

EKLAVYA MODEL RESIDENTIAL SCHOOL, HIRLI, NABARANGPUR (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 2025-26

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

Sl .No	Name of the articles	Specifications	Unit	Maximum Yardstick Rate	Rate Quoted (Rs)
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	Practical Notebook 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	Elkos	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 (30 x18cm) Lion./ Sigma Binding	Good quality paper	Per Pc		

16	Register 96 Pages (30 x18cm) Lion./ Binayak/Boss/ 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 colour (12 shades)	Doms	Per PKT	50/-	
20	Water colour (12 shades)	Doms	Per PKT	30/-	
21	Sketch pen (12 shades)	Doms	Per PKT	10/-	
22	A4 size Photocopy paper (JK) 75GSM (210x297mm) Red 500sheet	JK	Per PKT		
23	Legal Photocopy paper (JK) 75GSM (210x297mm) Red 500sheet	JK	Per PKT		

Note : The Sample of the SL No 1 to 23 must be submitted with proper packet indicating the Firm Name on the date of opening tender where ever necessary.

1. The selection of items will be based on the approval of Purchase Advisory Committee and the quality of the items may be taken into consideration.
2. Sample must be submitted at the time of tender otherwise tender will be rejected.
3. The rates should be wholesale and not to be exceed from the market rates and will be inclusive of all taxes and FOR to School. Income tax and GST rules will be applicable as per GST No. and PAN No. etc. Current tax clearance paper certificates of the competent authority must be accompanied.
4. Brand name or specifications should not be changed in the above format.
5. The Selected bidders will be ordered the above items on the need basis till the current tender tenure or till the next new tender.
6. **The party who will be selected to supply maximum number of the items from Long Exercise Note Book, Registers and A4 Copier paper will be negotiated to supply other items with minimum or negotiated price.**

Signature_____

Place: _____

Name & Address of the firm

With Seal_____

Date: _____

Mobile no. _____

EKLAVYA MODEL RESIDENTIAL SCHOOL, HIRLI, NABARANGPUR (ODISHA)**National Education Society for Tribal Students****Minister of Tribal Affairs, Government of India****Tender for Supply of BEDDING MATERIALS for the Financial Year 2025-26**

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: _____

<u>Sl. No</u>	<u>Name of Items</u>	<u>Brand & Specification</u>		<u>Unit</u>	<u>Rate in Rs.</u>
01	Blanket 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 I inch foam	6x3 feet size	Per Pc.	
03	Bed sheet (Good quality)	As per sample	Single Bed	Per Pc.	
04	Pillow	1.5 kg White Cotton filling (As per Sample)	1.5 Kg 40x61 cms	Per Pc.	
05	Pillow Cover	As per sample		Per Pc.	
06	Mosquito Net (Good Quality)	(As per Sample)	Single Bed	Per PC	
07	Towel Cotton	Superior Quality Vetex (As per sample)	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 fita)		Per pc	
09	Iron Cot		6x3 feet size	Per pc	

Terms & Conditions

1. The selection of items will be based on the approval of Purchase Advisory Committee and the quality of the items may be taken into consideration.
2. Sample must be submitted at the time of tender otherwise tender will be rejected.
3. The rates should be wholesale and not to be exceed from the market rates and will be inclusive of all taxes and FOR to School. Income tax and GST rules will be applicable as per GST No. and PAN No. etc. Current tax clearance paper certificates of the competent authority must be accompanied.
4. Brand name or specifications should not be changed in the above format.
5. The Selected bidders will be ordered the above items on the need basis till the current tender tenure or till the next new tender.

6. *The party who will be selected to supply maximum number of the items from the above items will be negotiated to supply other items with minimum or negotiated price.*

Place: _____

Date: _____

Signature _____

Name & Address of the firm

With Seal _____

Mobile no. _____

EKLAVYA MODEL RESIDENTIAL SCHOOL, HIRLI, NABARANGPUR (ODISHA)
National Education Society for Tribal Students
Minister of Tribal Affairs, Government of India
Tender for SPORTS ITEMS for the Financial Year 2025-26

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: _____

S.L No	Name of Items & Specification	Brand/ Company	Specification	Unit/Qty	Bid Price (inRs.)
1	Cricket Bat	SS	Standard level	Per Pc	
		MRF	Standard level	Per Pc	
2	Cricket Stumps	Good Brand		Per set	
3	Cricket guard	Nivia		Per Pkt	
4	Tennis Ball	Cosco (Red)		Per Pkt	
5	Badminton Racquets	Yonex	Steel / Carbaon Fibre (3U/4U)	Per Set	
6	Badminton Racquets	Yonex	Nano Carbon/ Nanomesh (2U/3U)	Per Set	
7	Badminton Net (Plastic)	Netco		Per Set	
8	Badminton Shuttel (Plastic)	Vicky	350 mm, 300 mm	Per Pkt	
		Yonex (Medium Flight)	350 mm, 300 mm	Per Pkt	
9	Hand Ball	Nivia	Size-2, 3	Per Pc	
		Cosco		Per Pc	
10	Discus Throw	Wooden Good Quality	Size- 1 Kg	Per Pc	
			Size- 1½ Kg	Per Pc	
11	Javelin throw	Wooden Good Quality	500 gm	Per pc	
			600 gm	Per pc	
			700 gm	Per pc	
			800 gm	Per pc	
12	High Jump Stand	Good quality		Per pc	

13	Running spike	Branded		Per set (1 pair)	
14	Relay Batten	Good quality		Per pc	
15	Chess Board & stones	Good quality		Per set	
16	Shotput	Good quality	3 Kg	Per pc	
		Good quality	4 Kg	Per pc	
		Good quality	5 Kg	Per pc	
17	Football	Branded (Nivia/Cosco madrid)		Per pc	
18	Big Umbrella	Good quality		Per pc	
19	Football studs	Branded (Nivia)		Per set (1 pair)	
20	Football goal keeper set	Good quality		Per set	
21	Football net	Good quality		Per pc	
22	Knee Cap	Good quality		Per set (1 pair)	
23	Anklet	Good quality	Half	Per set (1 pair)	
		Good quality	Full	Per set (1 pair)	
24	Jercy Half Pant for Boys & Girls (Branded) with printed school logo and Jercy number	GOOD QUALITY	Size 32 - 48	Per Piece	
25	YOGA COSTUME	Fine Quality	White Colour	Per Piece	
		Fine Quality	Black Colour	Per Piece	
26	WHISTLE FOX 40	SONIC BLAST CMG		Per Piece	
27	SPORTS WHITE CAP	SUPREME/NIKE		Per Piece	
28	SKIPPING	GOOD QUALITY	ROTABLE	Per Piece	
29	Measuring Tape	Freemans	50 M	Per Piece	
30	Stop Watch	GOOD QUALITY		Per Piece	
31	Hurdles	GOOD QUALITY	0.838 M	Per Piece	
			0.762 M	Per Piece	
32	Volley ball	GOOD QUALITY (Cosco)		Per Piece	
33	Volley ball net	GOOD QUALITY		Per Piece	
34	Carrom Board	GOOD QUALITY		Per Piece	
35	Carrom Dots	GOOD QUALITY		Per Piece	

36	Carrom powder	GOOD QUALITY		Per Piece	
37	Elbow Support	GOOD QUALITY		Per set (1 pair)	
38	Palm Support	GOOD QUALITY		Per set (1 pair)	
39	Ludo	GOOD QUALITY	Big Size	Per Set	
40	Table Tennis Table	Stag		Per Set	
41	Table Tennis Bat	Stag		Per set (1 pair)	
42	Table Tennis Ball	Stag		Per Piece	
43	Hockey bat	GOOD QUALITY		Per Piece	
44	Hockey ball	GOOD QUALITY		Per Piece	
45	Hockey goal keeper set	GOOD QUALITY		Per Piece	
46	Hockey shoes	GOOD QUALITY		Per Piece	
47	Hockey net	GOOD QUALITY		Per Piece	
48	Hockey shin guard	GOOD QUALITY		Per Piece	
49	Archery kit	GOOD QUALITY		Per Piece	
50	Basket ball	COSCO		Per Piece	
51	Medals	Bronze/Silver/Gold		Per Piece	

1. The selection of items will be based on the approval of Purchase Advisory Committee and the quality of the items may be taken into consideration.
2. Sample must be submitted at the time of tender otherwise tender will be rejected.
3. The rates should be wholesale and not to be exceed from the market rates and will be inclusive of all taxes and FOR to School. Income tax and GST rules will be applicable as per GST No. and PAN No. etc. Current tax clearance paper certificates of the competent authority must be accompanied.
4. Brand name or specifications should not be changed in the above format.
5. The Selected bidders will be ordered the above items on the need basis till the current tender tenure or till the next new tender.
6. ***The party who will be selected to supply maximum number of the items from the above items will be negotiated to supply other items with minimum or negotiated price.***

Place: _____

Date: _____

Signature _____

Name & Address of the firm

With Seal _____

Mobile no. _____

EKLAVYA MODEL RESIDENTIAL SCHOOL, HIRLI, NABARANGPUR (ODISHA)

**National Education Society for Tribal Students
Minister of Tribal Affairs, Government of India**

AMC of Computer & AMC of CCTV for financial year 2025-26

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: _____

CCTV / Computer Equipment

S.N.	Description	Unit	Rates
01	CCTV Camera	01 Nos.	
02	32Ch DVR with HDMI support	01 Nos.	
03	1TB Servalance Hdd	01 Nos.	
04	Ir Dome Camera		
05	Ir Bullet Camera	01 Nos.	
06	Bnc/Dc Connector	01 Nos.	
07	3+1 Cable	01 Nos.	
08	CCTV Power Supply	01 Nos.	
09	Cabling	1 Mtr.	
10	UPS (1 Nos.)	Zebronics	
		Foxin	

S.N.	Description	Unit	New Original Cartridge Rate	Refilling of cartridge rate
01	Printer HP Laser MPF 1188a with refiling of cartridge	01 Nos.		
02	Printer Canon LB 2900 with refiling of cartridge	01 Nos.		
03	Printer ECOSYS M2040dn with refiling of cartridge	01 Nos.		
	TOTAL			

AMC OF COMPUTERS & OTHER IT PERIPHERALS

S.N.	Description	Unit	Rates
01	Desktop Computers	01 Nos.	
02	Laptop	01 No.	
03	Samsung Tab	01Nos.	
	TOTAL		

AMC FOR CCTV

S.N.	Description	Unit	Rates
01	CCTV (All services)	Approximately (30 CCTV)	

1. The selection of items will be based on the approval of Purchase Advisory Committee and the quality of the items may be taken into consideration.
2. Sample must be submitted at the time of tender otherwise tender will be rejected.
3. The rates should be wholesale and not to be exceed from the market rates and will be inclusive of all taxes and FOR to School. Income tax and GST rules will be applicable as per GST No. and PAN No. etc. Current tax clearance paper certificates of the competent authority must be accompanied.
4. Brand name or specifications should not be changed in the above format.
5. The Selected bidders will be ordered the above items on the need basis till the current tender tenure or till the next new tender.
6. There will be an agreement between the principal & selected bidder for AMC
7. ***Sum of total AMC price of both Computer and CCTV for the described items will be taken into consideration.***
8. ***The lower average price party will be negotiated to supply other items.***

TERMS & CONDITIONS FOR NON COMPREHENSIVE ANNUAL MAINTAINANCE CONTRACT OF COMPUTERS & OTHER IT PERIPHERALS and AMC FOR CCTV CAMERAS AND CONNECTED HARDWARE

1. The firm must be a 'registered' firm in the trade of maintaining of hardware & software and network systems. Expertise in preventive on-site maintenance and repair of Desktop computers, Laptops, laser printers, Scanners, Projectors, associated peripherals, network components and other hardware parts and accessories.
2. Authorized service provider certificate from OEM's, If any may be provided.
3. The AMC for the computers and peripherals shall be for a period of one year. The total AMC charges will be paid in 4 quarterly installments after completion of each quarter.
4. The bidder must pay visit once in a week and whenever his service is required.
5. If he fails to visit as per agreement his AMC order will be automatically cancelled and next will be ordered for AMC.
6. The firm shall maintain log book and record therein each indent of equipment malfunction, date and time of reporting of fault and of commencement and successful completion of repair work performed on the equipment
7. Premature closure of AMC:
8. If the AMC services provided by the contractual service provider are not found to be satisfactory, one month advance notice shall be provided before the termination of the contract.
9. CCTV camera maintenance charges including under AMC, only spare part required payment will be done by AMC.

Signature of owner_____

Address_____

Seal of firm_____

Mobile NO._____

EKALAVYA MODEL RESIDENTIAL SCHOOL, HIRLI, NABARANGPUR (ODISHA)

National Education Society for Tribal Students

Minister of Tribal Affairs, Government of India

Tender for Supply of School Furniture for the session 2025-26

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: _____

Sl. No.	Name of the articles	Specifications	Brand	Unit	Rate Quoted (Rs.)
01	Plastic Chair	Armless	Nilkamal	Per pcs	
			Supreme	Per pcs	
02	Office Glass Door Almirah (20 Gaze Tata CR sheet) Double door	78" x 36 " x 19	Good Quality	Per pcs	
03	PETALS DINING Chairs – Black (Plastic (Arm Chair)		Good Quality	Per pcs	
04	Steel Rack (5 Self)	72"x 36" x 15	Good Quality	Per pcs	
05	Computer Table	4'x2' 5"	Good Quality	Per pcs	

1. The selection of items will be based on the approval of Purchase Advisory Committee members.
2. The rates should be wholesale and not to be exceed from the market rates published in the newspaper and will be including of all taxes and FOR to School. Income tax and GST rules will be applicable as per GST No. and PAN No. etc. Current tax clearance paper certificates of the competent authority must be accompanied.
3. Brand name or specifications should not be changed in the above format.
4. The Selected bidders will be ordered the above items on the need basis till the current tender tenure or till the next new tender.
5. ***The party who will be selected to supply maximum number of the items from the above items will be negotiated to supply other items with minimum or negotiated price.***

Signature _____

Place: _____

Name & Address of the firm

With Seal _____

Date: _____

Mobile no. _____

EKALAVYA MODEL RESIDENTIAL SCHOOL, HIRLI, NABARANGPUR (ODISHA)

National Education Society for Tribal Students

Minister of Tribal Affairs, Government of India

Tender for Hair Cutting of Boys for the for the session 2025-26

1. Name & address of the party/firm: _____
2. Earnest Money Deposited Rs. _____ Vide Bank DD No: _____ Dt. _____
3. Money receipt No: and date of tender form purchase: _____

PARTICULARS OF THE ITEMS

SL .NO	NAME OF THE ARTICLES	RATE QUOTED (Rs.) Per Student
1	Boys Hair Cutting(Maximum-Rs 40/- per student)	

1. The rates should be inclusive of all taxes and FOR to EMRS, Hirli.
2. Specifications should not be changed in the above format.

Signature _____

Place: _____

Name & Address of the firm

With Seal _____

Date: _____

Mobile no. _____

EKLAVYA MODEL RESIDENTIAL SCHOOL, HIRLI, NABARANGPUR

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

FOR THE SESSION 2025-26

Vehicle Type: Bolero Neo (Maximum 01 year older)

1. Name & Address of the party:

----- 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 taxi permit valid upto : -----

8. Insurance policy valid up to : _____

9. Rate of the Vehicle : _____/- per month.

10. Road Mileage i.e. the Kilometers run by : _____ Kilometers
the vehicle per one litre Diesel/Petrol (Minimum 15 Kms per liter)

11. The tenderer should submit Earnest money ` 10,000 /- (refundable in shape of demand draft in favour of **EKLAVYA MODEL RESIDENTIAL SCHOOL, HIRLI** payable at **SBI, Main Branch, Nabarangpur**)

Demand Draft No: _____ dtd: _____ for ` 10,000 /-.

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, EMRS. HIRLI 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, HIRLI, NABARANGPUR (Odisha).

Encl: (Xerox copy of Registration

Signature: _____

Certificate, Road Tax, Permit &

Insurance certificate of Vehicle)

Name of the Party: _____

Dated: _____

A. Term and Conditions of hiring Vehicle.

1. Vehicle is to be hired along with Driver from the owner of the company.
2. The rates quoted should include all forms of taxes/charges.
3. EMRS 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 Accountant & 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 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.
5. The vehicle to be hired should be latest model, preferably not more than 1 year old.
6. The contract will be for a period of minimum **one** year, extendable up to 3 years. The EMRS hire the vehicle for 10 months in a year.
7. The vehicle should have capacity to carry upto 7 persons having a comfortable seat for carrying a sick child.
8. Payment will be made out of the grant of EMRS on a monthly basis subject to applicable TDS.
9. Vehicle will be parked in the School premises only at the risk of the owner of the company.
10. The Driver of the vehicle can be provided accommodation in the EMRS 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.
11. Alternate vehicle shall be provided by the owner in case of maintenance/servicing. Failure to provide alternate vehicle shall lead to recovery of actual hiring charges per day paid by EMRS.
12. Use of the vehicle will be restricted as per guideline of NESTS and for School purposes only.
13. The rates so revised would be the maximum but the lowest rate as per the tender or as decided by the PAC of the EMRS depending upon the condition of the vehicle would prevail but in no case the hiring charges should be more than the revised ceiling.

14. 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.
15. The vehicle is provided to meet exigencies of services for students and staff. In addition to this, Principal / Office can also utilize it for the official purpose.
16. The vehicle hired shall have valid taxi permit for entire period of hiring.
17. The vehicle hired shall have valid insurance for entire period of hiring.
18. The fuel consumption average of the vehicle hired shall be got certified from the company / authorised dealer of the vehicle. Charges for fuel will be borne by EMRS strictly as per the guidelines of NESTS .
19. Inter District movement of School Vehicle shall be justified by the Principal.
20. Log book of vehicle shall be maintained by the Accountant & Driver of the vehicle and each individual entry shall be certified by the user of vehicle and both co-signatures of financial powers.
21. Valid driving license of the driver and character verification by police shall be made available to School.
22. Vehicle hiring is to be done by following latest GFR instruction.
23. The agency should have to submit valid proof of Bank Account Number, Pan Card, GST Certificate and undertaking that firm has not been blacklisted.

Principal

EMRS, HIRLI

Accepted.

Signature of the tenderer

Name : _____

Date; _____

CONTRACT AGREEMENT FOR HIRING VEHICLE

This agreement made on thisday of 2025 between the Principal, EMRS, Hirli, Nabarangpur, Odisha hereinafter to be called as "EMRS" and M/s _____, hereafter to be called as "Agency".

Whereas, the EMRS has agreed to hire following vehicle as per its need from M/s. , on monthly payment basis indicated below

Name & Address of the Agency	Particulars	Vehicle Type
	(i) Rs. _____ Monthly basis for vehicle hiring charges including salary of a driver for a period from _____ to _____	_____ alongwith Driver
	(ii) Fuel charges will be paid considering average of _____ KM/Litre as certified by the Company / Authorised Agency	

This agreement shall be valid for a period from _____ to _____ and it may be extended further with mutual consent and the need of EMRS on the same terms and condition, if desired by the EMRS.

This agreement shall automatically expire on its stipulated date, unless both the parties intend in writing to renew the same prior to its expiry. EMRS reserves the right to terminate this agreement, if M/s _____, fails to render service as per terms and conditions mentioned in this agreement or if it violates any Clause of the agreement.

The **TERMS AND CONDITIONS** of the contract are as under:-

- 1) Vehicle is to be hired along with Driver from the Service Provider Company. The rates quoted above as hiring charges are including Driver's Salary.
- 2) The rates quoted above are including all forms of taxes/charges.
- 3) In addition to monthly hiring charges EMRSs will bear only the cost of diesel/Petrol for the distance actually plied for official use. The fuel consumption bills will be reimbursed on the basis of average of the vehicle hired i.e. _____ KM /liter as got certified from the Company Authorized dealer of the vehicle. Charges for fuel will be borne by EMRS strictly as per the certified average.
- 4) A log book in the format prescribed by the EMRS, for each of the journey performed, duly signed by the officers/officials, would be maintained and submitted by the Agency along with bill.
- 5) Actual parking charges toll taxes for journeys will be reimbursed along with the monthly hiring charges bills.
- 6) All other liabilities including wages of driver, oil and lubricants, maintenance, repair, replace 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 sole responsibility of the Service Provide Agency.
- 7) 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). **The Vehicle will remain available in the School for 24 × 7 basis for the entire contract period.**
- 8) Vehicle will be parked in the school premises only at the risk of the owner of the company.
- 9) The Driver of the vehicle can be provided accommodation in the EMRS 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) Alternate vehicle shall be provided by the owner in case of maintenance/servicing. Failure to provide alternate vehicle shall lead to recovery of actual hiring charges per day paid by EMRS. Use of the vehicle will be restricted as per guideline of NESTS and for School purposes only.
- 11) One month's hiring cost is to be deposited by the Agency as "Performance guarantee" which will be refunded after satisfactory completion of the contract. However, the

Performance Guarantee may be forfeited in the event of any breach or negligence or non observance of any terms and conditions

- 12) The vehicle is provided to meet exigencies of services for students and staff in addition this, Principal / Office can also utilize it for the official purpose.
- 13) The payment shall be made on post monthly basis against a bill duly supported with photocopies of log book signed by the users, for the said month.
- 14) The payment shall be subject to deduction of TDS as per rules, which is presently @ 02%.
- 15) The antecedents of drivers to be deployed should be properly verified, identity of the Driver be authenticated as per Govt. Rules and norms and their details will have to be provided to this office. In case of change of Driver, prior permission of EMRS will be required to be taken
- 16) The service providing agency should be in a position to provide standby vehicles within a hour of reporting of any break down to the Agency telephonically. All expenses are to be borne by the Agency in case of break-down of a vehicle(s). The taxi charges from the point to break down are to be borne by the firm to complete the trip.
- 17) Rs.1000/- (Rupees One thousand only) per day per vehicle will be deducted in case of non-availability of vehicle/driver.
- 18) No request for escalation in rates would be entertained for whatsoever reasons, during the currency of the contract.
- 19) The Agency should provide a landline / mobile number on which he or his representative can be contacted any time (24 hrs). The driver should also possess the mobile phone.
- 20) All liabilities arising out of any legal dispute, accidents, challans, etc. shall be borne / paid by the Agency.
- 21) The vehicles to be supplied should be registered in the name of the firm / owner / partner.
- 22) The Agency will be required to submit the copies of Registration Certificates, Insurance Papers, PUC, Taxi permits, Driver's Driving License, etc in r/o the vehicle to EMRS HIRLI.
- 23) The vehicle hired shall have valid taxi permit for entire period of hiring.
- 24) The vehicle hired shall have valid insurance for entire period of hiring.
- 25) Valid driving license of the driver and character verification by police shall be made available to School.
- 26) EMRS shall reserve the right to cancel / withdrawn the hiring contract at any time without assigning any reason thereof.
- 27) No compromise will be made by EMRS, towards on punctuality, cleanliness, obedience, promptness, appearance and behavior of the driver etc. If the tenderer, at any point of time during official duty, fails to perform duties as directed by EMRS the contract shall be cancelled without any notice.
- 28) In the matter of any disputes, between the parties regarding the terms and conditions of the contract and execution thereof, the matter shall be referred to an Arbitrator(s) as may be appointed by the District Collector and Chairman DLSC for arbitration under the Arbitration and Conciliation Act, 1996. The contractor shall not question the decision of the

arbitrator(s) on the ground that the Arbitrator(s) is / are Government servants (s). The decision of the Arbitrators(s) shall be final and binding on both the parties.

- 29) The vehicle to be provided should be in good condition, not more than 02 year old on the date of hiring and should be fitted with proper upholstery and accessories etc. The drivers should hold the valid driving license and other statutory documents.
- 30) The payment will be released on post monthly basis after deduction of Taxes as applicable on production of bill in duplicate, after deducting the penalty if any.
- 31) The service provider has agreed to follow all the terms and conditions of EMRS mentioned in the agreement and related orders / letter
- 32) The contract agency shall be required to comply statutory provision as per Service level Agreement and Packages as per condition mentioned above.

(Signature & Seal)

M/s _____

(Signature & Seal)

for EMRS, Hirli, Nabarangpur

Witness

01.

02.

Witness

01.

02.