



OFFICE OF THE PRINCIPAL
Eklavya Model Residential School, Nuapada

(A unit of NESTS) Ministry of Tribal Affairs Govt. Of India

(Affiliated To CBSE, Delhi, Affiliation No. 1520009 & School No- 17097)

At - Sakhatara ,Po- Maulibhatta Ps-Nuapada, Dist- Nuapada, 766105 (Odisha)

Email id: - emrs.nuapada@gmail.com

Letter no: - EMRS / NPD/ OFF/ 310 /2025-26

/Date: - 25.08.2025

QUOTATION / SHORT TENDER CALL NOTICE

Sealed quotations/ Short Tenders are invited from interested reputed Travel Agencies/ Tour Operators/ Individuals for providing one vehicle including driver **AC Light vehicle (Diesel) of Mahindra Bolero 2023; 2024 & 2025 model vehicle preferably BS-VI**, which shall conform to the Terms & Conditions (Appendix-A) for Official use in the Office Principal Ekalavya Model Residential School , Nuapada on monthly rent basis.

TERMS AND CONDITIONS.

1. Bidder must submit copy of 3 pages of GST certificate (Odisha GST mandatory) and Last 3 months GST Clearance certificate. This bid is only reserved for Local Bidder (Geographical Presence: Odisha).
2. Bidder must submit copy of PAN & Aadhar card.
3. The sealed Quotations / tenders complete in all respects must reach "The Principal Ekalavya Model Residential School, Nuapada, Po- Maulibhatta , Dist. Nuapada, Pin - 766105 (Odisha), on or before **2 PM of 09/09/2025** through Speed / Registered Post or By hand only.
4. Sealed envelopes should be submitted with marked above the envelop- "**BID DOCUMENTS FOR VEHICLE HIRING SERVICES**"
5. The sealed Quotations / tender documents will be opened in presence of School Purchase Advisory Sub Committee / tenderers / their authorized representatives on **10/09/2025 at 10 AM** in the school.
6. The vehicle must be in road worthy condition, shall not be more than one year old from the date of initial registration. (**First preference is to provide brand new vehicle**) and must have valid registration certificate , Insurance certificate, Fitness certificate, Valid contract carriage permit, proof of up to date tax payment etc . Which are mandatory.
7. The proposed rate by the tenderer includes all Central, State and Local Taxes & Duties , Freight and other charges and is on F.O.R. destination basis.

8. The Vehicle must be **manufacture -2023 onwards** which can accommodate at least **6 persons** having a comfortable for carrying a sick child and can be able to carry the urgent required materials for the School up to 10 quintals.
9. The vehicle must achieve a minimum fuel efficiency of 10 KM per liter .
10. Bidder is to provide **AC Light vehicle (Diesel) of Mahindra Bolero 2023; 2024 & 2025 model only** for the purpose.
11. Monthly hire charges including Driver charges maximum up to Rs. 35,000/- (Rupees Thirty Five Thousand Only).
12. The party has to agree to engage the Vehicle Bearing No:..... for the Bonafide use of the EMRS Nuapada on **contract basis on monthly basis maximum period of 36 months.**
13. No charges will be claimed for reporting the vehicle and discharging the vehicle from the owners point to the EMRS Nuapada or vice-versa. School will be bearing the fuel after engagement of the vehicle in the school only.
14. There should not be any overwriting, corrections in the bid. If a figures is to be amended, it should be neatly scored out and then revised figure should be written above and the same should be attested with full signature and date. In the absence of the attested signature the bid amount will not be considered.
15. The undersigned doesn't bind himself to accept the lowest bid and reserve the right to accept the bid in whole or in part .
16. On acceptance of the bidder it will become a contract and the contractor shall be bound by the terms and conditions of the tender and the provision of G.F.R.
17. The School 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 repairs, replacement of parts and servicing, obligations on account of Moter 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.
18. The bidder shall ensure that all electrical connections including lights, both breaks, horn. Turn indicators & other vehicle systems shall be periodically checked and maintained by the service provider to avoid inconvenience to School .
19. The vehicle contract will be initially for a period of **3 years (36 months)** .
20. The vehicle shall remain in the campus of EMRS Nuapada on 24x7 and will be parked in the premises during the period of contract.

21. That, the Driver of the vehicle can be provided accommodation wherever possible in the campus of EMRS Nuapada . Driver will be allowed to avail mess facility for food purpose.
22. The Driver of the vehicle must have a valid driving license for driving Light Motor Vehicle (LMV) & should have at least **2 years** of driving experience in driving Light Motor Vehicle (LMV)
23. The driver should be well behaved, gentle & obedient in nature.
24. Maximum of one day per month shall be permitted for maintenance/servicing of the vehicle. The vehicle shall not be sent for repairs for more than **Three days** at a stretch. Alternate vehicle shall be provided by the owner during such period. Failure to provide alternate vehicle shall lead to recovery of actual hiring charges of an alternate vehicle per day or **Rs. 700.00** per day, or whichever is higher.
25. Bidder shall furnish a refundable security deposit of **Rs. 25,000.00** (Rupees Twenty-Five thousand) only or **one months hiring charges of the vehicle** whichever is higher to in shape of TDR pledged in favour of Principal EMRS Nuapada payable at Nuapada which is refundable after successful completion contract .
26. If the bidder violates any of the terms of contract, EMRS Nuapada shall forfeit the entire amount of security deposit.
27. During emergency / urgent work the vehicle should travel outside the district as well as the state .
28. The vehicle should be maintained in a neat, clean both internally and externally of the vehicle & perfect running condition .
29. The bidder shall be responsible for efficient and diligent services. In case the services are not found satisfactory at any stage, the EMRS Nuapada is at liberty to cancel the contract any time by giving one month notice to the owner. Similarly, the owner can terminate the contract by giving one month's notice in writing to the Principal EMRS Nuapada.
30. The driver engaged by the owner for running the Vehicle for the EMRS Nuapada must possess a valid driving license for the type of vehicle and his credentials must be verified by the police before engagement. The owner 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 EMRS Nuapada at any time taking into account of the residential co-educational institution. In case the conduct of the driver is found unsatisfactory and he is not replaced within **three day** of receipt of a written report in this regard from the Principal, EMRS Nuapada, the School shall be at liberty to cancel the contract on this ground without any further notice of the same to the owner.



31. The Driver should be properly dressed in neat and clean attire, if required the driver should wear a valid identity card and a uniform of specific colour as per the requirement of the school & the same will borne by the bidder .
32. Driver should not be change frequently. Any such changes should be informed by the service provider to the Principal EMRS Nuapada well in advance for permission.
33. The bidder should submit -
- Photocopies of the Purchase Bill of the Vehicle.
 - Photocopies of the Registration of the Vehicle with the Road Transport Officer.
 - Details of proof about the year of manufacture of the Vehicle.
 - Details of Seating capacity and load carrying capacity of the vehicle.
 - Photocopies of the Insurance Policy(1st Party, 2nd Party, 3rd Party) with validation period up to the contract period.
 - Driving License of Driver
 - Identity of Driver.
34. Bidder/Driver shall update the log book at least once in every 24hours , the service provider shall hand over the vehicle log book to the Principal / Accountant EMRS Nuapada . Log book shall be maintained as per format / register provided by School.
35. Terms and conditions of bid must be duly signed by the bidder with seal in every page.
36. The hiring may be discontinued immediately when the vehicles are no longer required for school .
37. **PAYMENT TERMS.**
- a) The payment shall be made as per financial quotes submitted by the service provider & accepted by the Chairman Cum Collector Nuapada & School Procurement Subcommittee.
 - b) No advance payment shall be made to the service provider.
 - c) Payment shall be made once the service provider submits the Tax Invoice for the same as per the contract.
 - d) TDS & TDS on GST amount will be deducted from invoice as per rules.
 - e) Payment will be made through PFMS or bank transfer only , in no circumstance cash payment will be made.
38. The authority reserves the right to cancel the bid at any point of time without assigning any particular reasons thereof.
39. All legal proceedings, if necessity arises to initiate by any of the parties EMRS, Nuapada shall have to be lodged within jurisdiction of in Nuapada District only.

DECLARATION

I do hereby declare that, I have gone through the contract agreement & terms and conditions (SL-1 to SL-39) of Eklavya Model Residential School Nuapada and will abide by the terms and conditions as stipulated in the contract agreement for hiring of vehicle for EMRS Nuapada (Odisha).

Signature:.....

Name of the Party:.....

Vehicle Regd. No:.....

Date:.....

Email Id

Mobile No

Seal & Signature

Seal & Signature


GENERAL INFORMATION FOR HIRING VEHICLE (BOLERO) ON CONTRACT BASIS.

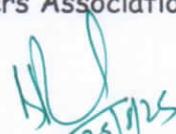
1	Name & Address of the Bidder	:	
2	Registration Number of the Vehicle	:	
3	Model & Type of Vehicle	:	
4	Year of Manufacture	:	
5	Date of purchase & make of Vehicle	:	
6	Seating capacity	:	
7	Total load carrying capacity in kgs	:	
8	Type of Insurance Policy (1 st Party, 2 nd Party, 3 rd Party) valid up to	:	
9	Rate of rent quoted per month (mention in Figure as well as in word)	:	
10	Road mileage i.e. the kms run by the Vehicle per one liter of diesel (mention in Figure as well as in word)	:	
11	Name & Complete address of the vehicle owner	:	
12	Fitness Certificate validity	:	
13	Insurance of Vehicle Validity	:	
14	Permit Validity	:	
15	Name & Address of Driver	:	
16	DL No of the Driver	:	
17	Validity of Driver Driving license	:	

Seal & Signature

Memo No. EMRS / NPD/ OFF/ 311 /2025-26

/Date: - 25.08.2025

Copy forwarded to all notice board of Collector / DI&PRO/ Zilla parishad/ Sub Collector/ DWO/ Tahasil / Blocks/ NAC of Nuapada District / Private Owners Association Nuapada for wide publication.


Principal i/c

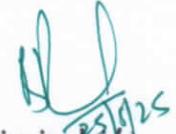
EMRS, Nuapada

Principal i/c
Ekalavya Model Residential
School, Nuapada

Memo No. EMRS / NPD/ OFF/ 312 /2025-26

/Date: - 25.08.2025

Copy to District e-Governance Manager Collectorate , Nuapada for information and necessary action. He is requested to upload the details including terms and conditions in the official website of Nuapada district for wide publication.


Principal i/c

EMRS, Nuapada

Principal i/c
Ekalavya Model Residential
School, Nuapada

Memo No. EMRS / NPD/ OFF/ 313 /2025-26

/Date: - 25.08.2025

Copy to members of School Procurement Sub Committee for information and necessary action. They are requested to kindly remain present on Tender opening Scheduled date & time.


Principal i/c

EMRS, Nuapada

Principal i/c
Ekalavya Model Residential
School, Nuapada

Memo No. EMRS / NPD/ OFF/ 314 /2025-26

/Date: - 25.08.2025

Copy submitted to District Collector - Cum - Chairman EMRS, Nuapada for information and necessary action.


Principal i/c

EMRS, Nuapada

Principal i/c
Ekalavya Model Residential
School, Nuapada