



## ODISHA KNOWLEDGE CORPORATION LIMITED

### Tender for Statewide Van Campaign

#### SHORT TENDER CALL NOTICE

OKCL invites Tender Document submission from experienced and reputed Agencies for deployment and execution of a Statewide Van Campaign covering all 30 districts of Odisha in cluster mode. The agency shall be required for co-ordination and deployment of Vans as per guidelines provided by OKCL. The tender document is available in the website of [www.okcl.org](http://www.okcl.org), which may be downloaded for use. Interested parties may submit their proposal super-scribing as **“Tender for State Wide Van Campaign”** to the undersigned through speed post / Registered Post/Courier at OKCL office which should reach on or before **12.00 P.M of 06.03.2026** positively and the same will be opened at **3.00 P.M** of the same date. Alternatively, the documents may be sent by mail to [accounts@okcl.org](mailto:accounts@okcl.org). The undersigned reserves the right to reject any or all the tender without assigning any reason thereof.

Sd/-  
Managing Director  
Odisha Knowledge Corporation Limited  
27.02.2026

## **ODISHA KNOWLEDGE CORPORATION LIMITED**

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

### **TERMS AND CONDITIONS**

#### **1. Tender/Bid Document:**

The prospective bidders/agency may download the complete set of the tender documents directly from the website at [www.okcl.org](http://www.okcl.org) and submit the same to OKCL with sign & seal on each and every page. Managing Director, OKCL shall have no responsibility for any delay/omission on part of the bidder. The tender application will be rejected if the bidder changes any clause or Annexure of the bid document downloaded from the website, or not submitted on or before the due date or not supported by necessary documents & Earnest deposit money.

#### **2. Bid Submission:**

The tender shall be submitted **in two bid system** i.e. Technical Bid & Financial Bid. Financial Bid contains only the price Bid as per Annexure – I and Technical Bid contains all other documents as per the tender terms except Price format. The Technical Bid & Financial Bid will be covered in two separate envelopes clearly written on the top of the envelope as **Technical Bid & Financial Bid** respectively and these two bids will be covered in a big envelope super scribed as **“Tender for State Wide Van Campaign”**.

#### **3. Pre – Bid Queries**

In case of any pre-bid queries, please send an email to [accounts@okcl.org](mailto:accounts@okcl.org) on or **before 02<sup>nd</sup> March 2026**.

#### **4. Earnest Money Deposit:**

Bidder will submit EMD of Rs. 25,000/- in the shape of Demand Draft/Pay Order from any nationalized bank in Favor of **“ODISHA KNOWLEDGE CORPORATION LIMITED”** payable at **Bhubaneswar**. The same will be refunded to the bidders (except selected bidder) without interest after completion of delivery.

Each bidder shall submit tender as mentioned in the tender document. Submission of bid without the Earnest Money Deposit shall be rejected.

#### **5. Performance Bank Guarantee:**

The selected bidder has to submit a Performance Bank Guarantee of Rs. 50,000/- within 5 days from the date of notification of award of work.

The PBG to be valid for a period of 6 months. The PBG shall be kept valid till the completion of work order period.

OKCL shall invoke the PBG in case the selected bidder fails to discharge their contractual obligations as per the work order or OKCL incurs any damage due to bidder's negligence in carrying out the work.

6. The tender paper downloaded from the website should be signed by the bidder at bottom of each pages with their official seal duly affixed.

7. Bids may also be scanned and submitted through e-mail to [accounts@okcl.org](mailto:accounts@okcl.org) with 2 separate folders marking as Technical Bid and Financial Bid. Financial Bid is to be sent in a password protected document. The password for the same shall be made known by the vendor at the time of opening of bid to OKCL.

8. OKCL may give full/partial order to one or many bidders based on price and/or quality specifications.

9. **The Work Order for the Van Campaign shall be released on 06<sup>th</sup> March 2026 and delivery of the services should be started from 10<sup>th</sup> March 2026 and completed as per the schedule provided. The detailed route plan shall be provided.**

#### 10. Eligibility Criteria

Sr. No.	Basic Requirement	Specific Requirement	Documents Required
1	Legal Existence	The Bidder should have all necessary & applicable registrations under Companies Act, Income Tax Act, GST, Employee Provident Fund Rules, ESI and proof of operating for at least five years.	Certificates of incorporation, PAN Card, GST & other Registration certificates as per applicability.
2	Prior Experience	The bidder should have at least 3 years of experience in car/van/bus deployment in the State of Odisha.	Order for work or Letter of Award. Experience Details.(Annexure I)
3	Turnover	The bidder should have an average turnover of atleast Rs. 25 lakhs in last 3 Financial Years.	1. Turnover Certificate or Profit & Loss Balance Sheet of last 3 Financial Year. And 2. Income Tax Return of last 3 F.Y.
4	Documentary Proof of Vehicle	The bidder should submit documentary proof of	Vehicle Ownership/Operational

	Ownership/Operational Control	Vehicle Ownership or Operational Control of at least 20 vehicles.	Control documentary proof of 20 vehicles.
5	Blacklisting	A self-certified letter by the authorized signatory of the bidder that the bidder has not been blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices as of date of Bid Submission must be submitted on original letter head of the bidder with signature and stamp.	A Self Certified letter by authorized signatory (Annexure –II)

## 11. Scope of Work

The selected agency shall be fully responsible for:

### i. Deployment of Campaign Vans

- The agency shall deploy upto 20 campaign vans simultaneously during the campaign period.
- Vans must be road-worthy, well-maintained, and available throughout the campaign duration without disruption and with GPS tracking system.
- Replacement vehicles must be provided immediately in case of breakdown or unsuitable for campaign.
- The branding of the vehicle i.e. flex, mounting etc. needs to be changed after completion of 30-40 days of running, if required to maintain proper look and visibility.

### ii. Statewide Coverage in Cluster Mode

- The campaign shall cover upto 30 districts of Odisha using a cluster-based deployment model, as finalized by OKCL.
- Cluster-based deployment model means grouping nearby ALC's together and running the van campaign cluster-wise, so that vans cover one group of districts at a time in a planned and efficient manner, ensuring better coordination and effective coverage.

### **iii. Vehicle Movement: -**

- For each ALC, the vehicle may be required to cover a distance of 20–25 km within the designated radius, amounting to 40–50 km. The vehicle shall also travel from one ALC location to another, with the distance between two ALC locations being approximately 15–20 km, thereby bringing the total travel distance nearing 60 km with a variation of +/-10%.

### **iv. Vehicle Branding & Visibility**

- Complete branding of vehicles shall be carried out using **wrapping / flex / mounting**, strictly as per **designs, creatives, and branding guidelines approved by OKCL**.
- Branding must ensure maximum visibility and readability during movement and stationary promotions.
- Any damaged or faded branding material must be replaced immediately.

### **v. Sound system & public announcement setup:-**

- Each campaign van shall be equipped with a proper sound system for public announcements, including promotional jingles provided by OKCL to effectively communicate campaign messages and attract public attention during movement and halts.
- To run the public announcement system a separate battery needed in the vehicle which may require recharge. The bidder to ensure the battery to run the sound system and public announcement setup is in place and charged.

### **vi. Driver and required manpower:**

- The agency shall provide trained, experienced and licensed drivers for each campaign van.
- Drivers and support staff must be properly briefed, disciplined, and familiar with the assigned routes and schedules.
- The agency shall be responsible for staff conduct, safety, and statutory compliance.
- Approval to run the van campaign to be obtained by the bidder in coordination with the ALC/DLC of OKCL.

### **vii. Fuel, logistics and maintenance:**

- The bidder shall be responsible for providing the vehicle along with all associated fuel, logistics, and maintenance requirements throughout the duration of the van campaign. This shall include the cost of fuel, lubricants, routine servicing, repairs, breakdown support, and replacement of spare parts, if required.

**viii. Execution of approved district-wise route plan:**

- The agency shall strictly execute the district-wise and route-wise campaign plan approved by OKCL.
- Timely arrival and completion at designated locations must be ensured.

**ix. Daily reporting with:**

- Geo-tagged photographs clearly showing the branded van at campaign locations.
- GPS-based van tracking data to confirm movement, coverage, and halt points.
- Meter reading photographs to be shared in a WhatsApp group.

**x. Continuity & Service Assurance:**

- The agency must ensure **uninterrupted execution** of the campaign throughout the assignment period.
- Any operational issues must be resolved immediately without affecting campaign coverage.

**xi. Others Terms:** OKCL will only pay for van deployment in the location of the van campaign. The counting of kilometre will start from the campaign location.

The campaign must be initiated latest by **10th March**.

**12. Financial Terms**

- Approved rate: Approximately ₹2,600 per van per day (all-inclusive).
- Billing cycle: The Vendor will raise bills every 7 days upon completion of campaign cycle.
- Payment timeline: Payment shall be released within 7 days of bill submission subject to satisfactory delivery of the service supported with original bills & proof of delivery of service after deducting necessary statutory deductions.
- The delivery report of service is to be obtained from the local ALC/DLC after delivery of service.

**13. Ceiling Rate & Process of Financial Bid:**

- i. The maximum approved rate for deployment of Campaign Van shall be **₹2,600/- (Rupees Two Thousand Seven Hundred only) per van per day (all-inclusive-except GST)**.
- ii. Bidders are required to quote their rates **strictly below the ceiling rate of ₹2,600/- per van per day**. Any bid quoting a rate equal to or above ₹2,600/- shall be treated as **non-responsive and liable for rejection**.
- iii. OKCL reserves the right to negotiate further with the L1 bidder, if required, in the interest of the organization.
- iv. The Financial Bid is to be submitted in the format mentioned in Annexure – III.

14. The work order will be placed to the selected bidder whose bid has been determined to be substantially responsive and adheres to the quality expected.
15. In case of any deficiency in service or deviation from the specifications of Work order, penalty at such rates as per the decision of the OKCL management shall be levied. Decision of Managing Director, OKCL will be final in this regard.
16. Penalty of 5% (Maximum 10%) of order value per week would be imposed for non-observance of schedule of delivery. However, MD-OKCL is authorized to waive the delay penalty if the delay is not attributable to the fault of bidder.
17. Any effort by a bidder to influence the purchaser in its decision on bid evaluation may result in rejection of the bidder's offer.
18. In case, the firm fails to execute the order, the EMD will be forfeited and necessary legal action shall be taken to blacklist the firm.
19. Any legal disputes arising out of this are subject to Bhubaneswar jurisdiction only.
20. The bids are liable to be rejected if any of the above conditions are not complied with.
21. Bidders may be present in person or their authorized representative during the opening of bids at **03:00 PM on 06.03.2026** at OKCL's Regd. Office, Bhubaneswar.

Sd/-  
**Managing Director**  
**Odisha Knowledge Corporation Limited**  
**27.02.2026**

**Annexure- I**

**Format for submission of past performance**

<b>Sr. No.</b>	<b>Year</b>	<b>Order No. with Date</b>	<b>Order Value</b>	<b>Name of the Organisation/Department</b>	<b>Scope of Work</b>

Date:

Place:

Name & Address of the Bidder:

Signature of the Bidder:

Seal:

**Annexure-II**

**Self-Declaration: Not Black listed (in company letterhead)**

**To,  
The Managing Director  
Odisha Knowledge Corporation Limited**

In response to the Tender titled “(Tender for State Wide Van Campaign)”, as an owner/  
partner/ Director of (organisation name) \_\_\_\_\_ I/  
We hereby declare that presently our Company/ firm is having unblemished record and is  
not declared ineligible for corrupt & fraudulent practices, black listed either indefinitely or  
for a particular period of time, or had work withdrawn, by any State/ Central government/  
PSU.

If this declaration is found to be incorrect then without prejudice to any other action that may  
be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted  
may be cancelled.

Thanking you,

Date:

Place:

Name & Address of the Bidder:

Signature of the Bidder:

Seal:

**Annexure-III**

**Financial Bid**

<b>Sr. No.</b>	<b>Description</b>	<b>Unit Rate ( Per Van Per Day)</b>
<b>1</b>	<b>Van Deployment ( all inclusive)</b>	
	<b>Amount in words:</b>	

- The prices given above are inclusive of all taxes, freight, insurance etc.
- The price quoted above is exclusive of GST.

Date:

Place:

Name & Address of the Bidder:

Signature of the Bidder:

Seal: