

**EKALAVYA MODEL RESIDENTIAL SCHOOL, PHIRINGIA,
DIST-KANDHAMAL
(Under Ministry of Tribal Affair, Govt. Of India)**

Tender Paper for Hiring of Vehicle for the Session - 2026-27

01.	Name & Address of the Party	:	
02.	Registration Number of the Vehicle	:	
03.	Model & Type of Vehicle	:	
04.	Year of Manufacture	:	
05.	Date of purchase & make of Vehicle	:	
06.	Seating capacity	:	
07.	Total Load Carrying in kgs	:	
08.	Type of Insurance Policy (1 st Party, 2 nd Party, 3 rd Party) valid up to	:	
09.	Rate of rent quoted month	:	Rs. In Words
10.	Road Mileage i.e. the kms run by the Vehicle per one Liter of diesel	:	
11.	The tenderer should submit Earnest Money of Rs.10,000.00 (Rupees Ten Thousand) only in shape of demand draft in favour of Ekalavya Model Residential School, Phiringia Kandhamal, Payable at UCO Bank , Phiringia along with tender bid.		
12.	The tender should be submitted according to the term and conditions specified in the enclosed contract agreement & the contractor shall be bound to abide by the terms and conditions stipulated there in.		
13.	The undersigned reserves the right to accept or reject any tender without assigning any reason thereof.		
14.	The maximum monthly remuneration payable for the hiring of a vehicle shall be ₹35,000, inclusive of the driver's services.		

DECLARATION

I do hereby declare that, I have gone through the contract agreement & terms and conditions of EMRS, Phiringia and will abide by the terms and conditions as stipulated in the agreement for hiring of vehicle for EMRS, Phiringia, Dist.-Kandhamal

Enclosures:-

1. Xerox copy of Regd. Certificate
2. Valid insurance papers Xerox copies
3. Xerox Copies of proof for make, model &

Signature.....

Name of the Party.....

Years of purchase
4. Fitness certificate Xerox copies issued by R.T.O

Vehicle Regd. No.....
Date.....

Conditions for hiring the school vehicle at EMRSs:

1. The vehicle is to be hired along with Driver from the travel agency/firm/company.
2. The rates quoted should include all forms of taxes/charges.
3. The vehicle hired shall have valid taxi permit for entire period of hiring.
4. The Vehicle hired shall have valid insurance coverage for entire period of hiring.
5. The above-mentioned amount **of ₹35,000/-** per month shall be inclusive of driver remuneration.
6. It is further clarified that the said amount shall also include the cost of fuel subject to the following monthly kilometer limits:
 - a. Hilly Areas: Fuel cost up to 900 kilometers per month
 - b. Plain Areas: Fuel cost up to 1200 kilometers per month
7. In case the vehicle usage exceeds the prescribed kilometre limits, additional charges shall be admissible at the following rates:
 - a. Hilly Areas: ₹14/- per kilometer
 - b. Plain Areas: ₹12/- per kilometer
8. EMRSs shall bear only the charges per kilometer as mentioned at point-8 beyond the limit mentioned at point-7 for which a log book will be maintained.
9. All other liabilities including wages of driver, repair & maintenance of vehicle and servicing obligations on account of Motor Vehicle Act and other related Acts like Labour laws, Road Tax, Insurance Laws (like insurance of vehicle in accident, theft, fire etc.) shall be the sole responsibility of the travel agency/firm/company.
10. The Agency should have to submit valid proof of Bank Account Number, PAN Card, GST certificate and undertaking that the firm has not been blacklisted.
11. A Valid driving license of the driver and police character verification shall be made available to the school.
12. Vehicle to be hired should be of latest model, preferably not more than 03 years old.
13. The contract will be for a period of minimum two years, extendable upto 5 years, subject to satisfactory performance.
14. The vehicle should have capacity to carry upto 4 persons having a comfortable seat for carrying a sick child.
15. Vehicle will be parked in the EMRS premises only at owners risk.
16. The vehicle, along with the driver, shall be made available on a 24x7 basis. The driver shall be accommodated within the EMRS campus, subject to availability, and in accordance with the existing accommodation norms issued by NESTS. In the event that accommodation is not available within the EMRS campus, the vehicle owner/company shall make suitable alternative accommodation arrangements for the driver within a reasonable and accessible distance from the school, at no additional cost to EMRS.

17. A maximum of one day per month, i.e., 12 days in a year, may be permitted for routine maintenance/servicing of the vehicle. The vehicle shall not be sent for repairs for more than four consecutive days at a time. In case the vehicle remains unavailable beyond the period specified above, the owner shall provide an alternate vehicle. Failure to provide an alternate vehicle shall result in recovery of the actual per-day hiring charges paid by the EMRS.

18. One month's hiring cost is to be kept as Security deposit from the successful bidder, which will be refunded after satisfactory completion of the contract.

19. The payment shall be made on post monthly basis against a bill duly supported with photocopies of log book signed by the users, for the said month.

20. The payment shall be subject to deduction of TDS as per Section 194C of Income Tax Act, 1961.

21. The vehicle is provided to meet exigencies of services for students and staff.