

Government of Odisha

Forest, Environment and Climate Change Department, Odisha



ବାଲେଶ୍ଵର ବନ୍ୟଜୀବ ବନଖଣ୍ଡ, ବାଲେଶ୍ଵର  
OFFICE OF THE DIVISIONAL FOREST OFFICER  
BALASORE WILDLIFE DIVISION

At/PO: KURUDA, Dist: BALASORE, PIN – 756056, ODISHA  
Ph.No: 9437691870 e-mail- dfo.balasurewl@odisha.gov.in



**TENDER CALL NOTICE FOR HIRING VEHICLE**

Sealed tenders are invited from interested Reputed Travel Agencies / Tour Operators / Individuals for providing approximately **17 (Seventeen)** Nos. of Vehicle (BS-VI emission compliant Diesel driven AC) vehicles with commercial registration in accordance with the Office Memorandum No. 15836/F Dated 27.05.2025 of the Finance Department, Govt. of Odisha, for official use (as detailed mentioned below) on hiring basis under the establishment of Balasore Wildlife Division, Balasore. The sealed Tenders shall reach in the O/o the Divisional Forest Officer, Balasore Wildlife Division, Balasore on or before **24<sup>th</sup> September, 2025** by **11.00 A.M.** through Registered / Speed Post / Courier Service and can also be dropped in the Tender Box placed in the Office of the Divisional Forest Officer, Balasore Wildlife Division, Balasore. The tenders will be opened in the same office on **24<sup>th</sup> September, 2025** at **12.00 P.M.** The Standard Bidding Document and Terms and Conditions can be downloaded from <https://balasore.odisha.gov.in/> ; <https://odishaforest.in/> and also can be obtained from the Office of the Divisional Forest Officer, Balasore Wildlife Division, Balasore from **12<sup>th</sup> September, 2025** to **23<sup>rd</sup> September, 2025** during office hours.

Sl. No.	Name of Office	Safari /Scorpio N/ XUV 700 (equivalent or higher model) Maximum monthly Hiring charge in Rs. 44,400/-	Scorpio/ Bolero Neo (equivalent or higher model) Maximum monthly Hiring charge in Rs. 37,200/-
1	Divisional Forest Office, Balasore Wildlife Division	01	-
		-	03
2	Forest Range Office, Kuldiha WL Range	-	4
3	Forest Range Office, Jaleswar WL Range	-	2
4	Forest Range Office, Chandipur WL Range	-	2
5	Forest Range Office, Soro WL Range	-	4
6	Forest Range Office, Nilgiri WL Range	-	1
	<b>TOTAL</b>	<b>01</b>	<b>16</b>

  
Divisional Forest Officer  
Balasore Wildlife Division, Balasore

Government of Odisha

Forest, Environment and Climate Change Department, Odisha



ବାଲେଶ୍ଵର ବନ୍ୟଜୀବ ବନଖଣ୍ଡ, ବାଲେଶ୍ଵର  
OFFICE OF THE DIVISIONAL FOREST OFFICER  
BALASORE WILDLIFE DIVISION



At/PO: KURUDA, Dist: BALASORE, PIN – 756056, ODISHA  
Ph.No: 9437691870 e-mail- dfo.balasorewl@odisha.gov.in

TENDER CALL NOTICE FOR HIRING VEHICLE

Sealed tenders are invited from interested reputed Travel Agencies/Tour Operators/ Individuals for providing **17 Nos.** of vehicles having capacity of not more than **7 persons** including driver, which shall conform to the Terms and Conditions (Appendix-A) for official use in **Divisional Forest Office, Balasore Wildlife Division** on monthly basis:

01. The service provider shall have a valid GST registration to participate in the tendering.
02. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
03. 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, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
04. 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.
05. The Driver should be well behaved, gentle and obedient in nature.
06. A sum of **Rs. 5000/-** shall be deposited by the intending bidders in shape of Account Payee BANK Draft drawn in favour of the **Divisional Forest Officer, Balasore Wildlife Division, Balasore** and submitted along with the tender as EMD. After completion of tender process, EMD shall be refund to unsuccessful bidders.
07. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
08. The Vehicle must achieve a fuel efficiency of **10 KM** per liter.
09. The details of the make and year of manufacture of the vehicle, registration no., mileage (Km covered per litre) and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (Appendix-B).
10. The Quotation completed in all respect should reach the undersigned on or before **24<sup>th</sup> September, 2025** by **11.00 A.M.** and shall be opened on the same day at **12.00 P.M.** in presence of the bidders or their authorized representatives.
11. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. can be downloaded from <https://balasore.odisha.gov.in/> ; <https://odishaforest.in/> and also can be obtained from the Office of the Divisional Forest Officer, Balasore Wildlife Division, Balasore from **12<sup>th</sup> September, 2025** to **23<sup>rd</sup> September, 2025** during office hours.

  
Divisional Forest Officer

✓ Balasore Wildlife Division, Balasore

**Terms & Conditions**

The following terms and conditions must be fulfilled by bidder:

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution 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.

2. The Department / Office hiring the vehicle 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 any manner whatsoever. The hirer shall be responsible for all such litigation.

3. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.

4. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the service provider.

5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the service provider.

6. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.

7. The vehicles shall report for duty for minimum of 25 days in a month.

8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.

9. Monthly hire charges and reimbursements towards cost of fuel (as per norm) will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.

10. 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.

11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.

12. In case the 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.

13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

 11/9/23

Divisional Forest Officer  
Balasore Wildlife Division, Balasore

Annexure-B

General Information

Sl No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	GeM Registration Number	
5	Bank Account No and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & 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 the D.L. of the Driver	
17	Contact Number of the Service provider	
18	Contact number of Driver	
19	Proposed hire Charge of the vehicle per month excluding fuel cost	
20	Rate of fuel consumption / Mileage per litre	

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

  
Divisional Forest Officer  
Balasore Wildlife Division, Balasore

**Selection Based on the CQCBS Method**

**A. Preliminary Evaluation**

1. EMD: Bids without EMD will not be accepted. A refundable security deposit of Rs. 5000/- only (Rupees Five Thousand only) shall be in the form of Account Payee Bank Draft drawn in favor of the Divisional Forest Officer, Balasore Wildlife Division, Balasore payable at Balasore as Security Deposit/EMD.
2. Bids submitted beyond the specified date and time shall not be accepted.
3. The bidder must have an office with a regular Telephone connection at Balasore.
4. 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.
5. The travel firm submitting the bid should be located within a radius of 10 km of the Divisional Forest Officer, Balasore Wildlife Division, Balasore.
6. 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.
7. *In the case of Traveler Agency/ Tour Operator I 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**

SI. No	Bid Evaluation Parameter	Scoring Methodology	Maximum marks
1	<b>Age of the vehicle and ownership</b>		
	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 bid. In the case of the tour operator/service provider, the vehicle shall be registered in his name or he should have valid Lease Documents for the hiring of the vehicle from the owner of the vehicle	<ul style="list-style-type: none"><li>• Less than 06 months - <b>50 marks</b></li><li>• 6 months - 1 year - <b>40 marks</b></li><li>• 1 -2 years old -<b>30 marks</b></li><li>• 2-3 years old - <b>20 marks</b></li><li>• More than 3 years old- <b>0 mark</b></li></ul>	<b>50</b>
2	<b>Physical Verification</b>		
	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"><li>• Safari / Scorpio N / Mahindra XUV700 //(equivalent or higher model)-<b>50 Marks</b></li><li>• Scorpio //(equivalent or higher model)-<b>40 Marks</b></li><li>• Bolero Neo //(equivalent or higher model)- <b>20 Marks</b></li><li>• Other Models -<b>10 Marks</b></li></ul>	<b>50</b>
	<b>Total Technical Score</b>		<b>100</b>

*As per*  
*11/9/25*

### C. Financial Evaluation

The financial proposals of the technically qualified bidders (**Technical Score (TS) must be equal to or greater than 40**) 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 (CQCBS) 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 (TS) 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.**

The individual bidder's **Financial Score (FS)** will be evaluated as per the formula given

**FS= Fmin/ Fb \* 100** (rounded off to 2 decimal places)

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

**Fmin**= Lowest financial quote among the technically qualified bidders

**Fb**= Financial quote of the bidder under consideration

**Combined Score (CS) = TS \* 0.6 + FS \* 0.4**

Where **TS**- Technical score secured by the bidder **FS**- Financial Score secured by the bidder. The bidder securing the **highest evaluated Combined Score (CS)** will be awarded the contract observing due procedure.

### MODE OF SELECTION

1. As derived from the above principle of highest evaluated Combined Score (CS) L1 bidder will be shortlisted. He will be given preference for engagement of as many vehicles as he can provide.
2. 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 hire vehicle as a second offer with the bidding quoted by him
3. 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.
4. The bidding price till the last valid bidder will cease when the bidding prices and the Service Tax @ 12 % together will exceed the allotment provided by the Government per vehicle as **per Office Memorandum No. 15836 / FIN-COD-MV-0004-2018/F, Dtd. 27.05.2025 of Finance Department, Government of Odisha.**
5. 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.
6. The Tender Inviting Authority reserves the right to modify the terms & conditions or to cancel the Tender without assigning any reason thereof.

  
Divisional Forest Officer  
Balasore Wildlife Division, Balasore