

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 downloaded from the official website <https://emrskonga.in/wp-login.php> of Eklavya Model Residential School Konga, Jeypore District Koraput and district website [www.koraput.odisha.gov.in](http://www.koraput.odisha.gov.in) from 15.05.2026 to 05.06.2026. 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 15 May 2026 to 05 June 2026. 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 08.06.2026 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 27 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. The tenderer should submit his/her tender form along with Earnest money amounting as fixed and detailed here with in the form of Bank Draft in favour of ODISHA MODEL TRIBAL EDUCATION SOCIETY, EMRS Konga, Jeypore Koraput payable at Main Branch SBI, Jeypore. The earnest money will be forfeited in the event of failure to comply with the contract. If the contractor fails to supply the articles within the time stipulated in the guideline and the letter of acceptance/supply order issued by the undersigned, the undersigned shall be at liberty to purchase the articles from the market or get the rest of the contract completed by any other person or firm and the difference of price, if any, shall be deducted from the earnest money and in case any amount in excess of the security deposit is paid by the undersigned the contractor shall be liable to pay this amount.
8. The Brand/Make other than the specification given in the tender schedule will not be accepted.
9. 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.
10. The quantity of articles may be increased or decreased at the discretion of the undersigned without intimating reason.
11. 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.**
12. The rate quoted by the contractor shall hold goods till the approval of next tender. 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.
13. 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.
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. The tenderers are requested to submit the samples at the time of opening of tender in a sealed packet, Loose articles minimum 200gms should be submitted in a transparent jar. Packet items and pieces should be submitted one in number invariably printed label of the firm.
16. The payment will be made only after verification of supplied articles by the quality checking committee/undersigned and entry in the stock register and scrutiny of bills after full supply as per the order placed with party.
17. Quality should be invariably maintained throughout the year/period of agreement as per the sample and specification. Materials cannot be accepted if the item is found substandard or different from the sample and specification. Articles maybe sent for the laboratory testing if required, the articles must be fresh and good in quality.
18. No interest will be paid by the undersigned for the EMD money kept in this school.

19. Refund of EMD will be made in shape of A/C payee cheque only. If payment will be made in shape of Demand Draft, the Bank charges will be borne by the tenderer.
20. Only one rate should be quoted for each item, more than one rate for each item shall be rejected.
21. The tenderer must write the detail postal address, E-mail ID and Telephone No. of their shop in the tender paper.
22. In case of any document submitted by the tenderer in support of their claim are found to be false or forged, the tender is liable for cancellation and EMD deposited by the tenderer will be forfeited.
23. Tenderers applying for vehicle hiring must have Driving License, Fitness Certificated and Valid Insurance of Vehicle.
24. 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. Copy of Firm/Institute/Owner's PAN card and Aadhar Card (where ever applicable).
  9. Tender fee of Rs.500/- in form of DD in case tender papers are downloaded from the school website.
25. GST/TIN and bill no. should be printed in the bill. Hand written TIN and Bill no. Will not be accepted.
26. Signature of Authorized person with date in every page of tender form.
27. 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]**

निविदादाता/आपूर्तिकर्ता द्वारा अनुबंध या घोषणा पत्र

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

1. ....  
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2. ....  
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