# RFP for Hiring of Vehicles (Petrol/EV)

**ODISHA KNOWLEDGE CORPORATION LIMITED**

Plot no- 108/3607, Behind Pal Heights, Jaydev Vihar, Bhubaneswar-751013

OKCL invites sealed bids from reputed Travel Agencies / Tour Operators / Vehicle Owners to provide vehicles along with driver on monthly rental, in two options: Option A – Petrol and Option B – Electric Vehicle (EV), for a contract period of 3 years for official use by its officials.

## RFP Summary Sheet

| Details | Information |
|---|---|
| RFP title | Request for Proposal for Hiring of Vehicles (Petrol/ Electric) on Monthly Rental Basis |
| RFP issuing authority | Odisha Knowledge Corporation Limited (OKCL) |
| RFP reference number | OKCL/RFP/Vehicle26-27/01 |
| RFP availability | Downloadable from www.okcl.org |
| Number of vehicles required | [●] Petrol or [●] EV (bidders may quote for one or both options) |
| Last date and time of submission | 16/11/2026 by 12:00 PM |
| Submission mode | Speed Post / Registered Post / Courier /E-mail/By Hand |
| Pre-bid queries deadline | 09/11/2026, by e-mail to info@okcl.org |
| Technical bid opening | 16/11/2026 at 4:00 PM |
| Submission address and opening venue | OKCL Office, Plot no- 108/3607, Behind Pal Heights, Jaydev Vihar, Bhubaneswar-751013 |
| Fuel / charging cost | Not included in the hire charge. |

| Details | Information |
|---|---|
| | Petrol/Charging Cost shall be borne by separately by OKCL. |
| Earnest Money Deposit (EMD) | Rs. 10,000/- payable by Demand Draft in favour of "Odisha Knowledge Corporation Limited", payable at Bhubaneswar |
| Contract period | 3 years, extendable by up to 1 year subject to satisfactory performance |
| Proposal format | Two-envelope system: Technical Bid and Financial Bid |
| Evaluation | Technical eligibility (pass / fail), then lowest monthly hire charge (L1), separately for each option |

The undersigned reserves the right to reject any or all tender without assigning any reason thereof.

**Sd/-**
**Managing Director**
**Odisha Knowledge Corporation Limited**
**05-11-2026**

## Introduction and Scope of Work

OKCL invites bids from agencies for hiring of vehicle on rent, along with a dedicated driver, for official use of its senior official, on a monthly rental basis. The hire charge covers both the vehicle and the driver, and the driver shall meet the requirements set out under "Driver Requirements" below.

## Vehicle Options and Specifications

Bidders may quote for Option A, Option B, or both.

| Parameter | Option A – Petrol | Option B – Electric Vehicle (EV) |
|---|---|---|
| Vehicle type | [Sedan / SUV], seating capacity not more than [5]/[7] including driver | [Sedan / SUV], seating capacity not more than [5]/[7] including driver |
| Emission / energy standard | BS-VI emission compliant | Battery electric vehicle (no hybrids); certified range of at least [250] km on a full charge |
| Minimum average mileage | 10 - 12 km per litre | Not applicable |
| Age of vehicle | Not older than 3 years from date of initial registration at the time of bid submission.<br>A vehicle older than 7 years shall be replaced by a new vehicle by the Service Provider. | Not older than 1 years from date of initial registration at the time of bid submission.<br>A vehicle older than 7 years shall be replaced by a new vehicle by the Service Provider. |
| Registration | Valid registration | Valid registration |
| PUC Certificate | Valid PUC Certificate | Valid PUC Certificate |
| Insurance | Valid third-party liability car insurance | Valid third-party liability car insurance |
| Charging | Not applicable | Bidder shall arrange charging; a charger and charging cable compatible with the vehicle provided at Office Premises |
| Condition | Clean, well maintained, with first-aid kit and Fire Extinguisher | Clean, well maintained, with first-aid kit and Fire Extinguisher |
| Maintenance Cost | Service Provider shall bear all maintenance, repairs, spares, tyres, battery, road tax etc.<br>Service Provider shall provide a replacement vehicle of the same or | Service Provider shall bear all maintenance, repairs, spares, tyres, battery, road tax etc.<br>Service Provider shall provide a replacement vehicle of the same or |

| Parameter | Option A – Petrol | Option B – Electric Vehicle (EV) |
|---|---|---|
| | better model in case of breakdown, servicing or seizure, at no extra cost. | better model in case of breakdown, servicing or seizure, at no extra cost. |
| Driver | Dedicated driver to be provided by the Service Provider along with the vehicle, as per "Driver Requirements" below. | Dedicated driver to be provided by the Service Provider along with the vehicle, as per "Driver Requirements" below. |

## Driver Requirements

The vehicle shall be provided along with a trained and licensed driver. The driver shall meet the following requirements throughout the contract period.

### Driver qualifications and eligibility

| Parameter | Requirement |
|---|---|
| Number of drivers | One (1) dedicated driver for the vehicle for the entire contract period. A trained substitute driver shall be provided when the regular driver is on leave or absent. |
| Duty hours | [6] days a week, as per the schedule given by OKCL. Duty beyond normal hours, on weekly offs / holidays and outstation duty shall be only on prior instructions by OKCL. Overtime, night-halt and outstation allowance shall be payable as per rates notified by OKCL. |
| Age | Between [25] and [40] years on the date of deployment. |
| Driving licence | Valid Indian driving licence authorising the driver to drive a light motor vehicle (LMV), in the category required for a hired vehicle. Licence shall not be under suspension or have any endorsement for a serious offence. |
| Experience | At least [5] years of driving experience on four-wheelers. A clean record with no major accident or traffic offence (drunk driving, rash driving) in the last [5] years. |
| Education and language | Working knowledge of Odia and Hindi; basic English is desirable. Good knowledge of roads and routes in Bhubaneswar and nearby cities. |
| Verification | Police verification certificate issued within the last [6] months, and a self-declaration of no criminal case pending or past conviction. Copies of Aadhaar and driving licence to be furnished. It may be furnished after the selection of the bidder. |

| Parameter | Requirement |
|---|---|
| Medical fitness | Medical fitness certificate (including eye test) from a registered medical practitioner, issued within the last [6] months and renewed every [12] months. The driver shall be free from any condition that could affect safe driving. It may be furnished after the selection of the bidder. |
| Conduct and appearance | Neat, clean uniform and identity card while on duty. Polite, disciplined and punctual. No consumption of alcohol, tobacco or any intoxicating substance before or during duty, and no use of a mobile phone while driving. |
| EV familiarity (Option B) | The driver deployed with an EV shall be familiar with its operation, regenerative braking, charging procedure and safety precautions. |

### Driver conditions

1. **Employment of the driver.** The driver shall be an employee of the Service Provider only.
2. **Wages and statutory compliance.** The Service Provider shall pay the driver wages not less than the minimum wages notified by the Government of Odisha, on or before the due date each month, through bank transfer. The Service Provider shall comply with all applicable labour laws, including EPF, ESI, bonus, and leave, and shall furnish proof of compliance when asked by OKCL. The Service Provider shall indemnify OKCL against any claim or liability arising from the driver's employment or from non-compliance with labour laws.
3. **Driver details.** Before the vehicle is deployed, the Service Provider shall submit the details of the proposed driver (including the substitute driver) in Annexure III with copies of the driving licence, identity proof, police verification certificate and medical fitness certificate. Any change of driver shall be informed to OKCL in advance with the same documents.
4. **Right of OKCL to verify and reject.** OKCL may interview, test and verify the credentials of any driver before or during deployment. OKCL may, without giving reasons, ask for the removal of a driver, and the Service Provider shall provide a suitable replacement within [24 hours] of the request.
5. **Substitute driver.** If the regular driver is absent for any reason, the Service Provider shall provide a substitute driver meeting these requirements at no extra cost, so that the service is not interrupted.
6. **Safe and lawful driving.** The driver shall follow all traffic rules and always carry the original driving licence and vehicle documents. Challans, fines, penalties or seizure arising from traffic violations or lapses in vehicle documents shall be borne by the Service Provider and shall not be charged to OKCL.
7. **Insurance cover.** In addition to third-party liability insurance, the vehicle shall carry a personal accident cover for the driver and for the occupants. The Service Provider shall be solely liable for damages caused to the vehicle, third parties or the driver arising from an accident, and OKCL shall not be liable in any manner.
8. **Official use only.** The vehicle and driver shall be used only for the official purposes of OKCL, as directed by the designated OKCL official.

9. **Log book.** The driver shall maintain a daily log book recording the date, journey details, and opening and closing kilometre readings, to be countersigned by the OKCL official. The log book shall form the basis for verifying the monthly bills.
10. **Confidentiality.** The driver and the Service Provider shall keep confidential all information about the movements, conversations, documents and other affairs of OKCL officials that come to their knowledge, both during and after the contract period.
11. **Availability.** The driver shall report at the place and time specified by OKCL and shall be reachable on a working mobile number provided in Annexure III during duty hours.
12. **Misconduct.** In the case of misbehaviour, negligence, rash driving, driving under the influence of alcohol or any intoxicant, or any criminal act, the driver shall be removed immediately on OKCL's request, and the penalties under Penalties (C) and the termination right under Termination (D) shall apply as applicable.

## Eligibility Criteria

| Sl. | Requirement | Specific condition | Documents required |
|---|---|---|---|
| 1 | Legal existence | Registered Company / LLP / Partnership / Proprietorship / individual vehicle owner, operating in passenger transport or vehicle hiring for at least [2] years on the last date of submission | Registration certificate, PAN card, trade licence (if any) |
| 2 | GST registration | Valid GST registration if applicable | GST registration certificate |
| 3 | Turnover | Average annual turnover of at least ₹5.00 lakhs from vehicle hiring / transport services in the last 3 financial years (FY 2023-24, 2024-25, 2025-26) | CA-certified financial statements |
| 5 | Experience | At least [1] contract for hiring of vehicles to Government / PSU / reputed private organisations in the last 3 years | Work orders and performance certificates |
| 6 | Vehicle | Vehicle(s) offered must meet the specifications in the Vehicle Options & Specifications table, with valid RC, insurance, PUC documents etc. | Copies of documents, and Annexure III |
| 7 | Not blacklisted | Not blacklisted or debarred by any Central / State Government or PSU | Self-declaration, Annexure I |
| 8 | Statutory compliance | Up to date GST and Income Tax returns as applicable. | GST / ITR filing proof |
| 9 | Driver | Ability to provide a qualified driver meeting the conditions in Driver Requirements, with valid driving | Driver details in Annexure III with |

| Sl. | Requirement | Specific condition | Documents required |
|---|---|---|---|
| | | licence, police verification and medical fitness | copies of licence, ID proof, police verification and medical certificate |

## Evaluation Process

1. **Technical stage.** Bids shall be checked for eligibility on the documents submitted. OKCL may inspect the offered vehicle before opening the financial bid, and a vehicle that does not match Annexure III may lead to rejection. OKCL may also interview and verify the proposed driver, and a bid where the driver does not meet the Driver Requirements may be rejected.
2. **Financial stage.** Financial bids of technically qualified bidders are opened on a date notified by OKCL, in the presence of bidders' representatives.
3. **Selection.** The bidder with the lowest quoted monthly hire charge (L1) shall be selected separately for Option A and Option B. Bidders may quote for one or both options. OKCL may place the order on L1 for any of the one option i.e Option A or Option B, depending on its requirement and instructions in force.
4. **Tie.** In case of a tie in L1 price, the bidder with the higher average turnover is preferred.
5. **Abnormally low rates.** OKCL may seek justification for an abnormally low quote and may reject the bid if the justification is unsatisfactory.
6. **L1 matching.** OKCL may, at its discretion, empanel the next-ranked bidder if it agrees (in writing) to match the L1 rate.

## Financial Terms

| Item | Option A – Petrol | Option B – EV |
|---|---|---|
| Fuel / charging cost | To be borne by OKCL | To be borne by OKCL |
| Rate validity | Firm for the contract period | Firm for the contract period |

1. **Quote.** Bidders to quote the monthly hire charge excluding GST, up to two decimal places, in Annexure II.
2. **Fuel/EV Charging fuel:** To be borne by OKCL. The Bidder shall arrange EV Charging facilities (in case Option B is selected); a charger and charging cable compatible with the vehicle at Office Premises.
3. **Driver cost.** The quoted monthly hire charge shall be inclusive of the driver's wages, allowances, uniform, statutory contributions (EPF, ESI, bonus etc.), insurance and all other costs of providing the driver, including a substitute driver. No separate payment shall be made for the driver.
4. **Payment.** Monthly, within 15 days of receipt of complete bills. Penalties, TDS and statutory deductions shall be applicable.

5. **Contract period.** 3 years from the date of the work order, extendable by up to 1 year subject to satisfactory performance.

## Terms and Conditions

### A. Bid terms

1. **Bid document:** Download the full document from www.okcl.org, sign and seal every page, and submit it with all supporting documents. A bid is rejected if any clause or annexure is altered, or if it is late or incomplete. OKCL is not responsible for postal delay.
2. **Two-envelope submission:** The Technical Bid (eligibility documents, Annexures I and III) and the Financial Bid (Annexure II only) shall be submitted in separate sealed envelopes, both placed in a larger envelope superscribed "Hiring of Vehicles – Petrol / EV".
3. **Cost of tender document:** No fee is charged for the tender document.
4. **EMD:** EMD of Rs. 10,000/- Demand Draft in favour of "Odisha Knowledge Corporation Limited", payable at Bhubaneswar. EMD of unsuccessful bidders shall be refunded after the tender process.
5. **Pre-bid queries:** E-mail to info@okcl.org by 09-11-2026. Responses shall be mailed to the agencies by 10-11-2026.
6. **Bid opening:** Bidders or their authorised representatives may attend the opening at 4:00 PM on 16-11-2026 at OKCL's registered office, Bhubaneswar.

### B. EV-specific conditions

1. The EV shall carry a battery warranty valid for the contract period, and the Service Provider shall keep the battery and charging system in working order.

### C. Penalties

The penalty rates applicable as below. The decision of the Managing Director, OKCL shall be final in this regard.

| Default | Penalty |
|---|---|
| Vehicle not available and no replacement provided | Deduction of the monthly hire charge per day |
| Driver absent and no substitute provided | Deduction of one day's hire charge (monthly hire charge ÷ 30) for each day of absence |
| Driver not replaced within the stipulated time after OKCL's request | ₹[500] per day until a replacement is provided |
| Driver without valid licence, police verification or medical fitness certificate, or an unauthorised / unapproved driver deployed | ₹[1,000] per instance, and immediate removal of the driver |

| Default | Penalty |
|---|---|
| Driver misconduct, rash driving, or driving under the influence of alcohol / intoxicant | ₹[2,000] per instance, and immediate removal of the driver. Repeated instances may lead to termination |

## D. Termination, disputes and general

1. Either party may terminate the contract in one month's written notice period condition.
2. OKCL may terminate the contract with immediate effect, without notice, if the Service Provider repeatedly fails to provide a driver meeting the Driver Requirements, or if the driver is involved in serious misconduct, an accident caused by negligence, or a criminal offence.
3. The Service Provider shall notify OKCL immediately of any change in ownership or management and shall not assign the contract without OKCL's written consent.
4. Neither party is liable for failure caused by force majeure, provided prompt notice is given.
5. Any disputes shall be settled amicably, failing which, it shall be referred to arbitration under the Arbitration and Conciliation Act, 1996 with jurisdiction at Bhubaneswar, Odisha.
6. A Service Provider Agreement in the format of Annexure IV shall be signed at the time of the work order.

Sd/-

**Managing Director**

**Odisha Knowledge Corporation Limited**

**Date: 05-11-2026**

## Annexure I – Self-Declaration: Not Blacklisted (on letterhead)

To,

Managing Director,

Odisha Knowledge Corporation Limited

Bhubaneswar

**Subject: RFP for Hiring of Vehicles – Not Blacklisting (RFP No. OKCL/RFP/Vehicle26-27/01)**

In response to the RFP titled "Hiring of Vehicles (Petrol/EV)", I / we, as owner / partner / director of _____ (name of agency), declare that our firm has an unblemished record and has not been declared ineligible for corrupt or fraudulent practices, blacklisted by any State / Central Government or PSU.

If this declaration is found to be incorrect, then without prejudice to any other action, our security may be forfeited in full and any accepted tender may be cancelled.

Name of the Agency: _____ .

Authorised Signatory: _____ .

Signature and Seal: _____ .

Date and Place: _____

## Annexure II – Financial Bid (on letterhead, in a separate sealed envelope)

To,
Managing Director,
Odisha Knowledge Corporation Limited,
Bhubaneswar

**Subject: Financial Bid for Hiring of Vehicles (RFP No. OKCL/RFP/Vehicle/01)**

The monthly hire charge (including the driver) excluding GST, fuel / charging, toll and parking. Quote for one or both options. Any quote above the ceiling will be rejected.

| Particulars | Mention Name & Model | Quoted hire charge (₹ per month, figures) | Rupees In words |
|---|---|---|---|
| **1. Option A – Petrol vehicle** | | | |
| a. 5 Seater – Sedan | | | |
| b. 5 Seater – SUV | | | |
| c. 7 Seater – SUV | | | |
| **2. Option B – Electric vehicle** | | | |
| a. 5 Seater - Sedan | | | |
| b. 5 Seater – SUV | | | |
| c. 7 Seater – SUV | | | |
| **3. Driver** | | | |

We unconditionally accept all the terms and conditions of the RFP. We confirm that the quoted rates are firm for the contract period and that all costs of the maintenance, insurance, driver wages and allowances, taxes etc. are covered in the quoted rate.

Date: _____

Place: _____

Name and Address of the Agency: _____

Signature of Authorised Person: _____

Seal: _____

## Annexure III – General Bid Information (Vehicle and Driver Details)

Submit one sheet for each vehicle offered, stating whether it is Option A (Petrol) or Option B (EV), along with the details of the driver offered with that vehicle. OKCL may choose any option as per requirement.

| Sl. | Particulars | Details- Option A | Details - Option B |
|---|---|---|---|
| 1 | Name of the Bidder | | |
| 2 | Address & Contact Number | | |
| 3 | GST number (if applicable) | | |
| 4 | Bank account number and IFSC code | | |
| 5 | Option offered (Mention - Petrol / EV) | | |
| 6 | Registration Number | | |
| 7 | Make and model | | |
| 8 | Year of manufacture and date of registration | | |
| 9 | Name and address of the registered owner | | |
| 10 | Pollution certificate validity | | |
| 11 | Insurance validity | | |
| 12 | Mileage in km per litre (Petrol) or certified range in km per full charge (EV) | | |
| 13 | Charging arrangement and battery warranty validity (EV only) | | |
| 14 | Name of the driver (and substitute driver, if any) | | |
| 15 | Age and mobile number of the driver | | |
| 16 | Driving licence number, category and validity | | |
| 17 | Total driving experience (years) and experience with Government / PSU / corporate clients | | |
| 18 | Police verification certificate number and date of issue (May be submitted after selection of bidder) | | |
| 19 | Medical fitness certificate date of issue (May | | |

| Sl. | Particulars | Details- Option A | Details - Option B |
|---|---|---|---|
| | be submitted after selection of bidder) | | |
| 20 | Languages known | | |

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

Date: _____

Place: _____

Name and Address of the Agency: _____

Signature of Authorised Person: _____

Seal: _____

## Annexure IV – Service Provider Agreement (format)

1. This Agreement is made on this ____ day of _____ (month) _____ (year) between Odisha Knowledge Corporation Limited, Plot no- 108/3607, Jaydev Vihar, Bhubaneswar-751013 (the "Principal"), and _____, having its registered office at _____ (the "Service Provider"), and includes their successors and assigns.
2. The Principal wishes to hire a vehicle along with a driver on monthly rental and the Service Provider agrees to provide them on the terms below. The Service Provider owns the vehicle described as: Fuel type (Petrol / EV) _____; Registration number _____; Model _____; Chassis number _____; Engine / motor number _____; Colour _____; Year of manufacture _____. The Service Provider holds PAN No. _____ and GST No. _____, valid on this date.
3. **Rental.** The vehicle is hired for 3 years at ₹_____ per month (excluding GST), payable monthly. The contract may be extended by up to 1 year, subject to satisfactory performance.
4. **Service Provider obligations.** The Service Provider shall comply with the conditions of the RFP, including the Driver Requirements, which form part of this Agreement, and shall not sub-let the contract. The driver shall remain the employee of the Service Provider, who shall be solely responsible for the driver's wages, statutory dues and conduct.
5. **Principal obligations.** The Principal shall pay the hire charge within 15 days of receipt of complete bills, subject to deductions for penalties and statutory dues as per the RFP.
6. **Termination.** Either party may terminate on one month's written notice as per conditions of the RFP.
7. **General.** Force majeure, entire agreement, waiver of remedies, assignment, change of ownership and dispute resolution are as provided in the RFP. The Agreement is governed by Indian law.

For and on behalf of OKCL (Principal): _____ · Witnesses: 1. _____ 2. _____

For and on behalf of the Service Provider: _____ · Witnesses: 1. _____ 2. _____