




OFFICE OF THE DIVISIONAL FOREST OFFICER: PURI (WL) DIVISION

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Tender Call No. 01/2026-1F (Acct.) Dated: 29 April, 2026

TENDER CALL NOTICE FOR HIRING OF VEHICLES

Sealed tenders are invited from interested Reputed Travel Agencies/Tour Operators or private individuals to provide approximately 11 (Eleven) Nos. of Vehicles (**BS VI compliant** Diesel Driven AC/ Non-AC) vehicles like Bolero & Scorpio-N, which shall confirm to the Terms and Conditions (**Annexure-I**) for the official use in different Ranges under Puri (WL) Division, Puri on monthly rent basis to reach in the O/o the Divisional Forest Officer, Puri (WL) Division, Puri on or before **22.05.2026** up to **5:00 P.M.** through **Registered/Speed Post/Courier** and can also be dropped in the Tender Box placed in the Office of the Divisional Forest Officer, Puri (WL) Division, Puri. The tender will be opened in the same office on **25.05.2026 at 11.30 A.M.** The Standard Bidding Documents and Terms and Conditions can be downloaded from www.puri.odisha.gov.in/ <https://puri.nic.in/> & <https://odishaforest.in> and also can be obtained from the Divisional Forest Office, Puri (WL) Division, Puri, from **01.05.2026 to 22.05.2026** during office hours.


Divisional Forest Officer
Puri (WL) Division, Puri

GENERAL INFORMATION FOR HIRING OF VEHICLES

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

01	Name of the Tenderer (Travel Agency/ Tour & Travel operator / Individual / Service Provider)	
02	Address	
03	GST Registration No. and PAN Number	
04	Registration No. of Vehicle	
05	Type of Vehicle (BS-VI compliant Diesel driven AC/ Non-AC)	
06	Year of manufacture of the Vehicle	
07	Model of the Vehicle	
08	Date of Registration	
09	Name & complete address of the owner of vehicle	
10	Fitness Certificate validity	
11	Permit validity	
12	Insurance and PUC validity	
13	Name & Address of the Driver	
14	D.L. No. & validity of D.L. of the Driver	
15	Rate of fuel consumption/Mileage per litre (in Kms per litre)	
16	Quoted Hire Charges per month excluding fuel cost both (figure & words)	
17	Place of the office where tender wishes to deploy the vehicle.	
18	The contact number of the Service Provider (Quotationer/Tenderer)	Mobile No.
		Telephone No.
19	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
Quotationer/ Tenderer**

FINANCIAL BID

01	Name of the Tenderer (Travel Agency/ Tour & Travel operator / Individual / Service Provider)	
02	Address	
03	GST Registration No. and GeM Registration and PAN Number	
04	Registration No. of Vehicle	
05	Rate quoted towards Hire Charges of the Vehicle per month (As per the instruction Given below) <i>Please read the instructions produced below</i>	

01. The rate quoted by the tenderer/ bidder should exclude Taxes/service charges as per Resolution No. Resolution No 30464 / FIN-COD-MV-001-2017, Dtd.06.09.2019 and of Finance Department, Government of Odisha.

02. The rate quoted by the tenderer/ bidder will be treated as the rate including the remuneration of the Driver provided by the Service Provider along with the vehicle.

**Seal & 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 a monthly rent basis from the 1st June 2026 to 31st May, 2027.

1. Tender inviting authority reserves the right 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 Puri (WL) Division, Puri and may sometimes be deployed elsewhere within the State. The period of engagement is up to 31.05.2027 which may be extended for subsequent periods as per the availability of the funds and quality of the vehicles and services.
3. The vehicle must be in Road Worthy condition, **shall not be more than 03 years old** as on the date of opening of Tender from the date of initial registration, and must have a 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 the vehicle.
4. The Driver of the vehicle must have a valid Driving License for driving a light transport passenger vehicle and should be sufficiently experienced in driving a transport passenger vehicle.
5. The Driver should be well-behaved, gentle, and obedient.
6. The monthly rate of the hire charge is to be quoted separately in the general bid information (Excluding fuel, lubricants and taxes, GST, etc) (Annexure-II).
7. The Vehicle must achieve fuel efficiency of Minimum 10 or above K.M. Per Litre. The tenderers quoting higher fuel efficiency i.e., more kilometres per Litre of fuel consumption with the quoted hiring charges will be given preference. 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.
8. The details of the make and year of manufacture of the vehicle, registration No. mileage (km 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-I).
9. The Quotation completed in all respects should reach the undersigned on or before **22.05.2026 by 5.00 PM and shall be opened on 25.05.2026 at 11.30 A.M.** in the presence of the bidders or their authorized representatives.
10. The application form of quotation/ tender containing General Bid Information and Terms and Conditions for Hiring of Vehicles etc. will be available with the Section Officer, office of the Divisional Forest Officer, Puri Wildlife Division, Puri on payment of Rs. **1000/- (Rupees One Thousand)** only from **01.05.2026 to 22.05.2026** or can be downloaded from the website www.puri.odisha.gov.in/<https://puri.nic.in>/<https://odishaforest.in> the same period. In case the application form is downloaded from Govt. website, the applicant shall furnish a non-refundable demand draft for an amount of Rs. **1000/- (Rupees One Thousand)** only towards the cost of the application along with the application.

11. **EMD:** The value of Earnest Money to be deposited by the bidder shall be Rs.15,000.00/- (Rupees fifteen thousand only) EMD should be in the form of Demand Draft /electronically from any Nationalized Bank **in favour of Divisional Forest Officer, Puri Wildlife Division**, Payable at Puri and must be accompanied with the technical bid. For unsuccessful tenderer EMD shall be refunded immediately after Finalization of the bid. EMD shall be forfeited if the LI bidder fails to accept the order within 05 days from the date of issue of contract order.
12. All the stipulations and terms and conditions of tender documents and notice for the hiring of vehicles, including **Annexure-I** are applicable and must be adhered to. While submitting the tender offers, the tenderers also submit the signed copies of tender documents including the terms and conditions in **Annexure-III**. 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 document will form a part of the agreement. **The Financial Bid in Annexure-II 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.**
13. The hired vehicle, during the period of the contract shall have necessary valid Documents such as a 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 time. The Department/Office hiring the vehicles shall not be responsible for any damage/loss caused to hired vehicles, loss of life/injury made to any person, or damage to any property on account of the use of the hired vehicle in any manner whatsoever. The owner /successful tenderer, whose vehicle is hired, shall be responsible for all such litigation. The salary of the driver, repair, and maintenance charges, and other costs including taxes (except service tax on hire charges) shall be borne by the successful tenderers/ service providers.
14. The hire charges to be paid every month are final but do not include the cost of Diesel, which is to be paid separately based 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 the vehicle from another source.
18. In case of emergency the driver will have to report for duty as per the requirement of the hirer. No extra payment shall be demanded.
19. The vehicle shall not be more than three years old from the initial registration and is also in good running condition during the period of the contract.

20. If the services are found to be unsatisfactory, the client shall give one month's notice and terminate the agreement.
21. In case the service provider intends to withdraw the services of the vehicle and terminate the agreement, it shall be mandatory for him to grant one month's notice before such withdrawal of service and termination of the agreement.
22. If the bidder violates any of the terms of the contract, the Government shall forfeit the entire amount of security deposit.
23. The Service Provider should ensure that the vehicles are kept under optimum running condition and avoid accidents attributable to lack of maintenance/ upkeep.
24. Logbooks shall be maintained for the hired vehicles as in the case of Government vehicles. Kilometre reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized officer before making payment.
25. **GST registration is compulsory for any Service Provider to provide hired vehicles to Government offices through GeM or open bidding.** GST return (Latest three months), IT return (Last three Financial Years) along with copies of PAN and GST registration shall be submitted along with the technical BID
26. Modifications, if any in the 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 reasons thereof before the last date of submission of tender documents.
27. 2% of GST TDS shall be deducted from the hire charges of the vehicle at the source.
28. It is highly advisable to all bidders to visit the site before quoting to know the actual field condition
29. Non-compliance of any of the Terms & Conditions mentioned in the Bid, the bidder /seller shall be rejected.
30. The Authority reserves the right to withdraw or relax any of the terms and conditions mentioned above to overcome the problem encountered at a larger scale

N.B.: The number of vehicles indicated in Annexure-V is subject to change at per discretion of the authorities.


29/11/26
Divisional Forest Officer
Puri (WL) Division, Puri

Selection Based on the CQCBS Method**A. Preliminary Evaluation**

1. Bid fee: Bids without the bid fee will not be accepted. The bidders are required to submit a bid fee as per the following details: -
Non- refundable Bid fee of Rs. 1000/- only (One thousand only) in the form of Account Payee Bank Draft drawn in favor of the Divisional Forest Officer, Puri (WL) Division, Puri payable at Puri.
2. Bids submitted beyond the specified date and time shall not be accepted.
3. The bidder should submit a declaration to the effect that neither the bidder themselves, nor any of its allied concerns, partners, associates, directors, or proprietors involved in any capacity, are currently serving any banning orders issued by any govt. department debarring them from carrying on business dealings with any government department.
4. The Tour Operator/ travel firm submitting the bid should be located within the state of Odisha preferably within a radius of 100km of the DFO Puri (WL) Division, Puri.
5. The vehicle shall be registered in the name of the bidder and shall not be more than three years old as of the date of invitation of the bid.
6. **In the case of Traveler Agency/ Tour Operator / Service Provider, the vehicle for which he has participated in the tender shall be registered in his name or Lease Agreement with the owner of the vehicle for at least one year.**

B. Technical evaluation for the Vehicles to be engaged at Range Level:

Sl. No	Bid Evaluation Parameter	Scoring Methodology	Maximum marks
1	Age of the vehicle and ownership		
	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. In the case of the tour operator/service provider, the vehicle shall be registered in his name/Firm's name or he should have valid Lease Documents for at least one year for the hiring of the vehicle from the owner of the vehicle.	<ul style="list-style-type: none"> • Less than 1 year - 40 marks • 1-2 years old - 30 marks • 2-3 years old - 20 marks 	40
2	Bidder's Experience		
	Bidder should have operational experience in providing services of the Vehicles preferably to the 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. A copy of a valid experience certificate given by the organization including contract details and two references.	<ul style="list-style-type: none"> • 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 marks 	20
3	Vehicle Model Assessment		

	The mark will be awarded based on the up-to-date model of the vehicle as detailed below		
	Vehicle Model	<ul style="list-style-type: none"> • Bolero B6 Opt. / its equivalent – 40 Marks • Bolero B6 / its equivalent– 30 Marks • Other Models of Bolero/ its equivalent- 20 Marks 	40
	Total Technical Score		100

C. Technical evaluation for the Vehicles to be engaged at Division Level:

Sl. No	Bid Evaluation Parameter	Scoring Methodology	Maximum marks
1	Age of the vehicle and ownership		
	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. In the case of the tour operator/service provider, the vehicle shall be registered in his name/Firm's name or he should have valid Lease Documents for at least one year for the hiring of the vehicle from the owner of the vehicle.	<ul style="list-style-type: none"> • Less than 1 year - 40 marks • 1-2 years old –30 marks • 2-3 years old – 20 marks 	40
2	Bidder's Experience		
	Bidder should have operational experience in providing services of the Vehicles preferably to the 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. A copy of a valid experience certificate given by the organization including contract details and two references.	<ul style="list-style-type: none"> • 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 marks 	20
3	Vehicle Model Assessment		
	The mark will be awarded based on the up-to-date model of the vehicle as detailed below		
	Vehicle Model	<ul style="list-style-type: none"> • Scorpio N Z8 / its equivalent – 40 Marks • Any other Models of Scorpio N/Scorpio Classic/ S11 / its equivalent– 30 Marks • Other Models of Scorpio/ its equivalent- 20 Marks 	40
	Total Technical Score		100

D. Financial Evaluation

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

The Combined Quality and Cost Based Selection (COCBS) method will be followed during the overall selection process. Based on the technical proposal evaluation, the technically qualified bidders shall be ranked highest to lowest Technical Score (ST) according to the marks obtained during the technical evaluation stage. There shall be 60% weight-age to technical score and 40% weight-age to financial score.

Technical Score (ST)

The individual bidder's Technical Score (ST) will be evaluated as per the formula given

$$ST = [T_b / T_{max}] * 100 \text{ (rounded off to 2 decimal places)}$$

Where: **ST**= Normalized Technical Score of the bidder under consideration

T_{max}= Highest Technical score of the bidder amongst the technically qualified bidders.

T_b= Technical score of the bidder under consideration

Financial Score (SF):

The individual bidder's financial score (SF) will be evaluated as per the formula given

$$SF = [F_{min} / F_b] * 100 \text{ (rounded off to 2 decimal places)}$$

Where: **SF**= Normalized financial score of the bidder under consideration

F_{min}= Lowest financial quote among the technically qualified bidders

F_b= Financial quote of the bidder under consideration

$$\text{Combined Score (S)} = ST * 0.6 + SF * 0.4$$

Where **ST**- Technical score secured by the bidder

SF- Financial Score secured by the bidder

The bidder securing the **highest evaluated Combined Score (S)** will be awarded the contract observing due procedure.

MODE OF SELECTION

01. As derived from the above principle of highest evaluated Combined Score (S) L1 bidder will be shortlisted. He will be given preference for engagement of as many vehicles as he can provide.
02. If the L1 bidder is unable to provide all the vehicles put to tender then the L2 bidder will be extended with the prerogatives of engagement of hired vehicles as a second offer with the bidding quoted L1 Bidder and so on.
03. If after offering to the L2 bidder, the process of engagement of all vehicles is still not completed, the process will offer the L3 bidder and the process will go on till completion of all vehicles put to tender.
04. The willingness to engage several vehicles is to be given in writing with the signature of the Tenderer/ Tour Operator / Service Provider on the date of finalization of the tender


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Annexure- V

Tentative numbers of the vehicles to be engaged in the Puri (WL) Division, Puri

Sl. No.	Vehicles to be engaged at Range Level	Vehicles to be engaged at Division Level	Total
1	10	01	11


29/04/2026
Divisional Forest Officer
Puri (WL) Division, Puri

29-4-2026