

OFFICE OF PRINCIPAL

Eklavya Model Residential School

Ministry Of Tribal Affairs, Govt. Of India
(Support: OMTES, SC/ST Dev. Dept., Govt. of Odisha)
At/Po-Kuchinda, Dist-Sambalpur (768222), Odisha.
Affiliated To CBSE, Delhi. Affiliation No-1520209
School No-17297 | UDISE CODE: 2103120097



प्राचार्य कार्यालय

एकलव्य मॉडल आवासीय विद्यालय, कुचिंडा

जनजातीय मंत्रालय, भारत सरकार

(ओएमटीईएस, एससी/एसटी विकास विभाग, ओडिशा सरकार)

पोस्ट-कुचिंडा, जिला-संबलपुर (768222), ओडिशा।

सीबीएसई, दिल्ली से संबद्ध। संबद्धता संख्या-1520209,
स्कूल संख्या-17297 | यूडीआईएसई कोड: 21031200974

SHORT TENDER CALL NOTICE FOR HIRING OF VEHICLE

Letter No.:632

Date: **24.10.2025**

Sealed tenders are invited in the prescribed format from registered transport agencies/vehicle owners for hiring of vehicles on a monthly/need basis for official use at EMRS Kuchinda Dist- Sambalpur Odisha.

Tender Details:

- Tender Issue Date: 26.10.2025
- Last Date for Submission: **03.11.2025**
- Tender forms and terms & conditions can be obtained from the school website <https://emrskuchinda.com> or office during working hours
- Date and Time of Opening of Tender Documents- 07.11.2025 at 10:AM

Interested parties may submit their sealed quotations with all required documents to the Principal, EMRS Kuchinda, Dist-Sambalpur Odisha by the due date.

Notwithstanding anything contained to the contrary in the tender document, the undersigned reserves the right to cancel/modify "invitation for bids" or to reject any or all of the bids or cancel the entire tender process without assigning any reason thereof and shall bear no liability whatsoever consequent upon such a decision.

Sd/-

PRINCIPAL,
EMRS Kuchinda, Sambalpur



TENDER FOR HIRING OF VEHICLE (ON CONTRACT) FOR THE SESSION 2025-26

1. Name & Address of the party:

-----Phone No with STD Code-----

2. Regd.No. of the Vehicle : _____
3. Model : _____
4. Year of Manufacture : _____
5. Date of Purchase & make of the Vehicle : _____
6. Seating capacity : _____
7. Road Permit Valid upto : _____
8. Insurance policy valid upto : _____
9. Rate of the Vehicle : _____/-per month.
10. The tenderer should submit Earnest Money 15,000/- (refundable in form of bank draft in favour of ODISHA MODEL TRIBAL EDUCATION SOCIETY, E.M.R.S KUCHINDA, SAMBALPUR payable at
11. Road mileage i.e. the kilometers run by the Vehicle per one liter of diesel/petrol _____
12. The tender should be submitted according to the term & conditions specified in the enclosed contract agreement and the contractor shall be bound to abide by the terms and conditions stipulated therein.
13. The Principal, EMRS Kuchinda reserves the right to accept or reject any tender without assigning any reason thereof.

Declaration

I do hereby declare that I have gone through the contract agreement & terms and conditions of Eklavya Model Residential School, Kuchinda and will abide by the terms and conditions as stipulated in the contract agreement for Hiring of Vehicle for EMRS Kuchinda, Sambalpur (Odisha).

Encl: (Xerox copy of registration certificate,

Signature: _____

Road Permit & Insurance Certificate of Vehicle)

Name of the Party: _____

Vehicle Regd.No: _____

Terms and Conditions

1. Vehicle is to be hired along with Driver from the owner of the company and **commercial vehicle** only.
2. The rates quoted should include all forms of Taxes/Charges.
3. EMRS Kuchinda will bear only the cost of Diesel/Petrol for the distance actually plied for official use for which a log book will be maintained by the Driver and Principal will certify the same .All other liabilities including wages of driver,oil and lubricants,maintenance,repair replacement of parts 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 role responsibility of the owner of the company.
4. The vehicle shall be hired on 24 hours basis for a maximum period of 10 months in a year(excluding vacation period of the EMRS concerned.)
5. The vehicle to be hired should be latest model vehicle preferably 5 years old,which can carry min. 4 persons having a comfortable seat for carrying a sick child & staff Members.
6. The contract will be for a period of minimum one-year, extendable up to 5 years at the level of Principal with mutual consent on the same terms and conditions.
7. Payment will be made on a monthly basic after deduction of Income Tax as per rules.
8. Vehicle will be parked in the school premises only at the risk of owner of the company.
9. The Driver of the vehicle can be provided accommodation in the EMRS campus wherever possible subject to availability of accommodation otherwise the arrangements will be made by the owner of the company within approachable distance from the school.
10. Maximum one day per month i.e. 12 days in year shall be permitted for maintenance/servicing. The vehicle shall not be sent for repairs for more than four days at a stretch. Alternate vehicle shall be provided by the owner in case for non-availability is for the period exceeding the specified period mentioned above. Failure to provide alternate vehicle shall lead to recovery of actual hiring charges per day paid by EMRS for substitute vehicle of Rs. 600/- per day whichever is higher.
11. 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.

AGREEMENT FOR HIRING OF VEHICLE FOR THE EKLAVYA MODEL RESIDENTIAL SCHOOL
KUCHINDA, SAMBALPUR ODISHA

This agreement made on this _____ day of _____ between the principal, Eklavya Model Residential School, Kuchinda, Dist.-Sambalpur Odisha hereinafter referred as the party of the First Party to the contract (which expression shall unless excluded by or repugnant to the context by deemed to include its successors in office or assignee) on one part.

AND

M/S. _____ (which express shall unless excluded by or repugnant to the context be deemed to include its successor and permitted assignees) on the other part and hereinafter refer to as party of the second party to the contract.

WHEREAS the party of the First Party is responsible for management of EMRS, which are fully residential institutions providing education to children from class – VI to XII and is desirous of hiring private vehicles for EMRS, Kuchinda, Dist-Sambalpur located in the state of Odisha for transport of students and staff and for procurement of materials required for use of the vidyalaya. And whereas the party of the Second Part owns Public/Private Transport as for use by other parties on payment of charges on hire basis.

NOW IT IS HEARBY AGREED BY THE PARTIES OF THE CONTRACT UNDER:-

1. That the party of the first part has agreed to hire vehicles no _____ owned by party of the second part for bonafide use of EMRS, Kuchinda, Dist-Sambalpur (herein after referred to a EMRS) on the payment of Rs. _____ (Rupees _____) only per month on yearly basis excluding the period of vacation of the vidyalaya i.e. 10 months. The payment will, however, be made on pro-rates monthly basis.
2. That the EMRS will bear only the cost of Diesel/Petrol for the distance actually plied for official use. All other liabilities including wages of driver, oil and lubricants, maintenance, repair, replacement of parts and servicing, obligations on account of Motor Vehicle Act and other related Acts like Labour laws, road Tax insurance laws (like insurance of vehicles in accident, theft, fire etc) shall be the sole responsibility of the owner/party of the Second Part.
3. That the present contract will be valid for a period of one year unless terminated prior to expiry of this period as per terms set forth herein after.
4. That the vehicles to be hired should be such that it can carry up to 4+2 persons having comfortable seat for carrying a sick child running condition which shall be ensured by the owner.
5. That the vehicle shall remain in the campus of EMRS on 24 hours basis and will be parked in the premises during the period of contract.
6. That the driver of the vehicle can be provided accommodation wherever possible in the campus of EMRS. Driver of the vehicle will be allowed to avail mess facility for food purposes only on payment basis.
7. That maximum of one day per month i.e. 12 days in year shall be permitted for maintenance/servicing of the vehicle. The vehicle shall not be sent for repairs for more

than four days at a stretch. Alternate vehicle shall be provided by the party of the second part in case the non-availability is for the period exceeding the specified period mentioned above. Failure to provide alternate vehicle shall lead to recovery of actual hiring charges of an alternate vehicle per day or Rs.600/- per day, or whichever is higher. **Owner of the vehicle furnishes a refundable security deposit of one month's hiring cost with the concerned EMRS for this purpose.**

8. That the use of the vehicle will normally be restricted to the state for which it is hired and for school purpose only.
9. That the owner party of the second part shall be responsible for efficient and diligent services. In case the services are not found satisfactory at any stage, the party of First part shall be at liberty to cancel the contract any time by giving one month's notice to the party of second part. Similarly, party of second part can terminate the contract by giving one month's notice in writing to the party of First part.
10. That the driver engaged by the party of the second part for running the vehicle for the EMRS must possess a valid driving license for the type of vehicle and his credential must be verified by the police before engagement. The owner/party of the second part shall be responsible for proper conduct of the driver and will change the driver in case his conduct is reported as improper by the principal of EMRS, the party of the First Part shall be at liberty to cancel the contract on this ground without any further notice of the same to the owner.
11. That the disputes, differences and other questions arising out of or in any manner relating to or concerning this agreement which cannot be settled amicably then than unrecorded disputed or differences shall be referred to the arbitration of a single arbitrator appointed by the party of the first part. The venue of such arbitration proceedings shall be at the utilized vidyalaya where the vehicle is being utilized.
12. This agreement shall be effective as and when executed by or on behalf of both the parties.

IN WITNESS WHERE OF the parties here to have set their hands and seals on this contract on _____ day of _____.

First Party
Witness

Second Party
Witness