



**GENERAL INFORMATION FOR HIRING VEHICLES****{To be filled and signed by the Quotationer/Tenderer}**

1	Registration No. of vehicle	
2	Type of Vehicle (BS — IV/BS - VI compliant Diesel/Petrol driven AC/ Non-AC/Scorpio (AC)	
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 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 (Quotationer/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 As Signature of the  
Quotationer/Tenderer

**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 monthly rent basis.

1. Tender inviting authority reserves all the rights 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 respective Ranges of Subarnapur Forest Division and may sometime be deployed elsewhere within the State. The period of engagement is from 08.06.2022 to 31.03.2023, which is subject to change.
3. 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 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 light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
5. The Driver should be well behaved, gentle and obedient in nature.
6. A sum of Rs. 5000/- (Rupees Five Thousand) only for each vehicle for which rate is quoted shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Divisional Forest Officer, Subarnapur Forest Division payable at Subarnapur and submitted along with the 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 to 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 vehicle on being successful bidder.
7. The monthly rate of hire charge is to be quoted separately in the general bid information (Excluding fuel and lubricants) (Annexure-I).
8. The Vehicle must achieve a 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 fulfil the criteria as laid down in the terms and conditions, of this tender document.

9. 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 Quotation/Tender (Annexure-I).
10. The Quotation completed in all respects should reach the undersigned on or before 07.06.2022 by 12:00 Noon and shall be opened on the same day at 12.30 P.M. in presence of the bidders or their authorized representatives.
11. The application form of quotation/ tender containing General Bid Information and Terms and Conditions for Hiring of Vehicles etc. will be available with the Head Clerk, Office of the Divisional Forest Officer, Subarnapur Forest Division on payment of Rs.100/- (Rupees one hundred) only from 26.05.2022 to 06.06.2022 or can be downloaded from the website <https://subarnapur.nic.in/www.odishaforest.in> within the same period. In case the application form is downloaded from Govt. website, the applicant shall furnish a demand draft for an amount of Rs. 100/- (Rupees one hundred) only towards the cost of application along with the application.
12. 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 adhered to. While submitting the tender offers, the tenderers should 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 name, address, and mobile number at the left corner of the envelope.
13. The stipulations and terms and conditions embodied in the tender document will form a part of the agreement. The hired vehicle, during the 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 for monthly basis is final but does not include cost of petrol, 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 differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
15. 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.
16. 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.
17. In case the vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from another source.
18. In case of emergency the driver 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 25 days in a month. On the date of absence prior intimation is to be given to the hirer.
20. Monthly hire charges and reimbursements towards cost of petrol (as per actual) and lubricants (as per Govt. norm) of selected bidder 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 payment will be made.
21. The vehicle shall not be more than three years old from the initial registration and also in good running condition during the period of contract.
22. If the services are found to be unsatisfactory, the client shall give one-month notice and terminate the agreement.
23. In case the service provider intends to withdraw 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. This should be ensured by the Service Provider that the vehicles are kept under optimum running condition and avoid accidents attributable to lack of maintenance/ upkeep. The hired vehicles cannot be used for any private/ commercial purpose beyond office hours or during holidays.
26. Log books 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.

27. GST registration and GeM registration are compulsory for any Service Provider to provide hired vehicles to Government offices through GeM or through open bidding.
28. 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 formalizes.
29. Modifications, if any in 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 reason thereof before the last date of submission of tender documents.
30. The number of vehicles required to be hired by different offices under the establishment of Subarnapur Forest Division.

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

**SELECTION BASED ON QCBS METHODS****A. Preliminary Evaluation**

1. Bid fee: Bids without the bid fee will not be accepted. The bidders are required to submit bid fee as per following details: -  
Non-refundable Bid fee of Rs. 100/ - (Rupees One Hundred Only) and refundable security deposit of Rs.5000/ - (Rupees Five Thousand Only) shall be in the form of Account Payee Bank Draft drawn in favour of the Divisional Forest Officer, Subarnapur Division payable at Subarnapur as Security Deposit.
2. Bids submitted beyond the specified date and time shall not be accepted.
3. The bidder must have an office with regular Telephone connection at Subarnapur
4. The bidder should submit a declaration to the effect that neither the bidder themselves nor any of its allied concerns, partners or associates or directors or proprietors involved in any capacity, are currently serving any banning orders issued by any govt. department debaring them from carrying on business dealing with any government department.
5. The travel firm submitting the bid should be located within a radius of 10 kms of the DFO, Subarnapur Division Office, Subarnapur.
6. The vehicle shall be registered in the name of the bidder and shall not be more than three year old as on the date of invitation of bid.

**B. Technical Evaluation**

S1. No.	Bid Evaluation Parameter	Scoring Methodology	Maximun Marks
1.	Ownership Criteria		
	The vehicle shall be registered in the name of the bidder and shall not be more than three years old as on the date of invitation of bid.	Less than 1 Year - 50 Marks 1-2 year old — 30 Marks 2-3 year old — 20 Marks	50
2.	Bidder's Experience		
	Bidder should have operational experience in providing services of any Vehicles to Forest Department. 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. Copy of valid experience certificate given by the organization where worked including contract details and two references.	More than 5 years - 20 Marks 3-5 years of experience — 15 Marks 1-3 years of experience — 10 Marks Less than 1 year - 05 Marks No experience - 0 Mark	20

S1. No.	Bid Evaluation Parameter	Scoring Methodology	Maximun Marks
	Physical Verification		
	A team of designated officers will inspect the vehicle and verify the aspects mentioned in the bid document.		
	Mileage of the vehicle	More than 17 Kmpl – 20 Marks 12 – 17 Kmpl – 15 Marks Less than 12 Kmpl – 10 Marks	20
	Driving experiences of the Driver	More than 10 year - 20 Marks 5-10 years - 15 Marks Less than 5 years – 10 Marks	10
	Total Technical Score		

### C. Financial Evaluation

The financial proposals of the technically qualified bidder (Technical Score (TS) must be equal to or greater than 50) only shall be opened at this stage in presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.



Divisional Forest Officer,  
Subarnapur Forest Division