



## REGIONAL PLANT RESOURCE CENTRE

Forest, Environment & Climate Change Department, Government of Odisha  
Nayapalli, Bhubaneswar- 751015, India,  
E-mail: [rprcbbsr@gmail.com](mailto:rprcbbsr@gmail.com) Website: [www.rprcbbsr.in](http://www.rprcbbsr.in)

---

### REQUEST FOR PROPOSAL (RFP) / TENDER DOCUMENT

---

FOR

**HIRING OF ONE (01) BATTERY ELECTRIC OPERATED FOUR-WHEELER PASSENGER VEHICLE  
(WITH DRIVER) ON MONTHLY RENTAL BASIS FOR OFFICIAL USE OF RPRC, BHUBANESWAR**

Tender No.: 868/RPRC Date: 29.06.2026

**Mode of Tender:  
Short Tender Under Two-Bid System**

## Table of Contents

1. Notice Inviting Tender (NIT).....	3
2. Scope of Work.....	3
3. Important Dates (Tender Schedule).....	5
4. Eligibility Criteria .....	5
5. Technical Bid Requirements.....	5
6. Financial Bid Format (BOQ).....	6
7. Evaluation Methodology (Two-Bid System).....	<b>6Error! Bookmark not defined.</b>
8. Statutory Registrations and Licences Required from the Bidder.....	7
9. GST and Tax Compliance.....	8
10. Performance Security / Security Deposit.....	8
11. Contract Period and Extension Clause .....	8
12. Payment Terms .....	9
13. Penalty and Deduction Clauses.....	9
14. Code of Conduct and Discipline Requirements.....	10
15. Insurance, Indemnity and Risk Responsibility.....	10
16. Termination Clause .....	11
17. Dispute Resolution .....	11
18. Bid Submission Instructions .....	11
Annexure-A: Bidder's Information and Declaration Form .....	13
Annexure-B: Statement of Similar Experience.....	14

## 1. Notice Inviting Tender (NIT)

The Regional Plant Resource Centre (RPRC), Bhubaneswar invites sealed competitive bids under a two-bid (Technical and Financial) system from reputed, experienced and financially sound vehicle hire agencies for hiring of one (01) Battery Electric Operated (EV) four-wheeler passenger vehicle, with driver, on monthly rental basis for official use of RPRC.

Brief particulars of the tender are given below:

Name of Work / Service	Hiring of 01 Battery Electric (EV) four-wheeler passenger vehicle with driver on monthly rental basis
Tendering Authority	Chief Executive, RPRC, Bhubaneswar
Tender No.	
Mode of Submission	By speed Post/ By Registered Post/Dropping in the Tender Box
Bid System	Two-Bid System (Technical Bid + Financial Bid)
Estimated Monthly Hire (Ceiling)	Rs. 41,000/- per month (including applicable taxes) - quoted rate must not exceed this ceiling
Battery charging	Charging station at RPRC.
Contract Period	01 (One) year, extendable as per terms of this RFP
Earnest Money Deposit (EMD)	Rs. 10,000/- (Rupees Twenty Thousand only)
Tender Processing / Document Fee	Rs. 1,000/- (non-refundable)
Performance Security	3% of total contract value (Demand Draft/Banker's Cheque / circumstances FDR)

Bidders must read the complete document carefully and submit their bids strictly in the prescribed format. RPRC reserves the right to accept or reject any or all bids, in whole or in part, without assigning any reason thereof.

## 2. Scope of Work

- 2.1 The successful bidder ("Contractor") shall provide one (01) Battery Electric Operated (EV) four-wheeler passenger vehicle of Sedan category, in very excellent condition, along with a licensed and experienced driver, for the official use of RPRC, Bhubaneswar.
- 2.2 Specifications of the vehicle to be deployed:

Parameter	Requirement
Vehicle type	Battery Electric Operated (EV) four-wheeler passenger vehicle
Category	Sedan

Parameter	Requirement
Seating capacity	05 (five) persons including driver
Age of vehicle	Preferably new vehicle and not more than 3 (three) years old as on the date of deployment
Registration	Valid commercial (yellow plate) registration for passenger hire
Condition	Good running condition, air-conditioned, clean and well-maintained

- 2.3** The vehicle shall be made available on a 24x7 basis as per the requirement of RPRC, including on Sundays, holidays and beyond office hours when required, for duties within and outside Bhubaneswar.
- 2.4** In the event of breakdown, accident, servicing, repair or non-availability of the deployed vehicle for any reason, the Contractor shall, at its own cost and without delay, provide a replacement EV vehicle of similar category, age and seating capacity so that the services of RPRC are not interrupted.
- 2.5** The Contractor shall ensure adequate charging of the vehicle battery at all times. The cost of maintenance, repairs, insurance, taxes, permits and the driver's wages shall be borne entirely by the Contractor and are deemed included in the quoted rates.
- 2.6** The driver shall be properly trained, hold a valid driving license for the relevant class of vehicle, be conversant with routes in and around Bhubaneswar, and shall maintain a daily log book / duty slip duly certified by the authorised officer of RPRC.

The driver deployed shall at all times hold a valid Professional Driving License issued under the Motor Vehicles Act, 1988, authorising him/her to drive the proposed EV vehicle. The license shall be current and free from any disqualification or suspension, renewed before expiry, and produced for RPRC's verification on demand. Deployment of a driver without a valid professional LMV license shall constitute a material breach attracting penalty and/or termination, with the entire liability for any consequence resting solely on the Contractor and RPRC fully indemnified

- 2.7** Toll charges, parking fees and inter-state taxes, if any, incurred during official duty on the instructions of RPRC shall be reimbursed on production of valid receipts, unless otherwise specified in the work order.

### 3. Important Dates (Tender Schedule)

Activity	Date & Time
Date of publication of tender	29.06.2026
Availability of tender document (download)	From RPRC website
Last date & time for seeking clarifications	08.07.2026
Last date & time for bid submission	09.07.2026, up to 3:00 PM
Date & time of opening of Technical Bid	13.07.2026, at 4:00 PM
Date of opening of Financial Bid	To be intimated to technically qualified bidders

*Note: All timelines shall be governed by the dates published on the website of RPRC. In case any date falls on a holiday, the next working day shall be applicable.*

### 4. Eligibility Criteria

The bidder must satisfy all the following minimum eligibility conditions and furnish documentary proof in the Technical Bid:

- 4.1 The bidder shall be a legally constituted entity – a proprietorship / partnership firm / LLP / company which is operating in Bhubaneswar, with capability to provide the service locally.
- 4.2 The bidder shall own / have firm tie-up arrangements to deploy at least one eligible EV vehicle meeting the specifications in Section 2, and the capacity to provide replacement vehicles.
- 4.3 The bidder shall possess valid statutory registrations and licenses as listed in Section 9 (GST, PAN, trade license, etc.).
- 4.4 The bidder shall not have been blacklisted / debarred by any Central or State Government Department, PSU or autonomous body as on the date of submission of the bid (self-declaration on letterhead to be furnished).
- 4.5 The bidder shall furnish the prescribed EMD and accept all terms and conditions of this RFP unconditionally.

### 5. Technical Bid Requirements

The Technical Bid (Cover-I) must contain the scanned, self-attested copies of the following documents:

- Scanned copy of the duly signed and stamped tender document (all pages) in token of acceptance of terms and conditions.

- Proof of constitution of the firm (Partnership Deed / Certificate of Incorporation / Registration Certificate, as applicable).
- PAN Card of the firm / proprietor.
- GST Registration Certificate.
- Valid Trade License / Municipal License.
- Registration Certificate (RC) of the EV vehicle proposed to be deployed (or undertaking to deploy compliant EV on award).
- Valid driving license of the proposed driver.
- Proof of EMD deposit and tender fee.
- Self-declaration of non-blacklisting on firm's letterhead.
- Authorisation / Power of Attorney of the person signing the bid.
- Bidder's Information & Declaration Form (Annexure-A) and Experience Statement (Annexure-B), duly filled.

***No price / financial information shall be disclosed in the Technical Bid. Inclusion of price in the Technical Bid shall render the bid liable to rejection.***

## **6. Financial Bid Format (BOQ)**

The Financial Bid (Cover-II) shall be submitted in the prescribed Bill of Quantity (BOQ) / format only. Bidders shall quote rates in figures and words. The quoted monthly hire charge must not exceed the ceiling of Rs. 41,000/- per month (including taxes).

Sl.	Description	Unit	Rate Quoted (Rs.)
1	Monthly Hire Charge for one (01) EV vehicle with driver (including taxes) – must not exceed Rs. 41,000/-	Per Month	_____

### **Notes on Financial Bid:**

- 6.1** Evaluation and comparison of bids shall be made on the basis of the quoted Monthly Hire Charge (including GST), since the charging of the vehicle will be done at RPRC.

## **7. Evaluation Methodology (Two-Bid System)**

- 7.1** Opening of Bids: The Technical Bids (Cover-I) shall be opened first on the scheduled date. Financial Bids (Cover-II) of only those bidders who are found technically qualified shall be opened subsequently.

- 7.2 Technical Evaluation: Each Technical Bid shall be scrutinized for fulfilment of eligibility criteria (Section 4), completeness of documents (Section 5) and conformity of the offered vehicle to specifications (Section 2). Bids not meeting the requirements shall be rejected. RPRC may seek clarification / physical verification of the vehicle and documents.
- 7.3 Financial Evaluation: Among the technically qualified bidders, the bid shall be evaluated on the basis of the lowest quoted Monthly Hire Charge (including GST).
- 7.4 Award (L1 basis): The contract shall be awarded to the lowest evaluated responsive bidder (L1), provided the quoted rate does not exceed the ceiling of Rs. 41,000/- per month (including applicable taxes).
- 7.5 Tie-Breaking: In the event two or more technically qualified and responsive bidders quote the same lowest evaluated rate, the selection of the successful bidder shall be made by draw of lots. The draw of lots shall be conducted by the Tender Committee in a fair and transparent manner, in the presence of the tied bidders or their authorized representatives who choose to be present. The bidder selected through such draw of lots shall be treated as the successful bidder for award of contract, subject to fulfilment of all other terms and conditions of the tender.
- 7.6 RPRC reserves the right to negotiate with the L1 bidder, and to accept or reject any bid.

## **8. Statutory Registrations and Licenses Required from the Bidder**

The bidder shall hold, and furnish valid copies of, the following:

- Permanent Account Number (PAN) of the firm / proprietor.
- Goods and Services Tax (GST) Registration Certificate.
- Trade License / Municipal / Local Authority License to carry on the business.
- Registration of the firm (Partnership / LLP / Company / Shops & Establishment, as applicable).
- Valid Commercial Vehicle Registration Certificate (RC) and fitness certificate of the deployed EV vehicle.
- Valid permit for plying the vehicle for hire, as applicable under the Motor Vehicles Act, 1988.
- Valid commercial driving license of the driver to be deployed.
- Valid comprehensive motor insurance policy including third-party / passenger liability cover for the deployed vehicle.
- EPF / ESI registration, where applicable to the bidder as an employer.

## **9. GST and Tax Compliance**

---

- 9.1** The Contractor shall be a GST-registered entity and shall raise GST-compliant tax invoices for the services rendered.
- 9.2** RPRC shall deduct Tax Deducted at Source (TDS) under the Income-tax Act, 1961 and TDS under GST, as applicable, as per the prevailing law, and issue the relevant certificates.
- 9.3** The Contractor shall be solely responsible for timely deposit of GST, filing of returns and all consequences of non-compliance. Any liability, interest or penalty arising from the Contractor's failure to comply with tax laws shall be to the Contractor's account, and RPRC shall not be liable under any circumstances.
- 9.4** Input tax credit, reverse charge or any tax-related dispute shall be dealt with in accordance with the GST law in force from time to time.

## **10. Performance Security / Security Deposit**

---

- 10.1** The successful bidder shall, within 15 (fifteen) days of issue of the Letter of Award / Work Order, furnish a Performance Security equal to 3% (three percent) of the total contract value in the form of an Account Payee Demand Draft/Banker's Cheque/ Fixed Deposit Receipt/EFT from a scheduled commercial bank in favor of RPRC, Bhubaneswar. The Earnest Money Deposit may, on written request of the successful bidder and subject to approval of RPRC, be adjusted against the required Performance Security to the extent of the EMD amount available with RPRC. If the prescribed Performance Security amount exceeds the EMD amount, the successful bidder shall deposit the balance amount within the time stipulated in the Letter of Award
- 10.2** The Performance Security shall remain valid for the entire contract period plus a claim period of 60 (sixty) days beyond the date of completion of all contractual obligations.
- 10.3** The Performance Security shall be liable to forfeiture, in full or in part, in the event of breach of contract, non-performance, or recovery of any dues / penalties / damages payable by the Contractor.
- 10.4** The EMD of unsuccessful bidders shall be refunded within 30 days after finalisation of the tender.

## **11. Contract Period and Extension Clause**

---

- 11.1** The contract shall be initially for a period of 02 (two) years from the date of commencement of service as specified in the Work Order.

- 11.2** The contract may be extended by RPRC for a further period (e.g. up to one year, or in suitable spells), on the same terms, conditions and rates, subject to satisfactory performance of the Contractor and mutual consent in writing.
- 11.3** RPRC reserves the right to discontinue / reduce the requirement during the contract period by giving 30 (thirty) days' written notice, without any compensation to the Contractor.

## 12. Payment Terms

- 12.1** Payment shall be made monthly, in arrears, on submission of a GST-compliant invoice along with the certified duty log / KM statement for the month, duly verified by the authorised officer of RPRC.
- 12.2** The monthly payment shall comprise the fixed monthly hire charge and applicable GST, less admissible deductions, TDS and penalties, if any.
- 12.3** Payment shall ordinarily be released within 30 (thirty) days of receipt of a complete and correct invoice through electronic transfer (NEFT/RTGS) to the Contractor's bank account.
- 12.4** No advance payment shall be made. Disputed amounts may be withheld pending resolution.

## 13. Penalty and Deduction Clauses

In case of deficiency in service, the following penalties / deductions shall apply, without prejudice to RPRC's other rights including termination:

Sl.	Nature of Default	Penalty / Deduction
1	Non-deployment of vehicle on a required day (no replacement provided)	Rs. 1,000/- per day, plus pro-rata deduction of hire charges for the day
2	Late reporting / vehicle not available at scheduled time	Rs. 500/- per instance
3	Failure to provide replacement vehicle within 2 (two) hours during breakdown/repair	Rs. 1,000/- per day until replacement provided
4	Deployment of vehicle not conforming to specifications (age/category/condition)	Rs. 2,000/- per instance + rectification within 24 hours
5	Driver absence without arrangement of substitute	Rs. 500/- per instance
6	Misconduct / misbehavior / negligence by driver	Rs. 1,000/- per instance + removal of driver if directed
7	Poor maintenance / unclean / unsafe vehicle	Rs. 500/- per instance

- 13.1** Cumulative penalties in any month shall not exceed 10% of the monthly hire charge; recurring or persistent default beyond this limit may be treated as material breach warranting termination and forfeiture of Performance Security.
- 13.2** All penalties / recoveries shall be deducted from the monthly bills or from the Performance Security, as decided by RPRC.

#### **14. Code of Conduct and Discipline Requirements**

---

- 14.1** The driver shall be courteous, well-behaved, neatly dressed, and shall maintain decorum and discipline at all times while on duty.
- 14.2** The driver shall not consume alcohol, tobacco or any intoxicant while on duty, shall not use the vehicle for any personal or unauthorised purpose, and shall strictly observe traffic rules and safe-driving practices.
- 14.3** The driver / Contractor shall maintain confidentiality of all official information that may come to their knowledge during the course of duty.
- 14.4** RPRC may, for valid reasons, require the Contractor to replace the driver, and the Contractor shall provide a suitable substitute within 24 hours without affecting service.
- 14.5** The driver and the Contractor's personnel shall be the employees of the Contractor; no employer-employee relationship shall arise between them and RPRC under any circumstances.

#### **15. Insurance, Indemnity and Risk Responsibility**

---

- 15.1** The Contractor shall, at its own cost, keep the deployed vehicle comprehensively insured at all times, including third-party and passenger liability insurance covering all occupants of the vehicle, and shall furnish copies of the valid insurance policies to RPRC and keep them updated throughout the contract period.
- 15.2** All risks relating to the vehicle, the driver and the operation of the vehicle – including accident, damage, theft, injury or death of any person, and damage to third-party property – shall be solely to the account of the Contractor.
- 15.3** The Contractor shall indemnify and keep indemnified RPRC against any and all claims, damages, losses, penalties, demands, suits or expenses arising out of any act, omission, negligence, accident, breach of statute or non-compliance attributable to the Contractor, its vehicle, its driver or its personnel.
- 15.4** RPRC shall not be liable for any compensation, claim or liability whatsoever in respect of the Contractor's vehicle, driver or personnel, or for any statutory dues payable by the Contractor.

- 15.5 The Contractor shall be solely and fully responsible for compliance with all applicable labour laws and statutory obligations – including the Minimum Wages Act, Payment of Wages Act, EPF & ESI, Motor Vehicles Act, and any other applicable law – in respect of its driver and personnel, and RPRC shall in no event be liable for such statutory compliances.

## 16. Termination Clause

- 16.1 RPRC may terminate the contract by giving 30 (thirty) days' written notice without assigning any reason (termination for convenience).
- 16.2 RPRC may terminate the contract forthwith (termination for default) in the event of: persistent / material breach of contract; repeated service failures despite notice; deployment of non-conforming vehicle; engagement in fraudulent or corrupt practice; blacklisting by any Government authority; or assignment / sub-letting of the contract without prior written consent.
- 16.3 On termination for default, the Performance Security shall be liable to forfeiture and RPRC may engage an alternative agency at the Contractor's risk and cost, recovering any excess expenditure from the Contractor.
- 16.4 The Contractor may terminate the contract by giving 60 (sixty) days' prior written notice; premature withdrawal without such notice shall entail forfeiture of the Performance Security.
- 16.5 On termination, the Contractor shall continue service until a smooth handover / replacement is arranged, and shall be paid only for services satisfactorily rendered up to the effective date of termination, subject to recoveries.

## 17. Dispute Resolution

- 17.1 Both parties shall make every effort to resolve any dispute or difference arising out of or in connection with this contract amicably through mutual discussion in the first instance.
- 17.2 Any dispute not so resolved shall be referred to the Director, RPRC (or a person nominated by him/her), whose decision shall be final and binding, in accordance with the dispute-resolution mechanism applicable to Government of Odisha contracts.
- 17.3 Unresolved disputes shall be settled through arbitration in accordance with the Arbitration and Conciliation Act, 1996, by a sole arbitrator appointed by the Tendering Authority. The venue of arbitration shall be Bhubaneswar and proceedings shall be conducted in English.
- 17.4 This contract shall be governed by and construed in accordance with the laws of India, and the Courts at Bhubaneswar, Odisha shall have exclusive jurisdiction.

## 18. Bid Submission Instructions

- 18.1 Bids shall be submitted By speed Post/ By Registered Post/Dropping in the Tender Box only under the two bid system.
- 18.2 The bid shall be submitted in two separate covers: Cover-I – Technical Bid (with all documents under Section 5) and Cover-II – Financial Bid (BOQ as per Section 6)

- 18.3** EMD of Rs. 10,000/- and the tender processing fee shall be paid in the prescribed mode (online / DD / as specified on the portal) before the deadline.
- 18.4** Bids received after the due date and time shall not be entertained. RPRC shall not be responsible for any delay due to network / technical issues at the bidder's end.
- 18.5** Conditional bids, incomplete bids, or bids quoting a monthly hire charge above the ceiling of Rs. 41,000/- shall be summarily rejected.
- 18.6** Bids shall remain valid for 120 (one hundred twenty) days from the date of opening of the Technical Bid.
- 18.7** For any clarification, bidders may contact the office of RPRC, Bhubaneswar, during working hours before the last date for seeking clarifications.

**Annexure-A: Bidder's Information and Declaration Form**

Sl.	Particulars	Details to be furnished by Bidder
1	Name of the firm / bidder	
2	Constitution (Proprietor/Partnership/LLP/Company)	
3	Registered / office address (Bhubaneswar)	
4	Contact person, mobile & e-mail	
5	PAN	
6	GSTIN	
7	Trade Licence No. & validity	
8	Years in vehicle-hire business	
9	Average annual turnover (last 3 FYs)	
10	No. of EV vehicle(s) to be deployed	
11	Bank account details (for NEFT/RTGS)	
12	EMD details (amount / instrument / date)	

Declaration: I/We hereby declare that the information furnished above is true and correct. I/We have read and understood all the terms and conditions of this RFP and agree to abide by them unconditionally. I/We further declare that our firm has not been blacklisted / debarred by any Government Department, PSU or Autonomous Body as on the date of this bid.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

Name &amp; Seal: \_\_\_\_\_

**Annexure-B: Statement of Similar Experience**

Sl.	Client / Organization	Nature of Service	Period	Contract Value (Rs.)
1				
2				
3				
4				

*(Attach copies of work orders and completion / satisfactory-performance / running-contract certificates in support of the above.)*

Date: \_\_\_\_\_

Signature &amp; Seal of Bidder: \_\_\_\_\_