

By e mail.

OFFICE OF THE DIVISIONAL FOREST OFFICER: ROURKELA KENDU LEAVES DIVISION.
(Phone No. 0661-2664673//fax No. 0661-2664573 // e-mail- dfok11973@gmail.com)

Memo No. 2932 Date. 20.11.2025

To

The DeGM,
Collectorate, Sundargarh.

ବିଷୟ- ୨୦୨୫ ବର୍ଷ ସରକାରୀ ବ୍ୟବହାର ନିମନ୍ତେ ଚାରି ଚକିଆ ଯାନ ଉଡ଼ା କରିବା ପାଇଁ ଟେଣ୍ଡର ଆହ୍ୱାନ ନୋଟିସର ବିଜ୍ଞପ୍ତି ପ୍ରକାଶନ.

Sir,

Enclosed, please find herewith a copy of advertisement (both in hard and soft copy) for short tender call notice for hiring of private vehicle in Rourkela K.L. Division. Hence, the advertisement for tender call notice for hiring of private vehicles of Rourkela K.L. Division may be published in the website www.sundargarh.odisha.gov.in for wide publicity.

Yours faithfully,

B. Jena
20.11.2025
for Divisional Forest Officer,
Rourkela K.L. Division.

Memo No. 2933 Date. 20.11.2025

Copy submitted to the Principal Chief Conservator of Forests, K.L. Odisha, Bhubaneswar for favour of kind information and necessary action.

B. Jena
20.11.2025
for Divisional Forest Officer,
Rourkela K.L. Division.

Memo No. 2934 Date. 20.11.2025

Copy submitted to the Chief Conservator of Forests, Sambalpur K.L. Circle for favour of kind information and necessary action.

B. Jena
20.11.2025
for Divisional Forest Officer,
Rourkela K.L. Division.

Memo No. 2935 Date. 20.11.2025

Copy forwarded to all Divisional Forest Officer (T & NT) Division, Odisha for information and necessary action.

B. Jena
20.11.2025
for Divisional Forest Officer,
Rourkela K.L. Division.

Memo No. 2936 Date. 20.11.2025

Copy forwarded to all Range Officers of Rourkela K.L. Division for information and necessary action. They are directed to display the tender call notice in the notice board of their office for wide publicity.

B. Jena
20.11.2025
for Divisional Forest Officer,
Rourkela K.L. Division.

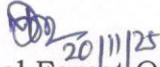
Standard Binding document
Government of Odisha
Forest, Environment & Climate Change Department,
Divisional Forest Officer, Rourkela K.L. Division.

No. 2937 Dated. 20.11.25

SHORT TENDER NOTICE FOR HIRING OF PRIVATE VEHICLES

Sealed tenders are invited from interested Service Providers/Travel Agencies (Registered) for providing 1 (ONE) no. of AC Diesel driven Bolero/ Mahindra Max Models of Vehicle **without Driver**, which shall conform to the term and conditions (Annexure-II) for official use for A.C.F in the Rourkela K.L. Division for a period of 4 month on the monthly rented basis. The last date of submission of tender is on Dt.28.11.2025 up to 3:30 P.M. The tenders to be opened on the same day at 4:00 P.M. The Term and Conditions mentioned in this standard bidding document.

The application form of tender containing general bid information and terms and condition for hiring of vehicles etc. will also be available in the office of the undersigned and can be downloaded from the website www.sundargargh.odisha.gov.in


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1. The service provider shall have a valid OGST registration to participate in the tendering.
2. 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 up- to-date tax payment, Pollution certificate which are mandatory for plying of vehicle.
3. **A sum of Rs. 5,000/- (Rupees Five Thousand) only for each vehicle** shall be deposited by the intending bidders towards tender security in shape of Account Payee Bank Draft in favour of the **Divisional Forest Officer, Rourkela (Kendu Leaf) Division, Rourkela** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to successful bidders. In case of successful tenderers, the tender security will be converted into performance security. The performance security deposit is subject to forfeiture, in whole or in part, upon violation of the terms and conditions or failure to provide vehicles as specified by the successful bidder/tenderer.
4. The monthly rate of hire charge be quoted separately in the general bid information **(excluding fuel and lubricants)**.
5. The vehicle must achieve a fuel efficiency of minimum 10 (Ten) Km per liter.
6. The details of the make and year of manufacture of the vehicle, Registration NO. mileage (kms covered per litre) 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-III)**. The general information for hiring of vehicles along with Account Payee Bank Draft of Rs. 5,000/- as stated in Clause-7 above must be submitted separately for each vehicle for which rate is quoted.
7. The tender completed in all respect should reach the office of the undersigned on or before date 28.11.2025 by 3.30 P.M. and shall be opened on the same day at 4.00 P.M. in presence of the bidders or their authorized representatives.
8. The application form of tender containing general bid information and terms and condition for hiring of vehicles etc. will be available in the office of the undersigned and can be downloaded from the website sundargarh.odisha.gov.in and [www. Odishaforest.in](http://www.Odishaforest.in).


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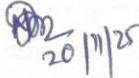
Annexure-II

TERMS & 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.

1. 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 DL 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 hirer shall be responsible for all such litigations.
2. The Divisional Forest Officer, Rourkela K.L. Division 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 hirer shall be responsible for all such litigations.
3. 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 expenditures of the vehicle towards repair, replacement of spare parts, lubricating oil of engine, Gear box and differential coolant, Tyre and Tubes, Battery etc. will be borne by the bidder.
4. 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 vehicles / successful bidders.
5. 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 sources.
6. The vehicle shall report for duty for minimum of 25 days in a month.
7. Monthly hire charges and reimbursement towards cost of Diesel (as per actual) and lubricants as per Govt. norms) of selected bidder will be paid in every succeeding month as par as possible within 15 days of the submission of the bills by the service provider and no advance payment will be made.
8. The vehicle shall not be more than 03 years old from the date of initial Registration and good running condition during the period of contract.

9. If services are not required or found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
10. In case of 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.
11. If the bidder violates any of the terms and contract, Government shall forfeit the entire amount of security deposit.
12. The vehicle will be engaged for a period of one year in case of Scorpio & one Bolero and maximum of 8 (Eight) in case of another Bolero. The vehicle will be renewed further period if required subject to satisfactory service and performance after due approval from the competent authority.
13. The application form of tender containing General Bid information and terms and condition for hiring of vehicles etc. can be downloaded from the www.sundargargh.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 tenderers will also submit the signed copies of tender document 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 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 successful tenderers 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 the required official formalities.
15. Modification, if any in the short Tender document or terms and conditions will be notices 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.


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Divisional Forest Officer,
Rourkela K.L. Division.

ANNEXURE-III

GENERAL INFORMATION FOR HIRING OF VEHICLES.

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

1	Name of Service Provider	
2	Complete Address	
3	OGST No.	
4	GEM Registration Number	
5	Bank Account No. and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make and 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	Proposed hire charge of the vehicle per month excluding fuel cost (both in figure & words) Without Driver	
16	Rate of fuel consumption/ Mileage per Liter (in Kms per liter)	
17	Contact Number of the Service Provider (Tenderer / Quotationer)	
18	Bank Draft Particulars	
	a. Bank Draft no.	
	b. Date	
	c. Amount	
	d. 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.