

Annexure - I

EKALAVYA MODEL RESIDENTIAL SCHOOL
SIRIGUDA RAYAGADA

No. 41 /2026

Dated- 20/01/2026

Sealed quotations are invited from **reputed Travel Agencies, Tour Operators, or private individuals** for providing **one (1) Bolero/Scorpio/Innova** with seating capacity not more than seven persons including driver on a **monthly rental basis** for all **official purposes** of **Ekalavya Model Residential School, Siriguda, Rayagada**, including but not limited to:

- Academic activities
- Administrative work
- Examination duties
- Procurement and supply-related work
- Any other school-related activities as assigned

The vehicle must confirm to the **Terms & Conditions** specified in *Annexure-II*.

- 1) The vehicle must be in Road Worthy condition, shall not be more than 1 years old from the date of initial registration 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 for plying of vehicle. Preference will be given to hire BS-VI compliant petrol /diesel vehicles keeping in view of pollution being high through use diesel vehicle.
- 2) The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
- 3) The Driver should be well behaved, gentle and obedient in nature.
- 4) A sum of Rs. 5000/- (Rupees Five Thousand Only) shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **Orissa Model Tribal Education Society** and submitted along with the tender as security deposit. After completion of the tender process, the amount will be refunded to unsuccessful bidders.
- 5) The monthly rate of hire charge is quoted separately in the general bid information (excluding fuel and lubricants).
- 6) The Vehicle must achieve a fuel efficiency of 10 kilometers per liter.



- 7) The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per liter) and name of the Driver with Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation (Annexure -III)
- 8) The Quotation completed in all respect should reach the undersigned on or before **30.01.2026 by 4.00 PM** by Regd. Post/ Speed Post/ Carrier Service and shall be opened on **31.01.2026 at 10.00 AM** in presence of the bidders or their authorized representatives in office chamber of the Principal, EMRS Siriguda Rayagada.
- 9) The application form of quotation containing General Bid Information & Terms and condition for hiring of vehicles etc. can be downloaded from the District website i.e www.rayagada.nic.in. In case the application form is downloaded from the District website, the application shall furnish a Demand Draft for an amount of Rs. 500/- (Rupees Five Hundred Only) towards the cost of application in favour of **Orissa Model Tribal Education Society** along with the terms and condition. **No form shall be accepted by hand.**
- 10) The quotation after the date line will not be accepted. The Authority reserves the right to reject any or all quotations without assigning any reason thereof.

Seal & Signature of the tenderer



Annexure - II

TERMS AND CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidders for providing a vehicle on hire on monthly rent basis.

1. 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 update tax payment etc. and D.L. of the driver available all the times.
2. The Service Provider should have valid PAN No. on the date of submission the application form.
3. The vehicles should have commercial license. The vehicles older than 10 years should be replaced by the service provider.
4. The Office hiring the vehicle shall not be responsible for any damage/ loss caused to hired vehicles or loss of life/ injury made to any person or damage to any property on account of use of hired vehicle in any manner whatsoever. The hirer shall be responsible for all such litigation. The hired vehicles cannot be used for any private/ commercial purpose beyond office hours or during holidays.
5. The hire charge to be paid on monthly basis is final but does not include cost of diesel, which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tires & Tubes, Battery etc., will be borne by the bidder.
6. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
7. In case of breakdown for reasons whatsoever the replacement of the vehicle of the same or better model shall be provided by the owner of the vehicle/ bidder.
8. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
9. The services of school vehicle with driver are to be made available 24*7 throughout the year.



10. If there is an urgent situation, the driver must come and work whenever the person or organization hiring the vehicle (the hirer) asks them to. The driver is not allowed to ask for extra money for working in such emergencies — it's already covered under the agreement.
11. The selected bidder will be paid the monthly hire charges and diesel cost reimbursement (as per Government norms) in the following month, preferably within fifteen days of submitting the bills. No advance payment will be made.
12. The vehicle shall not be more than 1 (One) year old from the initial registration and also in good running condition during the period of contract.
13. If the services are found to be unsatisfactory, the client shall give one month notice and terminate agreement.
14. If the service provider intends to withdrawn the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
15. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

Seal & Signature of the Tender

A handwritten signature in blue ink, appearing to read 'Rajeev', is written over a horizontal line.

GENERAL INFORMATION FOR HIRING VEHICLES

- 1) Registration No. of Vehicle:-
- 2) Type of Vehicle (AC/ Non A/C):-
- 3) Year of Manufacture :-
- 4) Model :-
- 5) Date of Registration :-
- 6) Name & complete address of the owner of the Vehicle :-
- 7) Fitness Certificate validity :-
- 8) Permit validity :-
- 9) Insurance validity :-

- 10) Valid PAN No. of the service provider :
- 11) Name / Address of the validity :-
- 12) D.L. No. & validity of the D.L. of the Driver :-
- 13) Proposed hire charges of the vehicle per month excluding fuel cost :-
- 14) Rate of fuel consumption/ Mileage per liter:-
- 15) Contact Number of the Service provider (Quotation) Mobile No.

"Certified that the information submitted above is true to the best of my knowledge and belief."

Seal & Signature of the Tender

