

**Forest, Environment & Climate Change Department
Government of Odisha**

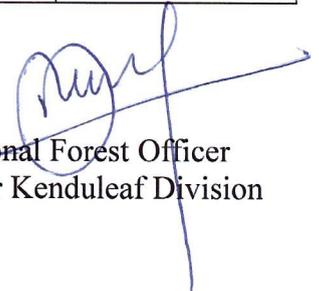
DIVISIONAL FOREST OFFICER, KEONJHAR KENDULEAF DIVISION
Tel. No.- 06766-295389, e-mail- keonjharkldivision@gmail.com

TENDER NOTICE FOR HIRING OF PRIVATE VEHICLES

No. **48** /176/2026 Date **27.02.2026**

Sealed tenders are invited from interested Reputed Travel Agencies/ Tour Operators/ Individuals for providing 09 (Nine) Nos of AC Diesel driven Mahindra Bolero/ Neo/ Max Models of vehicles (BS-VI emission complaint Diesel driven AC) vehicles with commercial registration including Driver in accordance with the Office Memorandum No-15836/F dt. 27.05.2025 of the Finance Department, Government of Odisha, for official use (as detailed below) on hiring basis under the establishment of Keonjhar Kenduleaf Division. The sealed Tenders can be dropped in the Tender Box placed in the office of the Divisional Forest Officer, Keonjhar Kenduleaf Division on or before **11th March 2026 04.00 PM**. The tenders will be opened in the same office on **11th March 2026 05.00 PM**. The Standard Bidding Document and Terms & Conditions can be downloaded from <https://kendujhar.odisha.gov.in/> and can also be obtained from the Office of the Divisional Forest Officer, Keonjhar Kenduleaf Division from 2nd March 2026 to 11th March 2026 in any working days during office hours.

SL No	Name of the Office/ Field Unit	Mahindra Bolero/ Neo/ Max (equivalent or higher model) Maximum monthly Hiring charges (exclusive of applicable taxes) is ₹ 37,200/-	Period of Engagement
1	Assistant Conservator of Forests O/o the Divisional Forest Officer, Keonjhar K.L. Division	01	For 12 months
2	Sub-Divisional Forest Officer, Keonjhar K.L. Sub-Division	01	For 12 months
3	Sub-Divisional Forest Officer, Kamakhyanagar K.L.Sub-Division	01	For 12 months
4	In different field units (Range Offices) under the jurisdiction of the Divisional Forest Officer, Keonjhar Kenduleaf Division	06	Maximum upto 08 months


Divisional Forest Officer
Keonjhar Kenduleaf Division

Copy to Notice Board

TERMS AND CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidders for providing Vehicles for hire on monthly rent basis.

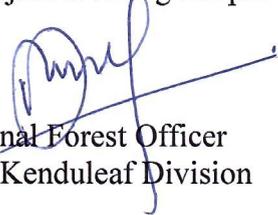
1. The service provider GST registration is compulsory for Service Provider/ vehicle owners to provide vehicles on hired basis.
2. Tender inviting authority reserves the right of accepting or rejecting one or more tender offer(s) or cancelling the tender without assigning any reason thereof.
3. The Service provider, participating in the bidding process under the jurisdiction of Municipal Corporations.
4. 03 (Three) Mahindra Bolero/ Neo/ Max vehicle will be engaged for a period of 12 (Twelve) months and 06 (Six) Mahindra Bolero vehicles will be engaged for a period maximum upto 08 (Eight) months and may be renewed further subject to satisfactory service and performance.
5. The Mahindra Bolero/ Neo/ Max Vehicles will ordinarily be deployed within the jurisdiction of respective officers and may sometime be deployed elsewhere within the state.
6. The Mahindra Bolero/ Neo/ Max vehicles must be in Road Worthy condition. The vehicles should not be more that 03 (three) years old from the date of initial registration. The vehicles must have valid Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of upto date tax payment etc. which are mandatory for plying of vehicles.
7. The driver of the vehicle must have valid Driving License for driving light transport passenger vehicles and should be sufficiently experienced in driving transport passenger vehicles.
8. The driver should be well behaved, gentle and obedient in nature.
9. A sum of Rs.10,000/- shall be deposited by the intending bidders (Service Provider) towards security in shape of Account Payee Bank Draft drawn in favour of Divisional Forest Officer, Keonjhar Kenduleaf Division. The amount will be refunded to unsuccessful bidders. In case of successful tenderers, the security money 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 placing vehicles on being successful bidder.
10. The monthly rate of hire charges, excluding GST to be quoted separately (excluding fuel and lubricants)
11. The Vehicles must achieve the following fuel efficiency in terms of Kms per liter.

Sl.No.	Model make of vehicles	Fuel efficiency (Minimum Average mileage in Kms per litre)
1	Mahindra Bolero/ Neo/ Max	10 or above kms per litre

12. The details of the make and year of manufacture of the vehicles, registration number, 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.
13. The tender document completed in all respect should reach the office of the Divisional Forest Officer, Keonjhar Kenduleaf Division on or before 11th March 2026 by 04.00 PM and shall be opened on same date at 05.00 PM in the office chamber of the Divisional Forest Officer, Keonjhar Kenduleaf Division in presence of the tenderer or their authorized representative/owners. No overwriting or cutting is permitted in the tender documents. In such cases the tender shall be summarily rejected. The Financial Bid 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.
14. The Standard Bidding Document and Terms & Conditions can be downloaded from <https://kendujhar.odisha.gov.in/> and can also be obtained from the Office of the Divisional Forest Officer, Keonjhar Kenduleaf Division from 2nd March 2026 to 11th March 2026 on or before 04.00 PM in any working days during office hours.
15. 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 D.L. of the driver available all the times.
16. 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 hired vehicle in any manner what so ever. The owner/ successful tenderer whose vehicle is hired shall be responsible for all such litigations.
(b) Payment of Driver, repair and maintenance charge and other cost including taxes (except Service tax on hire charges) shall be borne by the successful tenderers/ service providers.
17. The hire charges to be paid on monthly basis do not include cost of diesel and lubricants which is to be paid separately basing on actual consumption 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, Tyres & Tubes, Battery etc. will be borne by the bidder.
18. It shall be the responsibility of the bidders to provide good drivers and the remuneration of the driver shall be borne by the service provider.
19. In case of breakdown for reasons whatsoever the replacement of vehicles of the same or better models shall be provided by the service provider.
20. In case, the vehicles do not report regularly, the authority will be at liberty to terminate the agreement without prior notice and may engage vehicles from other source.

21. In case of emergency, the drivers will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
22. The vehicles shall report for duty for minimum of 25 days in a month.
23. Monthly hire charges and reimbursements towards cost of diesel as per actual (as per Govt. norms) 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 providers and no advance payment will be made.
24. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract. The vehicles to be supplied by the service provider for engagement shall be physically verified by the authority before engagement. If the vehicle is not found in good condition the agreement will be subject to cancellation.
25. If the service of vehicle(s) are not required or found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
26. In case the services provider/hired vehicle owner(s) intends to withdraw the services of his vehicles and terminate the agreement, it shall be mandatory upon him to grant one-month notice before such withdrawal of service and termination of agreement.
27. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
28. The successful tenderers will have to execute and sign the agreement with the Divisional Forest Officer, Keonjhar Kenduleaf Division who will be approving authority and will control the movement of the vehicles hired, pay the monthly hire charges, reimburse the cost of Diesel as per terms and conditions & stipulations and this tender by observing the required official formalities.
29. 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.

NB:- The number of vehicles indicated in Tender Document is subject to change as per direction of the authorities.


Divisional Forest Officer
Keonjhar Kenduleaf Division

GENERAL INFORMATION FOR HIRING VEHICLES

(to be filled and signed by the Quotationer/ tenderer)

1	Registration No. of Vehicle	
2	Type of Vehicles (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. & Address of the Driver	
12	Proposed Hire Charges of the vehicle per month excluding fuel cost (both in figure & words)	
13	Rate of fuel consumption/ Mileage per liter (in Kms per litre)	
14	Contact Number of the Service Provider (Tenderer/ Quotationer)	
15	Bank draft particulars:	
	(i) Bank draft No.	
	(ii) Date	
	(iii) Amount (in Rs.)	
	(iv) Drawn in favour of	

Certified that the information submitted above are true to the best of my knowledge and belief”

Seal & Signature of the
Quotationer/ Tenderer

APPLICATION- TECHNICAL BID

For Providing Vehicles to Field units under Divisional Forest Officer, Keonjhar Kenduleaf Division

1. Name and Address of Tendering Travel Agencies/ Hired Vehicle Owners:- _____.
2. Details of Earnest Money Deposit: DD No. _____ Date. _____ of Rs. _____ drawn on Bank.
3. Name of Proprietor/ Partner/ director _____

4. Full Address of Registered Office _____

Telephone No. _____
Fax No. _____
E-mail Address _____
5. Full address of Operating Branch Office (if any) _____

Telephone No. _____
Fax No. _____
E-mail Address _____
6. Name & telephone No of Authorised officer/ person to liaison with field Officer (s) _____
7. Banker of the Travel Agencies/ Hired Vehicle Owners (Attached certified copy of statement of A/c for the last three years. _____)
8. PAN/ GIR No.- _____
(Attach attested copy)

9. Vehicle Details Information : Vehicle I Vehicle II

Registration No of vehicle		
Chassis No		
Engine No.-		
Color		
Type of vehicle (AC / Non-AC Driven		
Year of manufacture		
Model		
Date of registration		
Name & completed address of owner of vehicle		
Fitness certificate validity		
Permit validity		
Insurance validity		
Pollution validity		
Name and address of the Driver with Phone No		
D.L. No & Validity of the D.L. of the driver		

10. Financial turnover of the tendering Travel Agencies/ Hired Vehicle Owners for the last 3 Financial Years.

Financial Year	Amount (in Lacs)	Remarks, if any
2022-23		
2023-24		
2024-25		

11. Additional information, if any
(attach separate sheet if space provided is insufficient)

12. Give details of the major similar contracts by the tendering Travel Agencies/ Hired Vehicle Owner during the last three years in the following format.

(If the space provided is insufficient, a separate sheet may be attached)

SL No	Name of client, address, telephone & Fax No	Travel Agencies/ Hired Vehicle Owners		Amount of contract (Lacs)	Duration of contract	
		Type of Vehicles provided	No		From	To

13. Additional information, if any
(Attach separate sheet, if required)

Date

Signature of authorized person

Place

Name:

APPLICATION FINANCIAL BID

FOR PROVIDING VEHICLES ASSISTANCE TO DIFFERENT FIELD UNITS UNDER DIVISIONAL FOREST OFFICER, KEONJHAR KENDULEAF DIVISION

1. Name of tendering Travel Agencies/ Hired Vehicles Owners :
2. Rate per vehicle per month inclusive of all statutory liabilities, taxes levies, cess etc.

SL No	Vehicle Type	Rate proposed (Rs.) per month	Other recruiting cost if any	Service charges of the bidder	Service tax	Total per vehicle

Signature of authorized person
Full Name
Seal

Date
Place

N.B. 1. The total rates quoted by the tendering agency should be inclusive of all recurring cost at the time of entering into the contract.

2. The payment shall be made on conclusion of the calendar month only on the basis of no of working days for which duty has been performed by each person.

DECLARATION

1. I _____ Son/ Daughter/ Wife of
Sri _____ Proprietor / Director/ authorized Declaration and
execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them

3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature