

OFFICE OF THE PRINCIPAL

EKLAVYA MODEL RESIDENTIAL SCHOOL, GIDHIBAS, KEONJHAR

AT/PO-GIDHIBAS BLOCK-JHUMPURA, SUB-DIVISION-CHAMPUA, DIST-KEONJHAR, PIN-758032, E-mail: emrsgidhibas2020@gmail.com

ESTD-2020 U-Dise Code-21060801104 CBSE AFFILIATION NO.-1520416 WEBSITE- www.emrsgidhibas.com

Letter No- 517 -2

Date: 22.08.2026

EXPRESSION OF INTEREST (E.O.I.)

Ref.: EMRS/GIDHIBAS/VEHICLE/EOI/2026-27

Date: 22nd Aug 2026

Sealed Expressions of Interest (E.O.I.) are hereby invited in a prescribed format from reputed, experienced and eligible travel agencies/vehicle owners/firms for hiring of a commercial vehicle along with driver for official use of EMRS Gidhibas, Keonjhar, Odisha, as per NESTS guidelines and applicable financial/procurement rules.

Interested eligible agencies/vehicle owners may submit their sealed quotation/EOI with the prescribed format filled in all aspects by hand / registered post/ Speed Post/ courier services to the Principal, EMRS Gidhibas, Via-Ukjunda Keonjhar, Odisha, PIN-758032 so as to reach by 31st Aug 2026, 11.00 am. Late submission will not be entertained. The Sealed Expressions of Interest will be opened at 11.30 am on 31st Aug 2026 in the presence of Local Purchase Committee. For details log in to : <https://emrsgidhibas.com/>

The school reserves the right to accept or reject any quotation/EOI in accordance with the applicable rules and without assigning any reason there of.

S/d-Principal, EMRS Gidhibas, Keonhar


Principal
EMRS, Gidhibas
Keonhar

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EXPRESSION OF INTEREST (E.O.I.)

Ref.: EMRS/GIDHIBAS/VEHICLE/EOI/2026-27

Date: 18th Aug 2026

Sealed Expressions of Interest (E.O.I.) are hereby invited in a prescribed format from reputed, experienced and eligible travel agencies/vehicle owners/firms for hiring of a commercial vehicle along with driver for official use of EMRS Gidhibas, Keonjhar, Odisha, as per NESTS guidelines and applicable financial/procurement rules.

1. Purpose of Hiring: The vehicle will be required for:

- Official requirements of the school and staff
- Transportation of students, wherever required
- Emergency and other official duties
- Local and out-station official journeys, as required

2. Vehicle Requirements:

- Diesel Run Hatchback, Sedan or SUV/MUV category vehicles shall be considered.
- The vehicle should preferably be manufactured after 2023 and should not have run more than 50,000 Km.

3. Terms & Conditions

- The travel agency/firm/company of the vehicle must provide Qualified and trained Driver along with the hired vehicle.
- The rates quoted should include all forms of taxes/charges.
- The vehicle hired shall have valid taxi permit for entire period of hiring.
- The Vehicle hired shall have valid insurance coverage for entire period of hiring.
- The rate quoted amount shall be inclusive of driver remuneration.
- It is further clarified that the said amount shall also include the cost of fuel up to 1200 kilometers per month. In case the vehicle usage exceeds the prescribed kilometer limits, additional charges shall be admissible at the rate of ₹12/- per kilometer
- All other liabilities including wages of driver, repair & maintenance of vehicle 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 travel agency/firm/company.
- The Agency should have to submit valid proof of Bank Account Number, PAN Card, GST certificate and undertaking that the firm has not been blacklisted.
- A Valid driving license of the driver and **police character verification** shall be made available to the school.
- Vehicle should be of latest model, preferably manufactured in or after 2023.

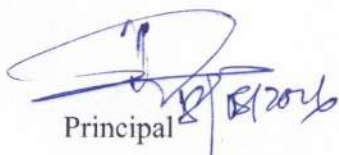
11. The contract will be for a period of minimum two years, extendable upto 5 years, subject to satisfactory performance.
12. The vehicle should have capacity to carry at least 4 persons excluding driver.
13. Vehicle will be parked in the EMRS premises only at owners' risk.
14. The vehicle, along with the driver, shall be made available on a 24×7 basis. The driver shall be accommodated within the EMRS campus.
15. A maximum of one day per month, i.e., 12 days in a year, may be permitted for routine maintenance/servicing of the vehicle. The vehicle shall not be sent for repairs for more than four consecutive days at a time. In case the vehicle remains unavailable beyond the period specified above, the owner shall provide an alternate vehicle. Failure to provide an alternate vehicle shall result in recovery of the actual per-day hiring charges paid by the EMRS.
16. One month's hiring cost is to be kept as Security deposit from the successful bidder in shape of **Bank Drafts/ Bankers Cheques in favour of Principal, EMRS Gidhibas, payable at SBI Ukhunda branch**, which will be refunded after satisfactory completion of the contract.
17. The payment against the monthly contract cost 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.
18. The payment shall be subject to deduction of TDS as per Section 194C of Income Tax Act, 1961.
19. 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 Provider Agency.
20. The antecedents of drivers to be deployed should be properly verified identity of the Driver be authenticated as per Govt Rules and norms and the 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.
21. The service providing agency should be in a position to provide standby vehicles within an hour of reporting of any breakdown to the Agency telephonically. All expenses are to be borne by the Agency in case of breakdown of a vehicle(s). The taxi charges from the point of breakdown are to be borne by the firm to complete the trip.
22. No request for escalation in rates would be entertained for whatsoever reasons, during the currency of the contract.
23. 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.
24. All liabilities arising out of any legal dispute, accidents, challans, etc. shall be borne/paid by the Agency.

25. The vehicles to be supplied should be registered in the name of the firm/owner/partner.
26. 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 the School.
27. Valid driving license of the driver and character verification by police shall be made available to Vidyalaya.
28. School shall reserve the right to cancel/withdraw the hiring contract at any time without assigning any reason thereof.
29. No compromise will be made by School, 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 School the contract shall be cancelled without any notice.
30. The vehicle is provided to meet exigencies of service for students and staffs.
31. The Service Provider has agreed to follow all the terms and conditions of NESTS 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 mentioned.

5. Submission of E.O.I.

Interested eligible agencies/vehicle owners may submit their sealed quotation/EOI with the prescribed format filled in all aspects by hand / registered post/ Speed Post/ courier services to the Principal, EMRS Gidhibas, Via-Ukjunda Keonjhar, Odisha, PIN-758032 so as to reach by 31st Aug 2026, 11.00 am. Late submission will not be entertained. The Sealed Expressions of Interest will be opened at 11.30 am on 31st Aug 2026 in the presence of Local Purchase Committee.

The school reserves the right to accept or reject any quotation/EOI in accordance with the applicable rules and without assigning any reason.


Principal

EMRS Gidhibas

**Principal
EMRS, Gidhibas
Keonjhar**

N.B. Prescribed Format for EOI is hereby attached for needful action.

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QUOTATION FORM FOR HIRING OF VEHICLE

- Name of the Agency / Vehicle Owner: _____
- Address: _____
- Mobile No.: _____ Email: _____
- GSTIN (if applicable): _____ PAN: _____
- Quotation No.: _____ Date: _____

1. DETAILS OF VEHICLE OFFERED

Sl. No.	Particulars	Details to be filled by Agency/Owner
1	Name of Vehicle Owner/Agency	
2	Type/Make & Model of Vehicle	
3	Vehicle Registration No.	
4	Year of Manufacture	
5	Seating Capacity	
6	Fuel Type	
7	Vehicle Permit Type	
8	Permit Valid Up to	
9	Fitness Certificate Valid Up to	
10	Insurance Valid Up to	
11	Pollution Certificate Valid Up to	
12	Road Tax Valid Up to	
13	Vehicle Age as on date of quotation	
14	Name of Driver	
15	Driver's Driving Licence No.	
16	Driving Licence Valid Up to	
17	Driver's Mobile No.	
18	AC/Non-AC	

2. FINANCIAL QUOTATION

The vehicle is required for official/school purposes as per the terms and conditions of the EOI. The bidder shall quote the rates inclusive/exclusive of applicable taxes as specified below.

Sl. No.	Particulars	Rate Quoted (₹)
1	Monthly Fixed Hire Charge	₹ _____
2	Maximum Km included per month	_____ Km
3	Rate per Km beyond the above monthly limit	₹ _____ / Km
4	Driver's monthly remuneration, if charged separately	₹ _____
5	GST, if applicable	₹ _____
6	Other applicable taxes/charges, if any	₹ _____
7	Total Monthly Cost (including applicable taxes)	₹ _____

In words:

Total Monthly Cost: Rupees _____
_____ only

3. BANK DETAILS OF AGENCY / VEHICLE OWNER

Sl No.	Particulars	Details
1	Name of Account Holder	
2	Bank Name	
3	Branch	
4	Account No.	
5	IFSC Code	
6	Cancelled Cheque: Attached / Not Attached	

4. DECLARATION BY THE AGENCY / VEHICLE OWNER

I/We hereby certify that:

1. The information furnished above is true and correct to the best of my/our knowledge.
2. The vehicle offered is legally registered and is fit for use for the purpose for which it is being hired.
3. All statutory documents of the vehicle, including RC, Insurance, Fitness Certificate, Permit, Pollution Certificate and Road Tax, are valid as on the date of submission.
4. The driver deployed with the vehicle shall possess a valid driving licence and shall comply with all applicable rules and regulations.
5. The quoted rates shall remain valid for the period specified in the EOI.
6. I/We agree to abide by all the terms and conditions mentioned in the Expression of Interest (EOI) issued by EMRS GIDHIBAS.

7. In case of breakdown or unavailability of the vehicle, I/we shall provide a suitable replacement vehicle within the prescribed time.

8. I/We understand that the School reserves the right to accept or reject any quotation without assigning any reason.

9. I/We certify that no information furnished in this quotation is false or misleading.

Signature of Agency/Vehicle Owner: _____

Name: _____

Seal/Stamp: _____

Date: _____ Place: _____