



**OFFICE OF THE  
DIVISIONAL FOREST OFFICER, SUNABEDA WILDLIFE DIVISION, NUAPADA**  
At/PO-Nuapada, Dist-Nuapada, Odisha, 766105, Tel/Fax – 06678 295372,  
Email ID: - [dfo.sunabedawl@odisha.gov.in](mailto:dfo.sunabedawl@odisha.gov.in)

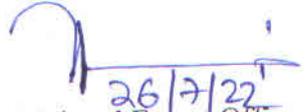
Office Order No: 61

/1WL/ Dated. 26-07-2022

**QUOTATION CALL NOTICE**

Sealed quotation from interested vehicle owner having commercial vehicle license, valid GST & PAN registration are invited for providing Scorpio/Bolero -2 nos. under CAMPA APO 2022-23 for Nuapada Wildlife Range & Sunabeda Wildlife Range in the Office of the Divisional Forest Officer, Sunabeda Wildlife Division, Nuapada. It is to mention here that the vehicle should be within 3 years of make. Other Terms & conditions laid down as per Finance Department guidelines. The standard bidding documents are to be submitted in the O/o the Divisional Forest Officer, Sunabeda Wildlife Division, Nuapada on or before 02.08.2022 by 1.00 PM through Registered/Speed Post or by Courier Service and can also be dropped in the quotation Box placed in this office. The quotation will be opened on the same day i.e. 02.08.2022 at 3.30 PM in presence of the bidders or their authorized representative in the office of the undersigned. The standard bidding documents and terms & conditions can be downloaded from <https://nuapada.nic.in> and also collected from O/o the Divisional Forest Officer, Sunabeda Wildlife Division, Nuapada from 28.07.2022 to 01.08.2022 in any working day during office hour only. **Tender paper cost for Rs.5,00/- (Rupees five hundred) only in shape of Non-refundable Demand Draft from any Nationalize Bank drawn in favour of the Divisional Forest Officer, Sunabeda Wildlife Division, Nuapada in the sealed bid document should be submitted.**

Further, Nuapada & Sunabeda Wildlife Range will be considered as a single/independent unit so interested vehicle owner have to mention the name of Range specifically where he want to deploy his vehicle. The authority reserve the right to cancel any/all quotation without assigning any reason.

  
26/7/22  
Divisional Forest Officer,  
Sunabeda Wildlife Division,  
Nuapada

### TERMS AND CONDITIONS.

1. The quotations received incomplete or after the scheduled date and time are liable to be rejected.
2. The price quote should be inclusive of all taxes.
3. The rate of successful bidder may be valid up to 31.03.2023 or next call/ Tender Call.
4. The undersigned reserves the right to reject/cancel any or all the quotation without assigning any reason thereof and terminate the order in case of changes in Government Procedure or policy of instruction/direction.
5. The EMD amount of Rs.5000/- (Rupees five thousand) only should be submitted in shape of Bank Draft in favour of the Divisional Forest Officer, Sunabeda Wildlife Division, Nuapada along with tender papers.
6. The hiring charges do not include fuel cost which is to be paid separately basing on actual consumption and lubricants as per existing government Norm.
7. The vehicles hired shall be in good condition and shall not be older than three years. Vehicles older than five year should be replaced by new vehicles.
8. It will be ensured through the party of hired vehicles 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.
9. 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.
10. Both technical and financial bids should be submitted in separate envelop.
11. All cost relates to driver will be borne by the vehicle provider.
12. The revised norms shall be made applicable for the hired vehicles after completion of the contact period.
13. All the disputes shall be subject to the jurisdiction of Civil Court situated at Nuapada only.
14. This Office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Owner /Service Provider.

15. The driver of the vehicle must have a valid driving license for driving like transport passenger vehicle and shall be sufficiently experienced in driving transport passenger vehicle.
16. The driver should be well behaved, gentle & obedient in nature.
17. In case of any breakdown of vehicle on duty, the Owner/service provider shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.
18. The Owner/Service Provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the Service Provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
19. The successful tenderer will have to execute and sign the agreement with the concerned Officers and will control the movement of their respective vehicle and pay the monthly hire charges, reimbursement of diesel, lubricants as per term and conditions and stipulation of the tender by observing the required formalizes.

26/7/22  
Divisional Forest Officer,  
Sunabeda Wildlife Division,  
Nuapada

**ANNEXURE-I**

**APPLICATION FOR QUOTATION/TENDER CALL NOTICE**

From:

M/s .....  
.....

To

The Divisional Forest Officer,  
Sunabeda Wildlife Division, Nuapada.

I am submitting the price quotations for the supply of the following types of vehicles for engagement in your office on a monthly basis.

The details about the vehicle and driver are attached in Annexure-II.

**FORMAT FOR QUOTATION FOR HIRING OF VEHICLE**

Sl. No.	Description of the Vehicle	Monthly Fixed Charges excluding POL (in Rs)	Consumption of POL (KM/Lt)	Remarks

Date.

PAN/TIN No.

Signature

Name and Address of Authorised Signatory

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

1	Name of the Vehicle Owner/Agency with address	
2	Regd. No. of the vehicle	
3	Date of registration	
4	Type of Vehicle AC/ Non AC	
5	Year of Manufacture	
6	Model of the Vehicle	
7	Fitness Certificate valid up to	
8	Permit validity	
9	Insurance validity	
10	Pollution Certificate validity	
11	Minimum average in km per ltrs.	
12	Name of the Driver	
13	Driving license with date of validity	
14	Contact Number of the Service provider (Tenderer/Quotationer) :	

1. Filled up proforma with copy of all above documents to be submitted along with the tender paper.
2. Copy of GSTIN.
3. Copy of PAN Registration.
4. In case of Agency valid Registration certificate/license to be submitted.

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

Seal & Signature of the  
Quotation/Tenderer