2.	Type of Vehicle (Bolero AC / Non-AC diesel driven)	
3.	Year of manufacture	
4.	Model	
5.	Date of Registration	
6.	Name & complete address of the owner of vehicle	
7.	Fitness certificate validity	
8.	Permit validity	
9.	Insurance validity	
10.	Name & Address of the Driver	
11.	D.L No. & validity of the D.L of the Driver	
12.	Proposed Hire Charge of the vehicle per month excluding fuel cost (both in figure & words)	
13.	Rate of fuel consumption/ mileage per Liter (in Kms per liter)	
14.	Contact number of the service provider (Tenderer)	Mobile:-
		Telephone No.-
15.	Bank Draft Particular	
	(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

**Bid Securing Declaration Form**



Tender No. \_\_\_\_\_

Date. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Complete name and address of the Purchaser)

I/We, on behalf of M/s \_\_\_\_\_ the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am / we are in a breach of any obligation under the bid conditions, because I/We:

- a) Have withdrawn / modified / amended, impairs or derogates from the tender, my /our Bid during the period of bid validity specified in the form of Bid: or
- b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the performance Security, in accordance with the instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am / we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder: or (ii) thirty days after the expiration of the validity of my / our Bid.

**Signature with stamp**

(Signature of person whose name and capacity are shown)

In the capacity of (legal capacity of person signing the Bid Security Declaration)

Name: \_\_\_\_\_

Date on \_\_\_\_\_ day of \_\_\_\_\_ (date of Signing)