

**EKLAVYA MODEL RESIDENTIAL SCHOOL, CHANDRAPUR, RAYAGADA (ODISHA)**

**National Education Society for Tribal Students**

**Minister of Tribal Affairs, Government of India**

**Tender for Supply of Uniform items for the session 2026-27**

1. Name & address of the party/firm: \_\_\_\_\_

2. Registration No. of the Firm: \_\_\_\_\_ Valid up to \_\_\_\_\_

3. GST No. of the firm \_\_\_\_\_

4. Earnest Money Deposited Rs. \_\_\_\_\_ Vide Bank DD No: \_\_\_\_\_ Dt. \_\_\_\_\_

5. Money receipt No: and date of tender form purchase: \_\_\_\_\_

**PARTICULARS OF THE ITEMS**

| SI No | Name of the Articles & Specification   | Rate Supply by Govt. | Quantity/Price per unit | Rate include GST |
|-------|--|----------------------|-------------------------|------------------|
| 1     | <u>Ready Made Uniform for Boys</u><br>(Full Pant, Full Shirt & fixing of School Logo) As per NESTS Guideline                       | 650/-                | Per Pair                |                  |
| 2     | <u>Ready Made Uniform for Girls</u><br>(Salwar, Kurta, waistcoat fixing of School Logo) As per NESTS Guideline                     | 500/-                | Per Set                 |                  |
| 3     | Blazer with School Logo<br>(Dark Green color readymade) (Branded) As per NESTS Guideline   | 600/-                | Per Piece               |                  |
| 4     | Sweater full sleeve with school Logo for Boys & Girls (Dark Green Color)<br>(Good Quality) As per NESTS Guideline                  | 250/-                | Per Piece               |                  |
| 5     | Track Suit with School Logo for Boys & Girls<br>(Medium Brown & Maroon) (Branded) As per NESTS Guideline                           | 500/-                | Per Pair                |                  |
| 6     | House T – Shirts with School Logo for Boys & Girls<br>Color - Tea Green, Mustard, Lime Green Purple} As per NESTS Guideline        | 200/-                | Per Piece               |                  |
| 7     | Neck Tie for Boys<br>(The EMRS Logo is Woven on the Tie in a single color)<br>Color – Coffee Brown tic Beige)                      | 50/-                 | Per Piece               |                  |
| 8     | Socks<br>(Color – Medium Brown)  | 40/-                 | Per Pair                |                  |
| 9     | Belt with Monogrammed Buckle<br>(The School Logo is printed on the buckle in a single color for higher visibility)<br>(Dark Green) | 100/-                | Per Piece               |                  |

|    |  |       |           |  |
|----|--|-------|-----------|--|
| 10 | Jersey Full Pant for Boys and Girls<br>(Branded)           | 200/- | Per Piece |  |
| 11 | Black Shoes for Boys<br>(Branded)                          | 300/- | Per Pair  |  |
| 12 | Black Shoes for Girls<br>(Branded)                         | 300/- | Per Pair  |  |
| 13 | Canvas (Branded)   | 300/- | Per Pair  |  |
| 14 | Sports Half Pant as per color                              | 100/- | Per Piece |  |
| 15 | Woolen Cap as per color scheme<br>(As per NESTS Guideline) | 70/-  | Per Piece |  |
| 16 | House Color Ribbon<br>(As per NESTS Guideline)             | 20/-  | Per Piece |  |

### Terms and Conditions for Tender Submission

#### 1. Approval of Items

- The selection of items will be subject to the approval of the Purchase Advisory Committee.
- The quality of items will be taken into consideration during evaluation.

#### 2. Uniform Item Specifications

- Detailed descriptions of uniform items provided by NESTS, New Delhi are available on the Rayagada District Website.
- Bidders must bring samples strictly as per the given description.

#### 3. Compliance with Specifications

- Materials deviating from the prescribed description will not be entertained.
- Samples must be submitted at the time of tender submission; failure to do so will result in rejection.

#### 4. Pricing and Taxes

- Rates quoted must be wholesale, not exceeding prevailing market rates, and inclusive of all applicable taxes.
- Prices must be quoted on a **FOR (Free on Road) to School** basis.
- Income Tax and GST rules will apply as per GST No. and PAN No.
- Current tax clearance certificates from the competent authority must be submitted along with the tender.

#### 5. Brand and Specifications

- Brand names and specifications must not be altered from the prescribed format.

#### 6. Order Placement

- The selected bidder will be issued orders for the required items on a need basis until the expiry of the current tender period or commencement of a new tender.

#### 7. Negotiation Clause

- The bidder selected to supply the maximum number of items will be considered for negotiation to supply other items at minimum or mutually agreed prices.

Place: \_\_\_\_\_

Name & Address of the firm With Seal \_\_\_\_\_

Date: \_\_\_\_\_

Mobile NO. \_\_\_\_\_

**EKLAVYA MODEL RESIDENTIAL SCHOOL, CHANDRAPUR, RAYAGADA (ODISHA)**

**National Education Society for Tribal Students**

**Minister of Tribal Affairs, Government of India**

**Tender for Supply of Office stationery Items for the session 2026-27**

1. Name & address of the party/firm: \_\_\_\_\_

2. Registration No. of the Firm: \_\_\_\_\_ Valid up to \_\_\_\_\_

3. GST No. of the firm \_\_\_\_\_

4. Earnest Money Deposited Rs. \_\_\_\_\_ Vide Bank DD No: \_\_\_\_\_ Dt. \_\_\_\_\_

5. Money receipt No: and date of tender form purchase: \_\_\_\_\_

**PARTICULARS OF THE ITEMS**

| S1 No | Name of the Articles & Specification                                     | Quantity      | Rate Quoted |
|-------|--|---------------|-------------|
| 1     | Xerox Paper (A4 size) JK copier  | Per Bundle    |             |
| 2     | Brown File Leaf (Good Quality)   | Per Piece     |             |
| 3     | File Lead Plastic coated (Good quality)                                  | Per Piece     |             |
| 4     | Printed envelope with school name and addresses (27x12 emu good quality) | Per Piece     |             |
| 5     | Voucher Guard file (Ace Mark Stationary) 180 pages                       | Per piece     |             |
| 6     | White Board Duster (Ikon/Branded)  | Per Piece     |             |
| 7     | Gum (Cores/Came1/Branded)  | 300 ML        |             |
| 8     | Thread Cotton for exam purpose   | Per Bundle    |             |
| 9     | Wall Clock (Ajanta/Branded) Big size                                     | Per Piece     |             |
| 10    | Water Bottle One Liter (Nayasa/Milton/Cello)                             | Per Piece     |             |
| 11    | Aluminum Tripod Easel - Branded  | Per Piece     |             |
| 12    | Brush (Flat for Painting) — Bristor/Branded                              | Per Piece     |             |
| 13    | Brush (Round for Painting) — Bristor/Branded                             | Per Piece     |             |
| 14    | Brush — 2 inches (Flat for Painting) — Bristor/Branded                   | Per Piece     |             |
| 15    | Color Palette for Painter — Bristor/Branded                              | Per Piece     |             |
| 16    | Hand Made Painting Paper — Branded                                       | Per PKD/Dozen |             |
| 17    | Paper Holding Binder Clips 32 MM - Branded                               | Per PKD       |             |
| 18    | Paper Holding Binder Clips 25 MM - Branded                               | Per PKD       |             |
|       |  |               |             |

| Sl No | Name of the Articles & Specification               | Quantity  | Rate Quoted including GST |
|-------|--|-----------|---------------------------|
| 19    | Paper Holding Binder Clips 19 MM - Branded         | Per PKD   |                           |
| 20    | Paper Holding Binder Clips 15 MM - Branded         | Per PKD   |                           |
| 21    | Correction Pen Whitener - Branded                  | Per Piece |                           |
| 22    | Highlighter Pen - Branded                          | Per Piece |                           |
| 23    | Page Markers (Stick Note Pad) - Branded            | Per PKD   |                           |
| 24    | Scissor for Office use - Branded                   | Per Piece |                           |
| 25    | U - Clip (Color) - Branded                         | Per PKD   |                           |
| 26    | Stapler (No - 10-IM) - Branded                     | Per Piece |                           |
| 27    | Stapler Pin (No - 10-IM) - Branded                 | Per PKD   |                           |
| 28    | Book Shell- mild steel type shelf                  |           |                           |
| 29    | Library table – height-2.6 feet, length – 6 feet/4 |           |                           |
| 30    | Computer table                                     |           |                           |
| 31    | Projector with screen (Benq/ Ipson/ Panasonic)     |           |                           |
| 32    | Smart board (LG/ Samsung/ Sony)                    |           |                           |
| 33    | Arm less chair                                     |           |                           |
| 34    | Notice board-branded                               |           |                           |
| 35    | Almirah -branded                                   |           |                           |
| 36    | Magazine and newspaper stand                       |           |                           |
| 37    | Computer (LG/HP)                                   |           |                           |
| 38    | Podium – branded                                   |           |                           |
| 39    | White board and green board                        |           |                           |
| 40    | ladder   |           |                           |
| 41    | Daily use electric + mechanical tool box           |           |                           |

## Terms and Conditions

### 1. Rates

- The quoted rate must be at wholesale level.
- It should not exceed the prevailing market rate .
- The rate must not be higher than the Maximum Retail Price (MRP). Alteration or erasure of MRP labels will not be accepted.

### 2. Samples

- A sample of each item must be submitted along with the tender.
- Failure to provide samples may result in consideration of other parties who have submitted them.
- Approved samples will be retained by the School for verification during supply.

### 3. Rates per Item

- Only one rate should be quoted for each item. Multiple rates for a single item will not be accepted. Prices must be quoted on a **FOR (Free on Road) to School** basis.

### 4. Quality Preference

- Preference will be given to qualitative and branded items.

### 5. Final Decision

- The decision of the committee shall be final and binding on all parties.

### 6. Negotiation Clause

- The bidder selected to supply the maximum number of items will be considered for negotiation to supply other items at minimum or mutually agreed prices.

Signature\_\_\_\_\_

Place: \_\_\_\_\_

Name & Address of the firm\_\_\_\_\_

With Seal\_\_\_\_\_

Date: \_\_\_\_\_

Mobile no. \_\_\_\_\_

**EKLAVYA MODEL RESIDENTIAL SCHOOL, CHANDRAPUR, RAYAGADA (ODISHA)**

**National Education Society for Tribal Students**

**Minister of Tribal Affairs, Government of India**

**Tender for Supply of Hostel Amenities Items for the session 2026-27**

1. Name & address of the party/firm: \_\_\_\_\_

2. Registration No. of the Firm: \_\_\_\_\_ Valid up to \_\_\_\_\_

3. GST No. of the firm \_\_\_\_\_

4. Earnest Money Deposited Rs. \_\_\_\_\_ Vide Bank DD No: \_\_\_\_\_ Dt. \_\_\_\_\_

5. Money receipt No: and date of tender form purchase: \_\_\_\_\_

PARTICULARS OF THE ITEMS

| SI No | Name of the Articles and Specification   | Quantity | Rate Quoted |
|-------|--|----------|-------------|
| 01    | Aqua guard for School (Water purifier & Water Coller) (Kent, Aqua guard or Blue Star |          |             |
| 02    | Incinerator Automatic (Branded) Gad dreg Voltage                                     |          |             |

**Terms and Conditions**

**1. Rates**

- The quoted rate must be at wholesale level.
- It should not exceed the prevailing market rate.
- The rate must not be higher than the Maximum Retail Price (MRP). Alteration or erasure of MRP labels will not be accepted.

**2. Samples**

- A sample of each item must be submitted along with the tender.
- Failure to provide samples may result in consideration of other parties who have submitted them.
- Approved samples will be retained by the School for verification during supply.

**3. Rates per Item**

- Only one rate should be quoted for each item. Multiple rates for a single item will not be accepted. Prices must be quoted on a **FOR (Free on Road) to School** basis.

**4. Quality Preference**

- Preference will be given to qualitative and branded items.

**5. Final Decision**

- The decision of the committee shall be final and binding on all parties

**6. Negotiation Clause**

- The bidder selected to supply the maximum number of items will be considered for negotiation to supply other items at minimum or mutually agreed prices.

Signature \_\_\_\_\_

Place: \_\_\_\_\_

Name & Address of the firm \_\_\_\_\_

With Seal \_\_\_\_\_

Date: \_\_\_\_\_

Mobile no. \_\_\_\_\_

**EKLAVYA MODEL RESIDENTIAL SCHOOL, CHANDRAPUR, RAYAGADA (ODISHA)**

**National Education Society for Tribal Students Minister of Tribal Affairs**

**Government of India**

**Tender for Supply of School and Office furniture Items for the session 2026-27**

1. Name & address of the party/firm: \_\_\_\_\_

2. Registration No. of the Firm: \_\_\_\_\_ Valid up to \_\_\_\_\_

3. GST No. of the firm \_\_\_\_\_

4. Earnest Money Deposited Rs. \_\_\_\_\_ Vide Bank DD No: \_\_\_\_\_ Dt. \_\_\_\_\_

5. Money receipt No: and date of tender form purchase: \_\_\_\_\_

**PARTICULARS OF THE ITEMS**

| Sl No | Name of the Articles and Specification   | Quantity  | Rate Quoted |
|-------|--|-----------|-------------|
| 1     | STEEL ALMIRAH FOR OFFICE USE ADJUSTABLE TYPE (Brand: Godrej Company only}  | Per Piece |             |
| 2     | ADJUSTABLE STEEL RACK<br>(Size: 6'(H) x 3' (W) x 18' (D)<br>6'6" slotted Angle 2mm<br>Lamm CR Sheet with Galvanized Nut Bolt,<br>Shelves with nut Bolt Fitting and plastic Shoe) | Per Piece |             |
| 3     | ADJUSTABLE STEEL RACK<br>{Size: 3'(H) x 3' (W) x 18' (D)<br>6'6" slotted Angle 2mm<br>mm CR Sheet with Galvanized Nut Bolt, 3<br>Shelves with nut Bolt Fitting and plastic Shoe) | Per Piece |             |
| 4     | Plastic Chair (Armless) Nilkamal /Supreme  |           |             |
| 5     | Office Glass Door Almirah (20 Gaze Tata CR sheet) Double door 78"x36"x19(Good Quality)   |           |             |
| 6     | Petals Dinning Chairs – Black (Plastic (Arm Chair) Good Quality  |           |             |
| 7     | Steel Rack (5 Self)<br>72"x36"x15<br>Good Quality  |           |             |
| 8     | Computer Table<br>4'x2'5"  |           |             |
| 9     | Incumbency Board   | Per piece |             |
| 10    | Dual desk bench<br><b>2-seater dual desk, powder-coated mild steel frame and laminated,</b><br>42" x 33" x 36" (L x W x H)   | Design A  |             |
|       |  | Design B  |             |



**Design A**



**Design B**

**Terms and Conditions**

**1. Rates**

- The quoted rate must be at wholesale level.
- It should not exceed the prevailing market rate .
- The rate must not be higher than the Maximum Retail Price (MRP). Alteration or erasure of MRP labels will not be accepted.

**2. Samples**

- A sample of each item must be submitted along with the tender.
- Failure to provide samples may result in consideration of other parties who have submitted them.
- Approved samples will be retained by the School for verification during supply.

**3. Rates per Item**

- Only one rate should be quoted for each item. Multiple rates for a single item will not be accepted. Prices must be quoted on a **FOR (Free on Road) to School** basis.

**4. Quality Preference**

- Preference will be given to qualitative and branded items.

**5. Final Decision**

- The decision of the committee shall be final and binding on all parties.
- Any other design of dual desk bench will be accepted. The above pictures are for reference and priority will be given to the Bidders.

**6. Negotiation Clause**

- The bidder selected to supply the maximum number of items will be considered for negotiation to supply other items at minimum or mutually agreed prices.

Signature \_\_\_\_\_

Place: \_\_\_\_\_

Name & Address of the firm \_\_\_\_\_

With Seal \_\_\_\_\_

Date: \_\_\_\_\_

Mobile no. \_\_\_\_\_

# **EKLAVYA MODEL RESIDENTIAL SCHOOL, CHANDRAPUR, RAYAGADA (ODISHA)**

**National Education Society for Tribal Students Minister of Tribal Affairs**

**Government of India**

## **Tender for Supply of OFFICE and STUDENTS STATIONERY for the Financial Year 2026-27**

1. Name & address of the party/firm: \_\_\_\_\_
2. Registration No. of the Firm: \_\_\_\_\_ Valid up to \_\_\_\_\_
3. GSTIN No. of the firm \_\_\_\_\_
4. Earnest Money Deposited Rs. \_\_\_\_\_ Vide Bank DD No: \_\_\_\_\_ Dt. \_\_\_\_\_
5. Money receipt No: and date of tender form purchase: \_\_\_\_\_

### **PARTICULARS OF THE ITEMS**

| <b>Sl. No</b> | <b>Name of the articles</b>   | <b>Specifications</b>                     | <b>Unit</b> | <b>Maximum Yardstick Rate</b> | <b>Rate Quoted (Rs)</b> |
|---------------|---|---|-------------|-------------------------------|-------------------------|
| 1             | Student I-Card  | As per sample                             | Per Pc      | 50/-                          |                         |
| 2             | Long Exercise Note Book (Rolling) with school Name and Logo (A4 size)                         | Classmate (172 Pages), Size (cm): 29.7×21 | Per Pc      | 45/-                          |                         |
| 3             | <b>Practical Notebook</b> Physics, Chemistry, Biology, Science, Computer Science, Mathematics | Classmate: Pages- 96 Size (cm): 26.5×21.5 | Per Pc      | 50/-                          |                         |
| 4             | Drawing Notebook  | Doms: Pages - 64 Size(cm): 27.5× 34.7     | Per Pc      | 50/-                          |                         |
| 5             | Scrap Book or Activities Books  | Doms: (32 Pages), Size (cm): 22× 28       | Per Pc      | 50/-                          |                         |
| 6             | Pencil (HB-10 PC)   | Doms                                      | Per Pkt     | 30/-                          |                         |
| 7             | Eraser, On-dust (20pc packet)   | Doms                                      | Per Pkt     | 40/-                          |                         |
| 8             | Scale, 30 cm ~ Plastic  | Doms                                      | Per Pc      | 10/-                          |                         |
| 9             | Graph Book  | Urban Edge: 32 pages Size (cm): 19 × 15.5 | Per Pc      | 30/-                          |                         |
| 10            | Geometry Box  | Camlin                                    | Per Pc      | 50/-                          |                         |
| 11            | Map Outline ~ India, World  | Good quality paper                        | 50 Sheet    | 50/-                          |                         |
| 12            | Gel /Ink Pen (Blue / Black/Red) MRP - Rs. 5   | Elko's                                    | Per Pc      | 5/-                           |                         |
| 13            | Register 288 Pages (30x18cm) Lion/ Sigma Binding  | Good quality paper                        | Per Pc      |                               |                         |
| 14            | Register 192 pages (30x18cm) Lion. / Sigma Binding  | Good quality paper                        | Per Pc      |                               |                         |

|    |  |                    |           |       |  |
|----|--|--------------------|-----------|-------|--|
| 15 | Register 144 Pages<br>(30 x18cm) Lion. / Sigma Binding                 | Good quality paper | Per Pc    |       |  |
| 16 | Register 96 Pages<br>(30 x18cm) Lion. / Binayak/Boss/<br>Sigma Binding | Good quality paper | Per Pc    |       |  |
| 17 | Pencil Cutter  | Apsara             | Per 10 pc | 3/-   |  |
| 18 | Atlas  | Good Quality       | Per Pc    | 100/- |  |
| 19 | Oil paistal color (12 shades)  | Doms               | Per PKT   | 50/-  |  |
| 20 | Water color (12 shades)  | Doms               | Per PKT   | 30/-  |  |
| 21 | Sketch pen (12 shades)   | Doms               | Per PKT   | 10/-  |  |
| 22 | A4 size Photocopy paper (JK)<br>75GSM (210x297mm) Red<br>500sheet      | JK                 | Per PKT   |       |  |
| 23 | Legal Photocopy paper (JK)<br>75GSM (210x297mm) Red<br>500sheet        | JK                 | Per PKT   |       |  |

### Terms and Conditions

#### 1. Selection Criteria

- The selection of items will be based on the approval of the Purchase Advisory Committee.
- The quality of the items will be a key factor in the evaluation process.

#### 2. Submission of Samples

- Samples must be submitted at the time of tender.
- Tenders without samples will be rejected outright.

#### 3. Rates and Taxes

- Quoted rates must be wholesale and should not exceed prevailing market rates.
- Rates must be inclusive of all applicable taxes and delivery charges (FOR to School).
- Income Tax and GST rules will apply as per valid GST and PAN numbers.
- Current tax clearance certificates issued by the competent authority must be submitted along with the tender.

#### 4. Brand and Specifications

- The brand name and specifications mentioned in the tender format must not be altered.

#### 5. Supply Tenure

- Selected bidders will be required to supply the approved items on a need basis until the end of the current tender period or until a new tender is issued.

#### 6. Negotiation Clause

- The bidder selected to supply the maximum number of items (such as Long Exercise Notebooks, Registers, and A4 Copier Paper) may be negotiated to supply other items at minimum or mutually agreed prices.

Signature\_\_\_\_\_

Place: \_\_\_\_\_

Name & Address of the firm\_\_\_\_\_

With Seal\_\_\_\_\_

Date: \_\_\_\_\_

Mobile no. \_\_\_\_\_

**EKLAVYA MODEL RESIDENTIAL SCHOOL, CHANDRAPUR, RAYAGADA**  
**(ODISHA)**

**National Education Society for Tribal Students Minister of Tribal Affairs,  
Government of India**  
**Tender for Supply of BEDDING MATERIALS for the Financial Year 2026-27**

1. Name & address of the party/firm: \_\_\_\_\_
2. Registration No. of the Firm: \_\_\_\_\_ Valid up to \_\_\_\_\_
3. GST No. of the firm \_\_\_\_\_
4. Earnest Money Deposited Rs. \_\_\_\_\_ Vide Bank DD No: \_\_\_\_\_ Dt. \_\_\_\_\_
5. Money receipt No: and date of tender form purchase: \_\_\_\_\_

| <b>Sl. No</b> | <b>Name of Items</b>  | <b>Brand &amp; Specification</b>                                       |                     | <b>Unit</b> | <b>Rate in Rs.</b> |
|---------------|---|--|---------------------|-------------|--------------------|
| 01            | Blanket<br>Good quality   | Quit 3 kg cotton with cover / Blanket with cover                       | 8' x 4'             | Per Pc.     |                    |
| 02            | Coir Mattress   | 6 feet *3 feet. 3-inch coir and 1 inch foam                            | 6x3 feet size       | Per Pc.     |                    |
| 03            | Bed sheet (Good quality)  | <b>As per sample</b>   | Single Bed          | Per Pc.     |                    |
| 04            | Pillow  | <b>1.5 kg White Cotton filling (As per Sample)</b>                     | 1.5 Kg<br>40x61 cms | Per Pc.     |                    |
| 05            | Pillow Cover  | <b>As per sample</b>   |                     | Per Pc.     |                    |
| 06            | Mosquito Net (Good Quality)                                     | <b>(As per Sample)</b>   | Single Bed          | Per PC      |                    |
| 07            | Towel Cotton  | Superior Quality Vitex<br><b>(As per sample)</b>                       | 69 x 135 cms.       | Per Pc.     |                    |
| 08            | School Bag (The Bag Printed with logo, School name and address) | (42 cm x 32 cm x 18 cm) inside two thaka, good quality chain and fiat) |                     | Per pc      |                    |

**Terms & Conditions**

**1. Selection of Items**

- The Purchase Advisory Committee will approve the selection of items.
- Quality of the items will be an important consideration in the approval process.

**2. Submission of Samples**

- Samples must be submitted at the time of tender.
- Tenders without samples will be rejected.

**3. Rates and Taxes**

- Quoted rates must be wholesale and should not exceed prevailing market rates.
- Rates must be inclusive of all applicable taxes and delivery charges (FOR to School).
- Income Tax and GST rules will apply as per valid GST and PAN numbers.
- Current tax clearance certificates issued by the competent authority must be submitted along with the tender.

**4. Brand and Specifications**

- The brand name and specifications mentioned in the tender format must not be altered.

**5. Supply Tenure**

- Selected bidders will be required to supply the approved items on a need basis until the end of the current tender period or until a new tender is issued.

**6. Negotiation Clause**

- The bidder selected to supply the maximum number of items from the list will be negotiated to supply other items at minimum or mutually agreed prices.

**Signature**\_\_\_\_\_

**Place:** \_\_\_\_\_

**Name & Address of the firm**

**With Seal**\_\_\_\_\_

**Date:** \_\_\_\_\_

**Mobile no.** \_\_\_\_\_

**EKLAVYA MODEL RESIDENTIAL SCHOOL, CHANDRAPUR,**  
**RAYAGADA**

**TENDER FOR HIRING OF VEHICLE FOR MEDICAL EMERGENCY &**  
**TRANSPORTATION OF FOOD & LPG (ON CONTRACT)**

**FOR THE SESSION 2026-27**

**Vehicle Type: ANY MODEL (Maximum 02 year older)**

Name & Address of the party:

-----  
-----

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

Mobile No: -----

1. Regd. No. of the Vehicle : \_\_\_\_\_
2. Model : \_\_\_\_\_
3. Year of Manufacture : \_\_\_\_\_
4. Date of Purchase & make of the Vehicle : \_\_\_\_\_
5. Seating capacity : \_\_\_\_\_
6. Road taxi permits valid up to : -----
7. Insurance policy valid up to : \_\_\_\_\_
8. Rate of the Vehicle : \_\_\_\_\_/- per month.
9. **Road Mileage i.e. the Kilometers run by  
the vehicle per one liter Diesel/Petrol** : \_\_\_\_\_Kilometers  
(Minimum 15 Kms per liter)

10. The tenderer should submit Earnest money ` 10,000 /- (refundable in shape of demand draft in favor of **PRINCIPAL EMRS CHANDRAPUR AND WEO** payable at **UNION BANK, MUNIGUDA, RAYAGADA**

Demand Draft No: \_\_\_\_\_ dated: \_\_\_\_\_ for ` 10,000 /-.

11. 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.

12. The Principal, EMRS. CHANDRAPUR 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 EMRS and will abide by the terms & conditions as stipulated in the contract agreement for Hiring of Vehicle for EMRS, CHANDRAPUR, RAYAGADA (Odisha).

Encl: (Xerox copy of Registration

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

Certificate, Road Tax, Permit &

Insurance certificate of Vehicle)

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

Dated: \_\_\_\_\_

## **Terms & Conditions**

1. The vehicle is to be hired along with a driver from the travel agency/firm/company **and** the owner of the company.
2. Vehicle hiring shall be done in accordance with the latest GFR instructions.
3. The rates quoted should include all forms of taxes/charges **and** shall be inclusive of driver remuneration.
4. The hired vehicle must have a valid taxi permit **and** valid insurance coverage for the entire period of hiring.
5. The quoted monthly hiring amount of shall include driver remuneration **and** fuel costs, subject to the following monthly kilometres limits:
  - Hilly Areas: up to 900 km per month
  - Plain Areas: up to 1200 km per month
6. In case usage exceeds the prescribed kilometres limits, additional charges shall be admissible at the following rates:
  - Hilly Areas: ₹14/- per km
  - Plain Areas: ₹12/- per km
7. EMRS shall bear only the charges per kilometres beyond the prescribed limits, as mentioned above, for which a log book will be maintained jointly by the Accountant & Driver **and** certified by the Principal.
8. All other liabilities including wages of the driver, repair & maintenance, oil and lubricants, replacement of parts, and servicing obligations under the Motor Vehicle Act, Labour Laws, Road Tax, Insurance Laws (accident, theft, fire, etc.) shall be the sole responsibility of the travel agency/firm/company **and** the owner of the company.
9. The vehicle shall be hired on a 24×7 basis for a maximum of 10 months in a year **and** will be parked in the EMRS premises at the owner's risk.
10. The vehicle to be hired should be of the latest model, preferably not more than 3 years old **and** in some cases not more than 1 year old.
11. The contract will be for a minimum period of 2 years, extendable up to 5 years, subject to satisfactory performance **and** in some cases for a minimum of 1 year, extendable up to 3 years.
12. The vehicle should have the capacity to carry up to 4 persons **and** in some cases up to 7 persons, with a comfortable seat for carrying a sick child.
13. Payment shall be made on a monthly basis from the operational expenditure component of EMRS grants, subject to applicable TDS deductions under Section 194C of the Income Tax Act, 1961.
14. One month's hiring cost shall be kept as a security deposit from the successful bidder, refundable after satisfactory completion of the contract.
15. The driver shall be accommodated within the EMRS campus, subject to availability, and in accordance

with NESTS norms. If accommodation is not available, the owner/company shall arrange suitable accommodation within approachable distance at no additional cost to EMRS.

16. A maximum of one day per month (12 days per year) may be permitted for routine maintenance/servicing. The vehicle shall not be sent for repairs for more than four consecutive days. In case of unavailability, an alternate vehicle must be provided; failure to do so will result in recovery of actual per-day hiring charges.
17. The vehicle shall not be used for any personal purpose by school officials.
18. Inter-district movement of the school vehicle shall be justified by the Principal.
19. A valid driving license of the driver **and** police character verification must be made available to the school.
20. The agency/owner must submit valid proof of Bank Account Number, PAN Card, GST Certificate, and an undertaking that the firm has not been blacklisted.
21. The fuel consumption average of the vehicle shall be certified by the company/authorized dealer, and charges for fuel will be borne by EMRS strictly as per NESTS guidelines.
22. The vehicle is provided to meet exigencies of services for students and staff **and** may also be utilized by the Principal/Office for official purposes.
23. The revised rates shall be the maximum ceiling, but the lowest rate as per tender or as decided by the PAC of EMRS will prevail, depending upon the condition of the vehicle.
24. The Principal EMRS, Chandrapur has the utmost rights to finalize vehicle model if more than one bidders quoted same price for different vehicle model.

Principal  
EMRS, Chandrapur

Accepted

Signature of the tenderer

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# **CONTRACT AGREEMENT FOR HIRING VEHICLE**

This Agreement is made on this ..... day of ....., 2026 between **The Principal, EMRS, Chandrapur, Rayagada, Odisha** (hereinafter referred to as “**EMRS**”) and **M/s .....** (hereinafter referred to as “**Agency**”).

## **1. Purpose**

EMRS agrees to hire the following vehicle from the Agency on a monthly payment basis, subject to the terms and conditions set forth herein.

## **2. Particulars of Vehicle and Charges**

| <b>Name &amp; Address of Agency</b> | <b>Vehicle Type</b> | <b>Hiring Charges (Monthly)</b>                   | <b>Period</b>       |
|-------------------------------------|---------------------|---|---------------------|
|                                     |                     | Rs. .... (inclusive of driver’s salary and taxes) | From ..... to ..... |

- **Fuel Charges:** To be reimbursed based on the certified average (KM/Liter) as certified by the Company/Authorized Dealer.
- **Driver:** Vehicle shall be provided along with a licensed driver.

## **3. Duration**

- This Agreement shall remain valid from ..... to .....
- It may be extended further with mutual consent, subject to the needs of EMRS, on the same terms and conditions.
- The Agreement shall automatically expire on its stipulated date unless renewed in writing by both parties prior to expiry.

## **4. Termination**

- EMRS reserves the right to terminate this Agreement at any time if the Agency fails to render services as per the agreed terms or violates any clause of this Agreement.
- Termination shall be effective immediately upon written notice.

## **5. Terms and Conditions**

The Agency agrees to abide by all terms and conditions as prescribed by EMRS, including but not limited to:

- Valid taxi permit and insurance coverage for the entire period of hiring.
- Compliance with Motor Vehicle Act, Labour Laws, Road Tax, Insurance Laws, and other statutory requirements.
- Provision of alternate vehicle in case of breakdown or maintenance.
- Submission of required documents (Registration Certificate, Insurance Papers, PUC, Taxi Permit, Driver’s License, etc.).
- Payment terms: Monthly basis, subject to TDS deductions as per applicable rules.
- Performance Guarantee: One month’s hiring cost to be deposited, refundable upon satisfactory completion of the contract.

**6. Arbitration**

In case of disputes, the matter shall be referred to arbitration under the Arbitration and Conciliation Act, 1996. The Arbitrator shall be appointed by the District Collector and Chairman, DLSMC. The decision of the Arbitrator shall be final and binding on both parties.

**7. Signatures**

**For EMRS Chandrapur**

Principal, EMRS Chandrapur, Rayagada, Odisha

(Signature, Name, Seal, Date)

**For Agency**

M/s .....

Authorized Signatory

(Signature, Name, Seal, Date)

## Terms and Conditions of the Contract

1. The vehicle shall be hired along with a driver from the Service Provider Company, and the quoted hiring charges shall include the driver's salary.
2. The quoted rates shall be inclusive of all applicable taxes and charges.
3. In addition to monthly hiring charges, EMRS will bear only the cost of diesel/petrol for official use. Fuel bills will be reimbursed based on the certified average (KM/liter) obtained from the company's authorized dealer.
4. A log book, in the prescribed EMRS format, shall be maintained for each journey, duly signed by the users, and submitted along with the monthly bill.
5. Actual parking charges and toll taxes incurred during journeys will be reimbursed with the monthly bills.
6. All other liabilities—including wages of the driver, oil and lubricants, maintenance, repair, replacement of parts, and compliance with obligations under the Motor Vehicle Act, Labour Laws, Road Tax, and Insurance Laws—shall be the sole responsibility of the Service Provider Agency.
7. The vehicle shall be hired on a 24x7 basis for a maximum of 10 months in a year (excluding EMRS vacation periods) and must remain available at the school premises throughout the contract period.
8. The vehicle will be parked in the school premises at the owner's risk.
9. Accommodation for the driver may be provided within the EMRS campus, subject to availability. If unavailable, the owner shall arrange suitable accommodation within approachable distance at no additional cost to EMRS.
10. An alternate vehicle must be provided during maintenance/servicing. Failure to do so will result in recovery of actual per-day hiring charges. The vehicle shall be used strictly as per NESTS guidelines and only for school purposes.
11. The agency shall deposit one month's hiring cost as a **Performance Guarantee**, refundable upon satisfactory completion of the contract. The guarantee may be forfeited in case of breach, negligence, or non-compliance.
12. The vehicle is intended to meet exigencies of services for students and staff, and may also be utilized by the Principal/Office for official purposes.
13. Payment shall be made on a post-monthly basis against bills supported by photocopies of the log book signed by users.
14. Payments shall be subject to deduction of TDS as per applicable rules (currently 2%).
15. Drivers' antecedents must be verified, their identity authenticated as per government norms, and details submitted to EMRS. Any change of driver requires prior approval.
16. The agency must provide standby vehicles within one hour of any breakdown. All expenses, including taxi charges to complete the trip, shall be borne by the agency.
17. A penalty of ₹1,000 per day per vehicle will be deducted for non-availability of vehicle/driver.
18. No escalation in rates will be entertained during the contract period.
19. The agency must provide a 24-hour contact number (landline/mobile). Drivers must also carry a mobile phone.
20. All liabilities arising from legal disputes, accidents, challans, etc., shall be borne by the agency.
21. Vehicles supplied must be registered in the name of the firm/owner/partner.
22. Copies of Registration Certificates, Insurance Papers, PUC, Taxi Permits, and Driver's License must be submitted to EMRS Chandrapur.
23. The vehicle must have a valid taxi permit for the entire hiring period.
24. The vehicle must have valid insurance coverage for the entire hiring period.
25. Drivers must hold a valid driving license and provide police character verification to the school.
26. EMRS reserves the right to cancel or withdraw the hiring contract at any time without assigning reasons.

27. No compromise will be made regarding punctuality, cleanliness, obedience, promptness, appearance, or behavior of the driver. Failure to comply may result in immediate cancellation of the contract.
28. Any disputes arising under the contract shall be referred to arbitration by an Arbitrator appointed by the District Collector and Chairman DSLMC, under the Arbitration and Conciliation Act, 1996. The decision of the Arbitrator shall be final and binding.
29. The vehicle must be in good condition, not more than two years old at the time of hiring, and fitted with proper upholstery and accessories.
30. Payments will be released monthly after deduction of applicable taxes and penalties, if any.
31. The service provider agrees to comply with all EMRS terms and conditions mentioned in the agreement and related orders/circulars.
32. The agency shall comply with all statutory provisions as per the Service Level Agreement and packages outlined above.

(Signature & Seal)

(Signature & Seal)

M/s \_\_\_\_\_

for EMRS, Chandrapur, Rayagada

Witness

Witness

01.

01.

02.

02.

