

PM SHRI EKLAVYA MODEL RESIDENTIAL SCHOOL, NICHAR

DISTRICT KINNAUR (H.P.) – 172103

Ref. No. EMRS(KNR)/Vehicle/2026

Dated: _____

TENDER FORM

For Hiring of One Passenger Vehicle (07-Seater Taxi) on Monthly Basis.

Note: This Tender Form shall be filled in and signed by the Tenderer himself/herself and shall be non-transferable.

The duly signed Tender Form, along with the signed Terms and Conditions, must reach the office of the Principal, PM SHRI Eklavya Model Residential School, Nichar, District Kinnaur (H.P.) – 172103, in a sealed cover, latest by 30.09.2026 up to 5:00 PM.

1. Details of the Tenderer

S. No.	Particulars	Details
1.	Name of the Tenderer/Bidder	
2.	Complete Address	
3.	Mobile Number	
4.	E-mail Address	
5.	PAN Number	
6.	Aadhaar Number of Owner/Proprietor	

2. Details of the Vehicle

S. No.	Particulars	Details
1.	Make & Model of Vehicle	
2.	Year of Manufacture	
3.	Registration Number	
4.	Seating Capacity	
5.	Type of Vehicle	
6.	Name of Vehicle Owner	

3. Financial Bid

Monthly Hiring Charges for the Vehicle (inclusive of all taxes, duties, fuel, driver charges, maintenance, insurance, permits and all other applicable expenses):

In Figures: ₹ _____ per month

In Words: Rupees _____ only per month.

4. Tender Fee

An amount of ₹500/- (Rupees Five Hundred only) towards Tender Fee is deposited through Demand Draft as per details given below:

Demand Draft No.: _____ Date: _____ Issuing Bank: _____

Amount: ₹500/-

Note: Cheques shall not be accepted towards the Tender Fee.

5. Documents Enclosed

1. Demand Draft of ₹500/- towards Tender Fee.
2. Copy of Registration Certificate (RC) of the vehicle.
3. Copy of valid Insurance Certificate.
4. Copy of valid Fitness Certificate.
5. Copy of valid Pollution Under Control (PUC) Certificate.
6. Copy of valid Commercial Permit.
7. Copy of valid Driving Licence of the proposed driver.
8. Copy of PAN Card of the vehicle owner/proprietor.
9. Copy of Aadhaar Card of the vehicle owner/proprietor.
10. Bank Account Details of the vehicle owner/firm.
11. Signed copy of the Terms and Conditions.
12. Any other relevant document/information, if applicable.

6. Declaration

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge and belief. I/We have carefully read and understood all the Terms and Conditions of the tender and agree to abide by the same in letter and spirit.

I/We further undertake that, if the contract is awarded to me/us, I/we shall provide the vehicle and services strictly in accordance with the prescribed Terms and Conditions.

Signature of the Tenderer/Bidder: _____

Name: _____

Address: _____

Mobile No.: _____ Date: _____ Place: _____

PM SHRI EKLAVYA MODEL RESIDENTIAL SCHOOL, NICHAR

DISTRICT KINNAUR (H.P.) – 172103

Ref. No. EMRS(KNR)/Vehicle/2026

Dated: _____

TERMS AND CONDITIONS

For Hiring of One Passenger Vehicle (07-Seater Taxi) on Monthly Basis

Sealed tenders are hereby invited from eligible, experienced and registered vehicle owners/transport agencies/firms for providing one 07-seater passenger vehicle (Taxi) on monthly hire basis for the official use of PM SHRI Eklavya Model Residential School, Nichar, District Kinnaur (H.P.).

The vehicle shall be hired for official duties of the school administration on the following Terms and Conditions:

1. Scope of Work

The successful bidder shall provide one mechanically fit, roadworthy and well-maintained 07-seater passenger vehicle along with a qualified and experienced driver for the official use of the School. The vehicle shall remain stationed at the School premises and shall be available 24 hours a day and 7 days a week (24×7) for official duties as directed by the Principal or any authorized officer.

2. Eligibility Criteria

- Be the registered owner of the vehicle or an authorized transport agency/firm.
- Possess valid Registration Certificate (RC), Insurance Certificate, Fitness Certificate, Pollution Under Control (PUC) Certificate and all other statutory documents.
- Possess a valid Commercial Permit.
- Ensure that the driver possesses a valid Driving Licence.
- Have no record of being blacklisted by any Government Department, PSU, Autonomous Body or Government Institution.

3. Terms and Conditions

1. The vehicle shall be capable of running a minimum of 2,000 kilometres per month.
2. The quoted monthly hiring charges shall be inclusive of all expenses, including driver's salary/wages, fuel and lubricants, repairs and maintenance, replacement of tyres, batteries and spare parts, insurance, permits and statutory expenses, road tax, toll charges wherever applicable, parking charges, and any other incidental expenditure required for uninterrupted service.
3. The School shall not reimburse any expenditure separately towards the above-mentioned items.
4. The vehicle shall be mechanically sound, roadworthy, clean, hygienic and in good running condition throughout the contract period.

5. The vehicle shall remain available 24×7, along with the driver, at the School premises unless specifically permitted by the Principal or authorized officer to leave the campus.
6. The vehicle offered for hiring shall preferably be of the latest model and shall not be more than three (03) years old as on the date of commencement of the contract.
7. The vehicle may be utilized for official duties within or outside the district/state, as and when required, including on holidays, weekends, during emergencies and for night journeys.
8. The driver shall be well-behaved, disciplined, courteous and properly dressed; possess a valid Driving Licence; have adequate experience of driving in hilly terrain; follow all traffic rules and regulations; and not consume alcohol or any intoxicating substance while on duty.
9. A valid Driving Licence of the driver, along with a valid Police Character Verification Certificate, shall be furnished to the School before deployment of the driver.
10. In the event of breakdown, accident, servicing or any other contingency, the contractor shall immediately provide a substitute vehicle of similar or higher category without any additional financial liability to the School.
11. The contractor shall ensure uninterrupted vehicle service throughout the contract period.
12. The School shall not be responsible for payment of overtime, food, accommodation or any other allowance to the driver.
13. Any violation of traffic rules, penalties, challans, fines or legal liabilities arising from the operation of the vehicle shall be the sole responsibility of the contractor.
14. The School reserves the right to inspect the vehicle at any time and may reject the vehicle if it is found to be unfit, unsafe or otherwise unsatisfactory.
15. The successful bidder shall execute a formal agreement with the School before commencement of the service.
16. The School reserves the right to terminate the contract by giving 15 days' notice in the event of unsatisfactory performance, failure to provide the vehicle or breach of any Terms and Conditions.
15. The contract shall initially be for a period of one year, extendable subject to satisfactory performance, mutual consent and approval of the competent authority.
17. The successful bidder shall deposit an amount equivalent to one month's hiring charges as Security Deposit before commencement of the contract.
18. The Security Deposit shall be refunded after satisfactory completion/termination of the contract, subject to fulfillment of all contractual obligations and adjustment of any outstanding dues, damages, penalties or other recoverable amounts, if applicable.
19. The Principal, PM SHRI Eklavya Model Residential School, Nichar, reserves the right to accept or reject any or all tenders without assigning any reason.

20. In case of any dispute arising in connection with the tender/contract, the decision of the competent authority shall be final and binding, subject to the applicable rules and regulations.

21. The bidder shall comply with all applicable Government rules, statutory requirements and directions issued by the School from time to time.

Acceptance of Terms and Conditions

I/We hereby declare that I/we have carefully read and understood all the above Terms and Conditions and agree to abide by them in letter and spirit.

All the above Terms and Conditions are accepted by me/us.

Signature of Tenderer/Bidder: _____

Name: _____

Name of Firm/Agency: _____

Address: _____

Date: _____ Place: _____