

**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      | <b>Practical Notebook</b><br>Physics, Chemistry, Biology, Science, Computer Science, Mathematics | Classmate : Pages- 96<br>Size (cm) : 26.5×21.5 | Per Pc   | 50/-                   |                  |
| 4      | Drawing Notebook                                                                                 | Doms : Pages - 64<br>Size(cm) : 27.5× 34.7     | Per Pc   | 50/-                   |                  |
| 5      | Scrap Book or Activities Books                                                                   | Doms (32 Pages),<br>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<br>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 )<br>MRP - Rs. 5                                                  | Elkos                                          | Per Pc   | 5/-                    |                  |
| 13     | Register 288 Pages<br>(30x18cm) Lion/ Sigma Binding                                              | Good quality paper                             | Per Pc   |                        |                  |
| 14     | Register 192 pages (30x18cm)<br>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 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)<br>75GSM (210x297mm) Red<br>500sheet     | JK                 | Per PKT   |       |  |
| 23 | Legal Photocopy paper (JK)<br>75GSM (210x297mm) Red<br>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: \_\_\_\_\_

| <b><u>Sl. No</u></b> | <b><u>Name of Items</u></b>                                    | <b><u>Brand &amp; Specification</u></b>                                |                     | <b><u>Unit</u></b> | <b><u>Rate in Rs.</u></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 I 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 Vetex ( <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 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 | <b>Jercy Half Pant for Boys &amp; Girls</b> (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**

| <b>S.N.</b> | <b>Description</b>         | <b>Unit</b> | <b>Rates</b> |
|-------------|----------------------------|-------------|--------------|
| 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       |              |

| <b>S.N.</b> | <b>Description</b>                                    | <b>Unit</b> | <b>New Original Cartridge Rate</b> | <b>Refilling of cartridge rate</b> |
|-------------|-------------------------------------------------------|-------------|------------------------------------|------------------------------------|
| 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.     |                                    |                                    |
|             | <b>TOTAL</b>                                          |             |                                    |                                    |

**AMC OF COMPUTERS & OTHER IT PERIPHERALS**

| <b>S.N.</b> | <b>Description</b> | <b>Unit</b> | <b>Rates</b> |
|-------------|--------------------|-------------|--------------|
| 01          | Desktop Computers  | 01 Nos.     |              |
| 02          | Laptop             | 01 No.      |              |
| 03          | Samsung Tab        | 01Nos.      |              |
|             | <b>TOTAL</b>       |             |              |

### **AMC FOR CCTV**

| <b>S.N.</b> | <b>Description</b>  | <b>Unit</b>                | <b>Rates</b> |
|-------------|---------------------|----------------------------|--------------|
| 01          | CCTV (All services) | Approximately<br>(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 this .....day 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 DLSCM 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.