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The Odisha Small Industries Corporation Ltd.
(A Silver Category Government of Odisha Undertaking)



(An ISO 9001:2008 certified Govt. Company)
Industrial Estate, Madhupatna, CUTTACK - 753 010, Odisha, Tel No. : 2342580, 2343084, Fax : 91-671-2341875 / 2342561
e-mail: osicld@gmail.com, osicld@rediffmail.com website: osicld.in

BID IDENTIFICATION NO. 2087 /OSIC/MKT, DATE: 10/09/2026

E-TENDER FOR
HIRING OF ELECTRIC VEHICLE (EV) ON MONTHLY RENTAL BASIS FOR
OSIC LTD., CUTTACK

ମହୋଦୟା ଶ୍ରୀମତୀ ପ୍ରମିଳା କୁମାରୀ
ମହୋଦୟା ଶ୍ରୀମତୀ ପ୍ରମିଳା କୁମାରୀ
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ଓଡିଶା ଛୋଟ ଶିଳ୍ପ ନିଗମ ଲିଡ଼:
The Odisha Small Industries Corporation Ltd.
 (A Silver Category Government of Odisha Undertaking)

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NOTICE INVITING e-TENDER

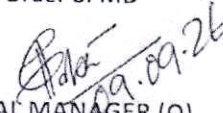
BID IDENTIFICATION NO. 2087 /OSIC/MKT DATE: 10/09/2026

Online tenders are invited through e-Tender portal (<http://tendersorissa.gov.in>) by the MANAGING DIRECTOR, ODISHA SMALL INDUSTRIES CORPORATION LIMITED for "E-Tender for Hiring of Electric Vehicle (EV) on Monthly Rental Basis for OSIC Ltd." as per specification. The Tender Document may be downloaded from the website "www.osiclt.in" and <http://tendersorissa.gov.in>. The salient features of the tender are furnished below: The interested authorized bidders / BIDDERS can participate in the e-procurement after necessary enrolment in the portal.

Tender Fee (online)	: Rs.7080/-(inclusive of GST) (Non-refundable/ not transferable)
Earnest Money Deposit (EMD)	:Rs.50000/-
Contract Period of the Service	: 02 Years.
Date of Commencement of the Tender	: <u>10/09/2026, 5.00 PM</u>
Last Date of Online Tender submission	: <u>01/10/2026, 5.00 PM</u>
Date of online opening of Technical Bid	: <u>03/10/2026, 11.30 PM</u>

OSIC reserves the right to reject any or all the tenders without assigning any reason whatsoever. OSIC also does not bind itself to accept the lowest offer. Any corrigendum/addendum / information relating to this NIT will be uploaded in above websites only which will not be published in Newspapers.

By Order of MD


GENERAL MANAGER (O)

INSTRUCTIONSTOTENDERERS

1. The Bidders are requested to read the tender document carefully and ensure compliance with all instructions herein. Non-compliance with instructions in this document will disqualify the Bidder from the tender process.

2. TENDERBRIEF

Scope of work	E-Tender for Hiring of Electric Vehicle (EV) on Monthly Rental Basis for OSIC Ltd., Cuttack.
Address for communication	The Odisha Small Industries Corporation Limited Industrial Estate, Madhupatana, Cuttack-753010, Odisha
Tender forms available at website	www.osicld.in and http://tendersorissa.gov.in
Date & time of issue /publishing	10/09/2026, 5.00 PM
Document download / sale start date &time	10/09/2026, 5.00 PM
Online Bid submission last date &time up to	01/10/2026, 5.00 PM
Date & time of Online opening of technical bid	03/10/2026, 11.30 AM
Date of online opening of financial bid	To be intimated later to qualified Bidder

3. Participation in bid.

The Bidder intending to participate in the Bid is required to register in the e-procurement portal using an active personal / official e-mail ID as his / her login ID and attach his/her valid Digital Signature Certificate (DSC) – Class II or III to his/her unique log in ID. He/ She has to submit the relevant information as asked for about the BIDDERS. The portal registration of the Bidder is to be authenticated by the State Procurement Cell after verification of original valid certificates/documents such as (i) PAN and (ii) Registration Certificate (RC) / GST Registration Certificate of the concerned Bidder. The time period of validity in the portal is at par with validity of RC /GST Registration Certificate. Any change of information by the Bidder is to be re-authenticated by the State Procurement Cell. After successful authentication, Bidder can participate in the Online bidding process.

4. LOGGING TO THE PORTAL:

The Bidder is required to type his/her Login ID and password. The system will again ask to select the DSC and confirm it with the password of DSC as a second stage authentication. For each login, a user's DSC will be validated against its date of validity and also against the Certificate Revocation List (CRL) of respective CAs stored in system database. The system checks the unique Login ID, password and DSC combination and authenticates the login process for use of portal.

The Bidder can download the bid and undertake necessary preparatory work offline and upload the completed bid at their convenience before the closing date and time of submission.

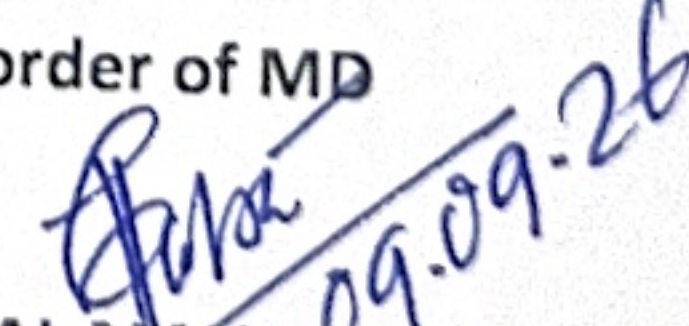
5. **Submission of EMD & Tender Paper Cost:** The BIDDERS are required to submit an Tender Paper Cost of Rs.7080/- & EMD of Rs.50000/- in the form of an A/c Payee Demand Draft drawn in favour of "Odisha Small Industries Corporation Limited", and payable at any Nationalized Bank at Cuttack. Scan copy of the Tender paper cot & EMD has to be uploaded in the tender and the hard copy of both tender paper cost & EMD must be submitted within 5 days from the date of opening of technical bid of the tender. The earnest money of unsuccessful BIDDERS will be returned to them without any interest within thirty (30) days after awarding the contract. The earnest money of successful BIDDER will be returned after submission of performance security (Bank Guarantee).
6. The bidder shall log on to the Odisha e-Procurement Portal (<https://tendersodisha.gov.in>) using a valid Digital Signature Certificate (DSC), search for the relevant active tender under the "Search Active Tender" option, and click on the "Submit" button against the selected tender to move it to the "My Tenders" section for participation.
7. **Uploading of Prequalification/Technical/Financial bid:** The BIDDERS have to upload the required Prequalification /Technical / Financial bid, as mentioned in the bidding document. If the Tender Accepting Authority desire to verify the originals of the scanned documents of the successful lowest Bidder, the same has to submit within 7 (seven)days of opening of the Financial Bid. In the event of failure on the part of the lowest successful bidder to produce the original documents, he/she will be

debarred in future from participating in tender for 3years and will be blacklisted by the competent authority. In such a situation, successful L2 (2nd lowest) bidder will be required to produce his/her original documents for consideration of his/ her tender at the negotiated rate equal to L1 (1st lowest) bidder.

8. The bidder(s) shall be entitled to obtain the benefits under Odisha Procurement Preference Policy for Micro and Small Manufacturing Enterprises – 2023 & subsequent notifications thereof.
9. The successful bidder's EMD will be discharged after furnishing the e-performance security. No interest will be paid for the EMD submitted. The EMD will be forfeited, if the bidder; misrepresents facts or submit fabricated / forged / tampered / altered / manipulated. Withdraws bid after opening of technical bid;
10. **SUBMISSION OF BIDS:-**The Bidder shall carefully go through the tender and prepare the required documents. The bid shall have a Technical Bid and a Financial Bid (Price bid). The Technical bid generally consists of GSTIN, PAN and other documents as per relevant Clauses of DTCN and any other information required by Officer Inviting Tender (OIT). The Financial Bid shall consist of the Bill of Quantities (BOQ) and the format annexed to BOQ. Submission of more than one Technical bid and one financial bid by a single BIDDER shall lead to rejection of proposal of that BIDDER.
11. Bidders are to submit only the original Price bid/ BOQ (in .xls format) uploaded by Procurement Officer/ Publisher (Officer Inviting Tender) after entering the relevant fields without any alteration/ deletion/ modification. Multiple BOQ submission by Bidder shall lead to cancellation of bid.
12. The Bidder shall upload the scanned copy/ copies of document in support of eligibility criteria and qualification information in prescribed format in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid.
13. The Bidder shall write his/ her name in the space provided in the specified location in the protected Bill of Quantities (BOQ) published by the Officer Inviting Tender. The BIDDER shall type rates in figure only in the rate column of respective items without any blank cell in the rate column in case of item-rate tender.
14. The Bidder shall log on to the portal with his /her DSC and move to the desired tender for uploading the documents in appropriate place one by one simultaneously checking the documents.
15. Bid cannot be submitted after due date and time. The bid once submitted cannot be viewed, retrieved or corrected. The bidder should ensure correctness of the bid prior to uploading and take print out of the system generated summary of submission to confirm successful uploading of bid. The bids can't be opened even by the Officer Inviting Tender or the Procurement Officer, Publisher/ Opener before the due date and time of opening. Each process in the procurement is time-stamped and the system can detect the time of login of each user including the Bidder. The bidder should ensure clarity / legibility of the documents uploaded by him /her to the portal. The system shall require all the mandatory forms and fields to be filled up by the bidder during the process of submission of the bid / tender.

16. The bidder should check the system generated confirmation statement on the status of the submission.
17. The BIDDER should upload sufficiently ahead of the bid closure time to avoid traffic rush and failure in the network.
18. The Tender Inviting Officer is not responsible for any failure, malfunction or breakdown of the electronic system used during the e-procurement process.
19. The bidder is required to upload only those documents as asked for in relevant Clauses of the DTCN and Bill of Quantity duly filled in. It is not necessary on the part of the bidder to upload other bid documents (after signing) while uploading his/her bid. It is assumed that the bidder has referred to all the documents uploaded by the Officer Inviting the Bid and has accepted all the terms & conditions of DTCN.
20. The bidder will not be able to submit his/ her bid after expiry of the last date and time of submission of bid (server time). The last date and time of bid submission shall remain unaltered even if the specified last date for the submission of bids is declared as a holiday for the Officer Inviting the Bid.
21. The bidder shall digitally sign on all statements, documents, certificates uploaded by him/her, owning responsibility for their correctness/ authenticity as per ITACT2000. If any of the information furnished by the bidder is found to be false/fabricated/ bogus, his/her EMD/Bid Security will be forfeited and his/her registration in the portal shall be blocked and the BIDDER shall be blacklisted for 3 years.
22. Only after receipt of intimation at the e-Procurement portal regarding successful transaction by bidder the system will activate the 'Freeze Bid Submission' button to conclude the bid submission process.
23. System generated acknowledgement receipt for successful bid submission: System will generate an acknowledgement receipt for successful bid submission. The BIDDER should make a note of 'Bid ID' generated in the acknowledgement receipt for tracking their bid status.
24. **Scope of Supply (Bid price to include all cost components):** The bids are invited for hiring of Electric Vehicles (EVs) on a monthly basis for official use. The quoted rate shall be inclusive of all costs, including driver remuneration, charging expenses, maintenance, repairs, insurance, road tax, permit fees, and all other statutory and incidental charges. The service provider shall ensure availability of the EV in good running condition throughout the contract period and provide a suitable replacement vehicle in case of breakdown or non-availability without any additional cost to the hirer.

By order of MD


GENERAL MANAGER (O)

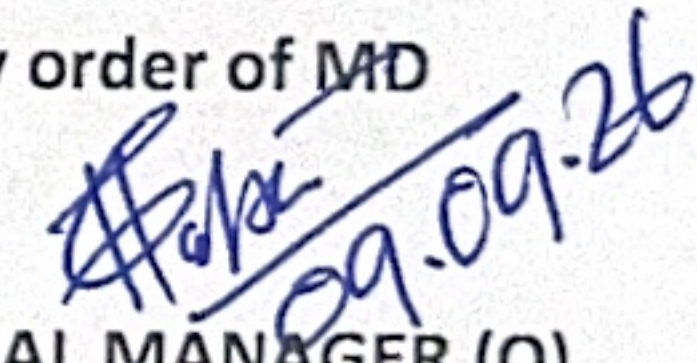
GENERAL TERMS AND CONDITIONS:

1. **BIDDER must provide the following information along with the Technical Bid:**
 - The service provider must have a registered office in Odisha and an operational presence in both Cuttack and Bhubaneswar. Documentary evidence in support of the same shall be submitted along with the bid.
 - Self-attested copies of GST Registration Certificate and PAN Card shall be submitted.
 - The bidder must have an average annual turnover of **Rs. 3.00 Crore** during the last three financial years. Relevant supporting documents, such as audited financial statements or a certificate issued by a Chartered Accountant bearing a valid UDIN, shall be submitted. In cases where the bidder has been incorporated for less than three years, the turnover for the completed financial years since incorporation shall be considered.
 - The successful service provider shall provide a qualified and licensed driver along with the vehicle and shall ensure compliance with all statutory requirements applicable to the driver.
 - The service provider must own at least 10 (ten) vehicles to facilitate immediate replacement in the event of vehicle breakdown or any other contingency.
 - Documentary proof showing that at least 5 (five) drivers have been on the payroll of the service provider during the preceding one year shall be submitted.
 - The service provider shall submit a self-declaration stating that it has not been debarred or blacklisted by any Central Government Department, State Government Department, PSU, Autonomous Body, or any other Government organization as on the date of bid submission.
 - Copies of Income Tax Returns (ITRs) for the last three assessment years shall be submitted.
 - The service provider must possess valid PF and ESIC registrations before 2026 and submit documentary proof thereof.
 - The service provider shall ensure compliance with all applicable statutory provisions and contractual obligations during the period of the contract.
 - The vehicle proposed for deployment shall not be more than one year old as on the date of execution of the contract.
 - The vehicle shall not be involved in any criminal case, theft case, accident claim dispute, or any other legal proceeding.
 - The service provider shall provide a white-coloured vehicle in good running condition.
 - The selected service provider shall execute an agreement with the Corporation and submit the following documents before deployment of the vehicle on a monthly rental basis:
 - ✓ Self-attested copy of the Driving Licence of the driver;
 - ✓ Copy of Aadhaar Card of the driver;
 - ✓ Present and Permanent Address Proof of the driver; and
 - ✓ One recent passport-size photograph of the driver.
 - Since the Government of Odisha has issued a circular/notification regarding the hiring of Electric Vehicles (EVs), the contract shall be awarded and executed in accordance with the terms, conditions, rates, and guidelines prescribed therein.
2. Decision of the Purchase Committee as constituted by the competent authority on any matter regarding short listing of bidders shall be final and any applicant shall not entertained through any correspondence & enquiry on telephone.
3. Bidder would be qualified based on data and documents provided by them and also based on information

available with the Purchaser with regard to bidder's credential.

4. The price bids of only those bidders shall be opened whose technical bids are found qualified.
5. The sum of quoted price of the item will be taken for evaluating the rank of the financial bid.
6. This is an online bid system. Bidders may refer to <https://tendersodisha.gov.in> portal for the opening of the technical bid/ price bid.
7. In case of dispute, the matter shall be settled mutually, failing which the decision of the Managing Director, OSIC shall be final and binding.
8. The documents shall be submitted online through the e-Tender Portal <https://tendersodisha.gov.in>. BIDDERS have to enroll themselves in the e-procurement portal and digital signature certificate is required.
9. Bidders should have a Class II or III Digital Signature Certificate (DSC) to be procured from the Registration Authorities(RA). Once, the DSC is obtained, BIDDERS have to register in the e-procurement portal <https://tendersodisha.gov.in> for participating in this bid. Website registration is a one-time process without any registration fees. However, BIDDERS have to procure DSC at their own cost. The Bidder can modify or withdraw bids submitted online before the last date & time for online submission.
10. The BIDDER may ask question related to tender online in the e-procurement portal using his/her DSC. The Officer inviting the Bid/Procurement Officer-Publisher will clarify queries related to the tender.
11. **PAYMENT:** No advance payment will be made. The monthly hire charges shall be paid to the service provider on a monthly basis upon submission of the bill, duly supported by the vehicle logbook, attendance records of the driver, and a certificate from the concerned officer regarding satisfactory performance of the vehicle and driver during the billing period.
12. **EVALUATION:** The BIDDERS are required to quote the rates of each items and the evaluation shall be made item wise.
13. **QUALITY OF WORKMANSHIP:** If any of the supplied items are found unsatisfactory by consignee i.e. OSIC Ltd., Cuttack. The BIDDER shall have to replace the same immediately without any extra financial cost.

By order of MD


GENERAL MANAGER (O)

SPECIAL CONDITIONS OF CONTRACT

1. The rate quoted shall be inclusive of all taxes and duties, import levies, freight forwarding, insurance and loading / unloading charges/ freight and insurance and installation & commissioning of the machinery to be carried at the consignee locations.
2. **TENDERSUBMISSION**

The tender papers following two –Bid System (Technical Bid-A and Financial Bid-B) is to be submitted in online mode up to last date and time of submission as mentioned in the document, which is to be addressed to the Managing Director, Odisha Small Industries Corporation Limited, Industrial Estate, Madhupatana, Cuttack, Odisha-753 010.

The BIDDERS may download the **Tender Documents** directly from the WEB SITE available at <http://tendersodisha.gov.in> and the Tender cost fee **Rs.7080/-** (Non-refundable).

The bidders are required to submit an EMD of Rs.50000/- in the form of an A/c Payee Demand Draft drawn in favour of "Odisha Small Industries Corporation Limited", and payable at any Nationalized Bank at Cuttack. **Scan copy of the EMD has to be uploaded in the tender and the hard copy of EMD must be submitted within 5 days from the date of opening of technical bid of the tender.** The earnest money of unsuccessful bidders will be returned to them without any interest within thirty (30) days after awarding the contract. The earnest money of successful bidder will be returned after submission of performance security (Bank Guarantee).
3. **Return of EMD**

EMD of unsuccessful bidders will be discharged/ returned without any interest after technical evaluation and that of successful bidders after issuance of purchase order to L1 bidder. The EMD of L1 bidder will be returned after receipt of performance security.
4. **Performance Security (PS)**

The selected bidder shall have to submit Performance Security (PS) deposit of 5 % (five percent) of the total contract value after issue purchase order in the form of Insurance Surety Bond, account payee demand draft, fixed deposit receipt, Bank Guarantee including e-Bank Guarantee from any of the scheduled commercial banks within the State in favour of the "Odisha Small Industries Corporation Ltd., Cuttack. The PS will be forfeited in the event of breach of contractual obligations by the bidder. The PS shall be retained by OSIC Ltd., Cuttack which will be discharged and returned not later than two months after warranty obligation periods from the date of supply of the materials.
5. **Rejection of Bid:** In the event of the following, the Technical Bids will summarily be rejected. The Committee will examine the Technical Bids and decide the suitability as per the specification and requirements and also fulfillment of qualification criteria.
6. **Liquidated Damages:** If the Seller/Service Provider fails to deliver any or all of the Goods/Services within the original/re-fixed delivery period(s) specified in the contract, the Buyer will be entitled to deduct/recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions aforesaid, @ 0.5% of the contract value of delayed quantity per week or part of the week of delayed period as pre-estimated damages not exceeding 5% of the contract value of delayed quantity without any controversy/dispute of any sort whatsoever.
7. **Qualification Criteria of the bidder**
 - The bidder should have executed/supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company during last 2 year before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of the qualification.

- Each tenderer shall submit only one Bid. A tenderer who submits or participates through more than one bid will be rejected.
- The bidder is not authorised to sub-contract/ sub let the job without prior approval of OSIC.

8. Contract Period

- i) The contract for hiring of the vehicle shall remain valid for a period of two (02) years **from the date of deployment/commencement of service.**
- ii) The Corporation reserves the right to terminate the contract at any time by giving **30 (thirty) days' written notice** in the event of unsatisfactory performance, breach of any terms and conditions of the contract, or for any other administrative reasons.
- iii) The contract may be extended for a further period on the same terms and conditions, subject to satisfactory performance of the service provider, mutual consent of both parties, and approval of the competent authority.

9. Contract Award Criteria: The Purchaser will award the Contract to the successful bidder(s) on item wise lowest price.

10. Validity period of Offer: The Technical bid and the Price bid validity should be for a minimum period of 90 days. The bidders should be ready to extend the validity, if required.

11. Price: The bid price should be quoted in online mode in Indian Rupees only as per the format of Price Schedule in excel format.

12. Failure of Order Execution: If a successful bidder after receiving the order fails to execute the order within the stipulated period or does not fulfill any of the terms and conditions in any respect, the Purchaser reserves the right to cancel the order unilaterally.

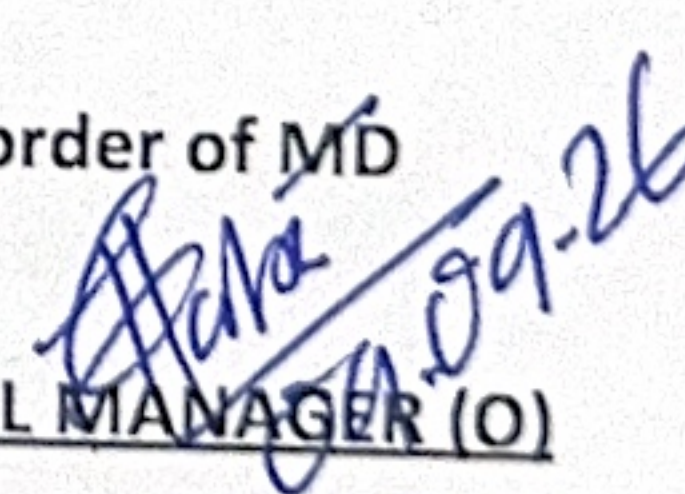
13. Right of the Tender Inviting Authority (TIA)

The TIA "Odisha Small Industries Corporation Limited, Cuttack, reserves the right to suspend the Tender process or part of the process, to accept or reject any or all the tenders at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reasons thereto.

14. Disputes and Jurisdiction

Any legal disputes arising out of any breach of contract pertaining to the whole process of this Tender shall be settled in the Court of Competent Jurisdiction in Cuttack in the State of Odisha.

By order of MD


GENERAL MANAGER (O)

PRE-QUALIFICATION CRITERIA

Sl. No	Criteria	Documentary Evidence	Submission of Document (Yes/No)
1	Legal Entity	Proprietorship/ Partnership /Private Limited/ Co-operative Society	
2	Address of Office	The BIDDER must have Registered office in Odisha	
3	Tax Registration and Clearance	Odisha State GST mandatory for the BIDDER.	
		Copy of PAN card	
4	Tender Document	Must have submitted tender document duly sealed and signed by the authorized person. Non-submission shall be treated as non-responsive.	
5	Earnest Money Deposit(EMD)& Tender paper cost	Must submit EMD of Rs.7080/- and tender paper cost of Rs.50000/-, failing which, the bid shall be treated as non-responsive.	
6	Experience	The bidder should have executed/supplied same or similar Category Products to any Central / State Govt. Organization / PSU / Public Listed Company during last 2 years before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of the qualification.	
7	Turnover	The bidder must have an average annual turnover of <u>Rs.3.00 Crore</u> in last three financial years supported by relevant documents or audited balance sheet.	

Seal & Signature of the bidder

Annexure-B

Specification of the E-Vehicle

Sl. No.	Item Description	Qty
1	E-Vehicle with 45KW Hour	01
2	E-Vehicle with 55KW Hour	01

- **Interested service providers shall quote their rates strictly in accordance with the rates approved by the Government of Odisha for hiring of Electric Vehicles (EVs). Financial bids quoting rates higher than the Government-approved rates shall be liable for rejection. The contract/order shall be awarded to the lowest responsive bidder (L1) whose quoted rates are within the Government-approved rate structure.**
- **OSIC reserves the right to increase or decrease the quantity as per its requirement.**