

**OFFICE OF THE PRINCIPAL
EKLAVYA MODEL RESIDENTIAL SCHOOL, KUARMUNDA, SUNDARGARH**

Managed by Odisha Model Tribal Education Society (OMTES)
Supported by ST & SC Development Department, Govt of Odisha
AT/PO-KUARMUNDA , Dist-Sundargarh, Pin-770039
Affiliated to CBSE New Delhi , Aff .No. 1520375, School no. 17461
Email- emrskuarmunda2018@gmail.com

Date-24th March 2026

Sub: Tender for engaging Vehicle to School on Contract basis for the period up to 31/03/2027 -reg.

Terms and Conditions:-

01. Online bid/Tender for engaging vehicle to School is invited by the Undersigned for the period of 01/04/2026 to 31/03/2027. The last date of submission of the Tender is on 30/03/2026. **The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment, valid taxi permit etc. and D.L. of the driver available all the times.**
02. The bid/Tender should be submitted in accordance with the terms & conditions as given below. It shall be construed that the terms & conditions stipulated here under have been agreed to.
03. The bid/Tender should not have any corrections in the bid/Tender. If a figure is to be amended, it should be neatly scored-out and then revised figure should be written there upon with signature and date, or else the rate is liable for rejection.
04. The Undersigned does not bind himself to accept the lowest bid/Tender and reserves the right to accept the bid/Tender in whole or in part i.e. with respect to all the vehicles mentioned in the attached statement or in respect of anyone or more than one vehicle specified in the attached statement as he/she may decide.
05. On acceptance of the bid/Tender will become a contract and the contractor shall be bound by the terms & conditions of the tender.
06. If the contractor fails to send the vehicle along with driver within the time stipulated in the letter of acceptance by the Undersigned, the Undersigned shall be at liberty to hire the vehicle from the market to get the rest of the contract completed by any other person or firm and the difference of amount, if any, shall be deducted from the earnest money/security deposit and in case any amount in excess of the security deposit is paid by the Undersigned the contractor shall liable to pay this amount.
07. The rate quoted by the contractor shall hold good up to 31/03/2027.
08. The vehicle shall be hired on 24-hour basis along with driver for a period up to 31/03/2027.
09. Vehicle to be hired should be of latest model, preferably not more than 03 years old.
10. The vehicle is to be hired along with Driver from the travel agency/firm/company.
13. A Valid driving license of the driver and police character verification shall be made available to the school.
12. The rates quoted should include all forms of taxes/charges.
13. The vehicle hired shall have valid taxi permit for entire period of hiring.
14. The Vehicle hired shall have valid insurance coverage for entire period of hiring.
15. The above-mentioned amount of ₹35,000/- per month shall be inclusive of driver remuneration.
16. It is further clarified that the said amount shall also include the cost of fuel subject to the following monthly kilometer limits: Plain Areas: Fuel cost up to 1200 kilometers per month
17. In case the vehicle usage exceeds the prescribed kilometer limits, additional charges shall be admissible at the following rates: a. Plain Areas: ₹12/- per kilometer.

18. EMRSs shall bear only the charges per kilometer as mentioned at point-17 beyond the limit mentioned at point-16.
19. 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.
20. 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.
21. The contract will be for a period of minimum two years, extendable upto 5 years, subject to satisfactory performance.
22. The vehicle should have capacity to carry upto 4 persons having a comfortable seat for carrying a sick child.
23. 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.
24. 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.
25. The owner shall be responsible for efficient & diligent services, if the service is not found satisfactory; the Undersigned will be at liberty to cancel the contract any time without prior notice to the same.
26. The owner shall be responsible for proper conduct of the driver he will have to change the driver in case the liberty to cancel the contract on this ground also i.e. in case the conduct of the driver is found unsatisfactory without any prior notice of the same to the owner, Police verification of the driver is an essential condition.
27. 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.
28. The guidelines issued by NESTS, New Delhi/OMTES regarding any modification in terms and conditions time to time shall be followed accordingly.

Signature of Tenderer

TENDER FOR ENGAGING VEHICLE ON CONTRACT BASIS

Name of the Bidder: _____

Address : _____

Mobile No. : _____

Sl.No.	Name of the Vehicle with Model	Year of Registration	Mileage per Ltr.	Rate per Month (With Driver)	Remarks
1.	Scorpio				
2.	Bolero				
3.	Other with similar specification				

Signature of Tenderer

Checklist

1. EMD Rs. 15000.00 or as per NESTS guidelines
2. TENDER FORM COST RS. 200.00
3. SIGNATURE WITH DATE ON ALL PAGES