

TENDER FORM FOR VIDYALAYA VEHICLE FOR SESSION 2025-26

To,

Date: / /2025

**The Principal
Jawahar Navodaya Vidyalaya
Bahadarpur,Po.Tal:Sankheda,
Dist.Chhotaudepur(Gujarat)**

Sub: Tender for supply of VIDYALAYA VEHICLE for the year 2025-26 – Reg.

Sir,

In response to your advertisement in News Paper dated: 21-06-2025, I file here under the tender for supply of VIDYALAYA VEHICLE to your Vidyalaya for the period from 1st July, 2025 to 31st June, 2027 (Year 2025-27). I quote the rates for the items against each.

Contract

This agreement made on _____ Jawahar Navodaya Vidyalaya, Bahadarpur day of _____ 2025 between Jawahar Navodaya Vidyalaya, Bahadarpur _____ hereinafter to be called as "JNV" and M/s _____, hereinafter to be called as "Agency".

Whereas, the JNV 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 fromto..... (ii) Fuel charges will be paid considering average ofKM/Liter as certified by the Company/Authorized agencyalong with driver.

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

This agreement shall automatically expire on its stipulated date, unless both the parties intend in writing to renew the same prior to its expiry. JNV 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 JNVs will bear only the cost of diesel 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 JNV strictly as per the certified average. (Average shall not be less than prescribed by NVS)

4) A logbook in the format prescribed by the JNV, for each of the journey performed, duly signed by the Officers/officials, would be maintained and submitted by the Agency along with the bills.

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 Provider Agency.

7) The vehicle shall be hired on 24 hours basis for a maximum period of 12 months in a year (excluding vacation period of the Jawahar Navodaya Vidyalaya concerned). The Vehicle will remain available in the Vidyalaya for 24 X7 basis for the entire contract period.

8) Vehicle will be parked in the Vidyalaya premises only at the risk of the owner of the company.

9) The driver of the vehicle can be provided accommodation in the JNV 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) Maximum one day per month i.e. 10 days in year shall be permitted for maintenance/servicing. The vehicle shall not be sent for repairs for more than four days at a stretch. Alternate vehicle shall be provided by the Agency in case the non-availability is for the period exceeding the specified period mentioned above. Failure to provide alternate vehicle shall lead to recovery of actual hiring charges per day paid by JNV.

11) Use of the vehicle will be restricted as per guidelines of Samiti and for Vidyalaya purposes only.

12) 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

13) 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.

14) 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.

15) The payment shall be subject to deduction of TDS as per rules, which is presently @02%.

16) 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 JNV will be required to be taken.

17) The service providing agency should be in a position to provide standby vehicles within an 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 of break-down are to be borne by the firm to complete the trip.

18) Rs. 1000/- (Rupees One Thousands only) per day per vehicle will be deducted in case of non-availability of vehicle/driver.

19) No request for escalation in rates would be entertained for whatsoever reasons, during the currency of the contract.

20) 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.

21) All liabilities arising out of any legal dispute, accidents, challans, etc. shall be borne/paid by the Agency.

22) The vehicles to be supplied should be registered in the name of the firm /owner/partner.

23) 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 JNV.

- 24) The vehicle hired shall have valid taxi permit for entire period of hiring.
- 25) The Vehicle hired shall have valid insurance for entire period of hiring.
- 26) Valid driving license of the driver and character verification by police shall be made available to Vidyalaya.
- 27) NVS shall reserve the right to cancel / withdraw the hiring contract at any time without assigning any reason thereof.
- 28) No compromise will be made by JNV, 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 JNV the contract shall be cancelled without any notice.
- 29) 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 & Chairman Vidyalaya Management Committee for arbitration under the Arbitration & Conciliation Act, 1996. The Contractor shall not question the decision of the arbitrator(s) on the ground that the Arbitrator(s) is /are Government servant(s). The decision of the Arbitrator(s) shall be final and binding on both the parties.
- 30) The vehicles to be provided should be in good condition, not more than 02 year old and should not have run more than 25000 kms 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.**
- 31) 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.
- 32) The Service Provider has agreed to follow all the terms and conditions of NVS mentioned in the agreement and related orders/letter.
- 33) The contract agency shall be required to comply statutory provision as per Service level Agreement and Packages as per mentioned in Gem Portal.

JNV	MONTHLY HIRE CHARGES CEILING
Located in Plane Area	Rs. 32000/- per month + Tax
<ul style="list-style-type: none"> Rates given above are ceiling of monthly hire charges. In remotely located JNVs where vehicle could not be hired despite genuine efforts, RO may permit to hire vehicle from the service provider at concerned District Collector Office at the rates on which District Collector office is hiring the vehicle. This provision shall be used as an exception only. 	

(A) Conditions mentioned in NVS HQRS. Office Letter No. 5-1/2016-NVS (SA) dated 17.07.2019 are Re- enforced as under -

- Vehicle is to be hired along with Driver from the owner of the company.
- The rates quoted should include all forms of taxes/charges.
- JNVs will bear only the cost of diesel for the distance actually plied for official use for which a log book will be maintained by the Driver and Principal will certify the same. 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 owner of the company.
- The vehicle shall be hired on 24 hours basis for a maximum period of 12 months in a year (excluding vacation period of the Jawahar Navodaya Vidyalaya concerned).

5. Vehicle to be hired should be of latest model, preferably not more than 02 years old.
6. **The contract will be for a period of minimum two years, extendable upto 5 years. The JNV hire the vehicle for 12 months in a year.**
7. The vehicle should have capacity to carry upto 4 persons having a comfortable seat for carrying a sick child.
8. Payment will be made out of contingency grant of Vidyalaya on a monthly basis subject to applicable TDS.
9. Vehicle will be parked in the Vidyalaya premises only at the risk of the owner of the company.
10. The driver of the vehicle can be provided accommodation in the JNV 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.
11. Maximum one day per month i.e. 10 days in year shall be permitted for maintenance/servicing. The vehicle shall not be sent for repairs for more than four days at a stretch. Alternate vehicle shall be provided by the owner in case the non-availability is for the period exceeding the specified period mentioned above. Failure to provide alternate vehicle shall lead to recovery of actual hiring charges per day paid by JNV.
12. Use of the vehicle will be restricted as per guidelines of Samiti and for Vidyalaya purposes only.
13. The rates so revised would be the maximum but the lowest rate as per tender or as decided by the PAC of the JNV 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.

(B). New Terms added to the above conditions -

- i. The vehicle hired shall have valid taxi permit for entire period of hiring.
- ii. The Vehicle hired shall have valid insurance for entire period of hiring.
- iii. The fuel consumption average of the vehicle hired shall be got certified from the Company/authorized dealer of the vehicle. Charges for fuel will be borne by JNV strictly as per the certified average. However, average (Diesel vehicle) of less than 12 KM per litre in JNVs of normal terrain and (Petrol vehicle) of less than 16 KM per litre in JNVs of normal terrain will not be accepted. A particular JNV is situated in hilly terrain or otherwise, it will be certified by the concerned Regional Office.
- iv. Inter District movement of Vidyalaya vehicle shall be justified by the Principal.
- v. Log book of vehicle shall be maintained by driver of the vehicle and each individual entry shall be certified by the user of vehicle and both co-signatories of financial powers. Similarly, log book of the electric DG set shall be maintained by ECP and each entry shall be verified by both cosignatory.
- vi. Valid driving license of the driver and character verification by police shall be made available to Vidyalaya.
- vii. Vehicle hiring is to be done by following latest GFR instructions.
- viii. The Agency should have to submit valid proof of Bank Account Number, PAN Card, GST certificate and undertaking that firm has not been blacklisted.

(Signature & Seal)

M/s _____,

(Signature & Seal)

For- Jawahar Navodaya Vidyalaya

Witness

1:

2:

3:

Witness

1:

2:

3:

(*) Rate with discount on MRP- % of discount to be given

1. निविदा खोल ने के समय पर सभी वस्तुओं का नमूना (Sample) कार्यालय में जमा करे. /Sample of all
The items must be deposited in the office at the time of opening of the tender.

2. मैं सहमत हूँ निविदाओं की नियम व शर्त से. /I agreed with the terms & condition of the tenders.

I will supply the quality items as per the samples submitted by me; inferior quality or damaged material if any will be taken back. The SAMPLES are produced herewith. Delivery will be given within 5 days from the date of supply order at your Vidyalaya. A Demand Draft/Cheque for Rs. 5000/-towards E.M.D. is herewith enclosed bearing DD/Cheque No..... dated.....S.T.No./VAT No._____CST/GST No._____. I will abide by the terms and conditions of the tender.

Signature of the Tendered	
Address of the tendered	
Seal	
Telephone Number with STD	
Mobile Number	
Email address	
Date	