



ବନଖଣ୍ଡ ଅଧିକାରୀ କ କାର୍ଯ୍ୟାଳୟ, ରାଉରକେଲା (କେ. ପ.) ବନଖଣ୍ଡ

OFFICE OF THE DIVISIONAL FOREST OFFICER, ROURKELA (KL) DIVISION

(Phone No. 0661-2950169 // E-mail- dfokl1973@gmail.com)

Memo No. 801 / Date. 20.03.26

To,

The District Information Officer,
NIC, Collectorate, Sundargarh.

Sub: - Publication of advertisement for Tender Call Notice for hiring of private vehicles for official use in Rourkela K.L. Division for 2026 KL Crop.

Sir,

Enclosed, please find herewith a copy of advertisement (both in hard and soft copy) for 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 sundargarh.odisha.gov.in for wide publicity.


20/3/26
Divisional Forest Officer,
Rourkela K.L. Division.

Memo No. 802 / Date. 20.03.26

Copy submitted to the Principal Chief Conservator of Forests & HoFF, Odisha Bhubaneswar/ Principal Chief Conservator of Forests, K.L. Odisha, Bhubaneswar for favour of kind information and necessary action. He is requested to kindly publish the above advertisement in the website www.odisahforest.in


20/3/26
Divisional Forest Officer,
Rourkela K.L. Division.

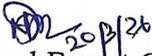
Memo No. 803 / Date. 20.03.26

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


20/3/26
Divisional Forest Officer,
Rourkela K.L. Division.

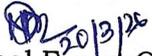
Memo No. 804 / Date. 20.03.26

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


20/3/26
Divisional Forest Officer,
Rourkela K.L. Division.

Memo No. 805 / Date. 20.03.26

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.


20/3/26
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.

Dated.

SHORT TENDER NOTICE FOR HIRING OF PRIVATE VEHICLES

Sealed tenders are invited from interested and registered Service Providers/Travel Agencies for providing vehicles on monthly rental basis for official use within the jurisdiction of the Divisional Forest Officer, Rourkela K.L. Division, as per the terms and conditions stipulated in Annexure-II.

The requirement of vehicle is as follows:

- 01 (One) AC Mahindra Scorpio / Scorpio-N (Diesel)

The above vehicle is required for the D.F.O., which shall be engaged **without driver** for a period of **12 months** (From 01.04.2026 to 31.03.2027).

The last date for submission of tenders is **30.03.2026 up to 2.00 P.M.** The tenders shall be opened on the same day at 4.30 P.M.

The terms and conditions mentioned in the standard bidding document shall be strictly adhered to the tender application form, containing general bid information and terms & conditions for hiring of vehicles, shall be available in the office of the undersigned and can also be downloaded from the following websites.

- <https://sundargarh.odisha.gov.in>
- <https://www.odishaforest.in>


Divisional Forest Officer,
Rourkela K.L. Division.

1. The service provider shall have a valid GST 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. 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.
4. The Driver should be well behaved, gentle, and obedient in nature.
5. **A sum of Rs. 5,000.00 (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 favor 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.
6. The monthly rate of hire charge be quoted separately in the general bid information **(excluding fuel and lubricants)**.
7. The vehicle must achieve a fuel efficiency of minimum 10 (Ten) Km per liter.
8. 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.
9. The tender completed in all respect should reach the office of the undersigned by post or can drop in the tender box kept in the O/o the DFO Rourkela KL Division on or before 30.03.2026 by 2.00 P.M. and shall be opened on the same day at 4.30 P.M. in presence of the bidders or their authorized representatives.
10. 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 sundargargh.odisha.gov.in and www.odishaforest.in


Divisional Forest Officer,
Rourkela K.L. Division.

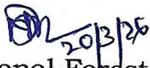
Annexure-II

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. It shall be the responsibility of the bidders to provide good Driver and the salary of the Driver shall be borne by the Owner.
5. 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.
6. 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.
7. The vehicle shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the Drivers will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
9. 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.

10. 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.
11. If services are not required or found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. 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. Similarly, if due to any unavoidable circumstances, the service of any vehicle will not be required then it can be disengaged before one month notice by the undersigned.
13. If the bidder violates any of the terms and contract, Government shall forfeit the entire amount of security deposit.
14. The vehicle will be engaged for a period of one year in case of one Bolero Neo 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.
15. 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.odisah.gov.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 Vehicle for DFO**" 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.
16. 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.
17. 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.


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	GST 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	Name & address of the Driver.	
16	D.L No. & Validity of D.L of the Driver	
17	Proposed hire charge of the vehicle per month excluding fuel cost (both in figure & words)	
	With Driver Without Driver	
18	Rate of fuel consumption/ Mileage per Litre (in Kms per litre)	
19	Contact Number of the Service Provider (Tenderer / Quotationer)	
20	Contract number of Driver	

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

D

Seal & Signature of the
Quotationer / Tenderer.