

एकलव्य आदर्श विद्यालय कोंगा, जयपुर जिला कोरापुट, ओडिशा
EKLAVYA MODEL RESIDENTIAL SCHOOL KONGA, JEYPORE DISTRICT KORAPUT, ODISHA

रसीद क्र०/Receipt No.....

दिनांक/Dated.....

प्रति/To,

मेसर्स/M/s.....

.....

.....

विषय:- प्रदाय करने हेतु निविदा।

Sub: Tender for the supply of

Conditions

1. Sealed tender for the supply of the various articles and work shown in the attached statement are invited through registered post/speed post by the undersigned on behalf of Eklavya Model Residential School. The tender form can be obtained from the office of Eklavya Model Residential School Konga, Jeypore District Koraput in any of the working days up to 03.00 p.m. w.e.f. 27.05.2025 to 10.06.2025 on payment of stipulated fee Rs. 500/- Or may be download from the EMRS website <https://emrskonga.in/wp-login.php> and district website www.koraput.odisha.gov.in Stipulated fee of the tender form downloaded from the Website is essential to deposit in shape of Demand draft incorporate with the Earnest Money/Security deposit (MSME has also to submit Earnest Money) and in such case the date of issue of Demand draft should be only of between 27 May 2025 to 10 June 2025. The tender should be sent/deposited under strong sealed cover marked as "TENDER FOR THE SUPPLY OF". The tender will be opened in Office of the principal on 12.06.2025 at 9.00 A.M. before DLC Koraput and only tenderer with valid Id if any present. No travel expenses will be given to the tenderer for their presence.
2. The tender will be according to the terms and conditions specified in paragraphs 1 to 18 unless specified otherwise in the tender it shall be presumed that the terms and conditions stipulated hereunder have been agreed to.
3. The School shall not pay any fare and freight i.e. the rate should be F.O.R. School including excise duty, sale tax, freight charges, VAT or any other taxes or imposition whether liable in respect of the supply. The School shall not be liable to pay any tax. In no case, payment will be made higher than the MRP of any item i.e. the cost of supplied article will be paid on accepted rate or M.R.P. which is least.
4. There should not be any over writing, correction in the Tender form. If any of the figure is to be amended, it should be completely struck off and amended figure should be written above with full signature & date for attestation. In the absence of the attestation signature, the tender will have liable to be rejected.
5. The undersigned is not bound to accept the lowest tender and reserve the right to accept the tender in whole or in part of the articles mentioned in the attached list.

6. On acceptance of the tender it will become a contract and the contractor shall be bound by the terms and conditions of the tender and provision of G.F.R.
7. Demand draft of Earnest money/Security Deposit among as fixed payable at Konga in favour of Principal EMRS Konga, Jeypore should be enclosed with tender which will be refunded in the event of rejection of tender. The Security Deposit will be forfeited in case of failure to comply the Terms & Conditions by the tenderer. Earnest Money will be adjusted in the Security deposit on acceptance of tender and amount of Security Deposit will be payable @10% of the total cost of article. If the contractor is not able to pay Security Deposit the reasons should be specified and the undersigned reserves the right to accept or reject the request for that.
8. If the contractor fails to supply the articles within the stipulated time, the undersigned shall be at liberty to purchase the articles from the market or get the remaining contract completed by any other person or firm and the excess of the tender rate, if any, shall be deducted from the earnest money/security deposit and in case the deductible is in excess with the security deposit, the contractor shall be liable to pay this amount.
9. The quantity of articles may be increased or decreased at the discretion of the undersigned without intimating reason.
10. Prior to acceptance of the Tender, the undersigned reserves the rights to call for samples or demonstration and the contractor shall be liable to supply the sample or give the demonstration free of cost. **No need to submit samples of branded items.**
11. The rate quoted by the contractor shall hold goods upto 30th April 2026. With regard to branded item, if there would be some free gift schemes marked on the packing, the same would be liable to be supplied with the articles on free of cost also and it should be mention in the bill.
12. In the event of acceptance of the tender and placing of the order for purchase, the articles ordered for would be subjected to an inspection by the undersigned or his representatives and are liable to be rejected if the article supplied are not according to approved samples or do not confirm to the specifications prescribed.
13. In the case of furniture, the type of wood to be used in furniture should be seasoned teak wood and wood should not exceed more than 1.% gap. The contractor shall be required to fix a metal label on the furniture supplied by him giving his name and year of manufacture.
14. The Security deposit shall be retained by the NESTS/school for the period of further six months from the date of completion of supplies as a safeguard against any defect appears in the articles supplied within the period, on which no interest will be paid.
15. Essential to enclose with the tender:
 1. Registration certificate of the firm showing GST/TIN.
 2. Copy of valid Dealership Certificate/Trading License with Tin and GST number.
 3. Demand draft of EMD.
 4. Rates may be filled up only in the list enclosed with the form. (Rates mentioned in letter head or any other paper will not be accepted)
 5. Authorized dealer certificate if authorized.
 6. Commercial tax, GST Income Tax clearance certificate issued by the competent authority for the last financial year.
 7. A Cancelled bank cheque of the bank account and a copy of cancelled letter pad in respect of Firm/Institution/Proprietor of the tenderer.
 8. Below mentioned draft of agreement/declaration signed by tenderer in no judicial stamp paper of Rs.100/-attested by Notary may be enclosed.

9. Copy of Firm/Institute/Owner's PAN card and Aadhar Card (where ever applicable).
10. Tender fee of Rs.500/- in form of DD in case tender papers are downloaded from the school website.

16. GST/TIN and bill no. should be printed in the bill. Hand written TIN and Bill no. Will not be accepted.

17. Signature of Authorized person with date in every page of tender form.

18. Tender will be treated as cancelled in case of non acceptance of above conditions.

निविदा मुहरबंद निम्नलिखित लिफाफो में जमा करें एवं लिफाफे के ऊपर स्पष्ट अक्षरों में निवादा का नाम अंकित हों।

Envelop A :- Technical Bid [Undertaking & required documents & EMD]

Envelop B :- Financial Bid [Item wise rate as per Tender Form]

Details of article and Earnest Money

Sl No.	Name of Item	Earnest Money	Duration
1	Vegetable & Fruits	15000	Yearly
2	Snacks/Bakery & Sweets	10000	Yearly
3	Non Veg Items	10000	Yearly
4	Grocery	30000	Yearly
5	Utensils	5000	Yearly
6	Uniform	15000	Yearly
7	Sports Items	5000	Yearly
8	Bedding Itmes	5000	Yearly
9	Office Stationary/Student Stationary/Art Material	10000	Yearly
10	Lab Equipment	10000	Yearly
11	Music Item	5000	Yearly
12	Hiring Of Vehicle	15000	Yearly
13	Toilet Item	10000	Yearly
14	Hair Cutting	Zero	Yearly
15	Electrical Items	5000	Yearly
16	Building Repairing Materials	10000	Yearly


**PRINCIPAL
EMRS, KONGA
(JEYPORE)**

निविदादाता/आपूर्तिकर्ता द्वारा अनुबंध या घोषणा पत्र
(100 रुपये के नान जूडिसियल स्टैम्प पेपर पर)

I/M/s..... hereby declare to agree with the terms and conditions mentioned in the tender form and attached list of the rates and specifications stipulated by EMRS. And I/we will supply the articles/complete the work as required by the Principal EMRS Konga, Jeypore Distt-Koraput by complying the rules. I/we am/are aware that any of the disputes if any arise; it will be settled under the jurisdiction of Koraput Court.

Date :.....

Signature of Tenderer
Name & Address
Seal

Signature of witnesses
Name & Address

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2.
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