

**EKLAVYA MODEL RESIDENTIAL SCHOOL**  
**AT-DHAMANAHANDI, PO-KOTPAD, BLOCK-KOTPAD**  
**DIST-KORAPUT-764058 (ODISHA)**  
**TENDER CALL NOTICE**

Letter No.191 / Tender File/EMRS /2024

Date: 26/03/2025

Sealed tenders are invited from the registered and reputed firms for **Vehicle Hiring** for Ekalavya Model Residential School, Kotpad, District Koraput, Odisha for the session 2025-26. The tender and agreement forms with Particulars must be downloaded from the web site [www.koraput.odisha.gov.in](http://www.koraput.odisha.gov.in) and [www.emrskotpad.com](http://www.emrskotpad.com) . Completed quotation forms along with **EMD** and downloaded **Agreement form** as well as **tender form** cost Rs. 200/- (Two Hundred Only) in the shape of Bank Draft in favour of ORISSA MODEL TRIBAL EDUCATION SOCIETY, E.M.R. SCHOOL, KOTPAD, DHAMANAHANDI, KORAPUT payable at SBI, KOTPAD must be reached to school or Collectorate Office Koraput by Speed Post / Registered Post/by hand/by email, latest by 4 P.M. on 15.04.2025. (**Bank Draft for EMD and Tender form Cost must be made separately**). School shall not be responsible for any postal delay. The sealed tender documents will be opened in the presence of District Level Committee members and bidders or their authorized representatives in the conference hall at Collectorate, Koraput at 04 P.M. on Dt 17.04.2025. The Chairman of the School District Level Committee reserves the right to accept/ reject the quotation in whole or in part without assigning any reason. Any dispute in this process would be subject to the Court jurisdiction of the Koraput District Headquarters.

10 P  
26/3/25  
Principal  
EMRS, Kotpad, Koraput  
Kotpad, Koraput

Memo No. 192

Date: 26/03/2025

Copy Submitted to Collector-cum-DM-Chairman, GM, DIC-Member, Principal Inv-Member, PA, ITDA, Jeypore-Member, Handloom & Textile officer, Koraput -Member, DWO, koraput-Member for favour of kind information.

10 P  
26/3/25  
Principal  
Principal  
EMRS, Kotpad, Koraput  
EMRS  
Kotpad, Koraput

EKLAVAYA MODEL RESIDENTIAL SCHOOL KOTPAD, KORAPUT (ODISHA)

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

1. Name & Address of the party:

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

Mobile No: -----

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 up to

: \_\_\_\_\_

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 SCHOOL, KOTPAD, DHAMANAHANDI, KORAPUT payable at SBI, Kotpad.

11. Road mileage i.e. **the Kilometers run by the Vehicle per one liter of diesel:** \_\_\_\_\_

12. The tender should be submitted according to the terms & 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, KOTPAD 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, Kotpad and will abide by the terms & conditions as stipulated in the contract agreement for Hiring of Vehicle for EMRS Kotpad, Koraput (Odisha).

Encl: (Xerox copy of Registration Certificate, Road permit & Insurance certificate of Vehicle)

Signature: \_\_\_\_\_

Name of the Party: \_\_\_\_\_

Vehicle Regd. No: \_\_\_\_\_

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 Kotpad will bear only the cost of diesel 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 Mote 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 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 1 years old, which can carry up to 4+2 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 year at the level of Principal with mutual consent on the same terms and conditions.
7. Payment will be made on a monthly basis after deduction of Income Tax as per rules.
8. Vehicle will be parked in the Vidyalaya premises only at the risk of the 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 Vidyalaya.
10. Maximum one day per month i.e. 10 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 EKLAVAYA MODEL RESIDENTIAL SCHOOL KOTPAD, KORAPUT, ODISHA**

This agreement made on this .....day of ..... between the Principal, Eklavaya Model Residential School, Kotpad, Dist. Koraput 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, Kotpad, Dist. Koraput 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 HEREBY 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, Kotpad, Dist. Koraput (herein after referred to a EMRS) on the payment of ₹. .... (Rupees ..... ) only per month on yearly basis excluding the period of vacation of the Vidyalaya i.e. for 10 months. The payment will, however, be made on pro-rates monthly basis.
2. That the EMRS will bear only the cost of diesel 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 Vehilce 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 seatfor 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.

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. 10 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 shall furnish 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 Vidyalaya 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 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 credentials 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 at any time. In case the conduct of the driver is found unsatisfactory and he is not replaced within three days of receipt of a written report in this regard from 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 my 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 disputes 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

SECOND PARTY

Witness:-