

**EKLAVYA MODEL RESIDENTIAL SCHOOL LAHAUL AT KUKUMSERI LAHAUL SPITI H.P.  
175142**

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Tele/Fax: 8219800762

Dated:

**DUE DATE: 06-03-2026**

Cost of the Tender Form for Rs. 500/- paid vide DD/Cheque No. \_\_\_\_\_ dated \_\_\_\_\_

**TENDER FORM FOR HIRING OF SCHOOL VEHICLE**

(Any alteration/addition made in the Tender Form will make it Null and Void)

- Sealed quotations are invited from reputed travel agencies/firms/companies for hiring of one vehicle along with driver for official use of EMRS Lahaul.
- The quotation duly signed, sealed, and superscribed on the envelope with reference number and due date should reach the undersigned on or before the stipulated date.
- Quotations received after the due date will not be considered. Quotations will not be accepted by Fax/Email or any electronic means.
- Lowest rate quoted shall be final.

<b>Sr. No.</b>	<b>Description of items</b>	<b>Rates per month (Quoted by bidder)</b>	<b>Maximum Limit</b>
1.	Hiring of Vehicle seating capacity for up to four persons, including comfortable seating		<b>35000.00</b>

Signature of Bidder: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Seal & Date: \_\_\_\_\_

**TERMS AND CONDITIONS**

1. The school shall hire one vehicle along with driver from the selected travel agency/firm/company.
2. Hiring of the vehicle shall be carried out in accordance with the latest GFR instructions issued by the Government of India.
3. The rates quoted by the bidder shall be inclusive of all applicable taxes and charges.
4. The vehicle provided shall possess a valid taxi permit for the entire period of hiring.
5. The vehicle shall remain fully insured for the entire contract period.
6. The maximum monthly hiring charge of Rs. 35,000/- shall be inclusive of driver remuneration and fuel.
7. The above-mentioned maximum monthly hiring charge shall also include the cost of fuel subject to the following monthly kilometre limits:
  - a. **Hilly Areas: Up to 900 km per month**
  - b. **Plain Areas: Up to 1200 km per month**
8. In case the vehicle usage exceeds the prescribed limits, additional charges shall be payable at the following rates:
  - a. **Hilly Areas: Rs. 14/- per km**

**b. Plain Areas: Rs. 12/- per km**

9. Payment for additional kilometers beyond the limits mentioned at point-7 shall be made only as per the rates specified at point-8. A log book shall be maintained by the school.
10. All liabilities including driver wages, vehicle repair, maintenance, servicing, compliance under Motor Vehicle Act, Labour laws, Road Tax and Insurance shall be the sole responsibility of the agency/company.
- 11. The bidder shall submit proof of Bank Account details, PAN, GST Registration Certificate, and an undertaking that the firm has not been blacklisted by any Government organization.**
12. Inter-district movement of the hired vehicle shall be undertaken only with the approval of the Principal.
13. The agency shall provide copy of valid driving license of the driver along with police character verification to the school.
14. The vehicle provided should preferably be of the latest model and not more than three years old.
15. The contract shall initially be awarded for a minimum period of two years, extendable up to five years subject to satisfactory performance.
16. The vehicle should have seating capacity for up to four persons, including comfortable seating suitable for carrying a sick child.
17. Payment shall be made on monthly basis and subsequent amendments issued from time to time.
18. The vehicle shall be parked within the EMRS premises at the owner's risk.
- 19. The vehicle along with driver shall be made available on 24x7 basis. The agency shall arrange accommodation for driver nearby at its own cost.**
20. A maximum of one day per month (12 days per year) shall be allowed for routine servicing. If the vehicle remains unavailable beyond this period, the agency shall provide an alternate vehicle; failing which recovery of per-day hiring charges shall be made.
21. The hired vehicle shall be used strictly for official purposes only.
22. The successful bidder shall deposit an amount equivalent to one month hiring charge as Security Deposit, refundable after satisfactory completion of the contract.
23. Monthly payment shall be released against bill supported with photocopies of the duly signed log book.
24. Payment shall be subject to deduction of TDS under Section 194C of the Income Tax Act, 1961.
25. The hired vehicle shall be used to meet service exigencies relating to students and staff of the school.

**All the above conditions are accepted by me/us.**

Signature of Bidder: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Seal & Date: \_\_\_\_\_

To  
Principal,  
Eklavya Model Residential School,  
Lahaul at Kukumseri L&S HP 175142