

EKALAVYA MODEL RESIDENTIAL SCHOOL

AT- SIRIGUDA, PO- HALUA, DIST-RAYAGADA, ODISHA - 765002

No. 596/ Tender file-VI/ EMRS /2019

Date: 29.08.2019

QUOTATION CALL NOTICE

Sealed Quotations in prescribed form are invited from reputed suppliers/ firms having valid GST /VAT / PAN/ Registration Certificate for supply of Reading writing items for the boarders of EMRS, Siriguda, Rayagada.

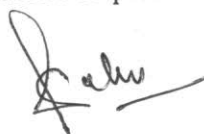
TERM AND CONDITIONS (T &Cs)

1. The rates quoted shall be inclusive of all taxes, loading & unloading, transportation at the school point.
2. The undersigned reserves the right to select mentioned brand.
3. The authority is not bound to accept the lowest tender and may reject any or all the tenders without assigning any reason thereof.
4. Quotation received beyond stipulated date & time and without the required documents shall be liable for rejection.
5. The supplier (s) has/have to bear the loss or damage, if any during transit of articles.
6. The general information and bid sheet /scheduled (Form IX) should be filled up legibly without any correction/over writing and must be a **computer typed**.
7. The Bid Security of unsuccessful bidders will be returned after issue of supply order to the successful bidder(s). The successful bidder will get the Bid Security returned after completion of full supply of the materials/articles and after completion of the agreement/contract period.
8. Supply order will be placed as per actual requirement and as to be decided by the undersigned.
9. The bidders are required to submit copy of self-attested valid GST certificate, PAN card, VAT clearance certificate & Bid Security money along with their quotation paper failing which their quotation is liable for rejection. They are also required to produce the original documents at the time of opening of quotation for verification.
10. The quotation paper fees is Rs.200/-. Quotationers are required to download the details of quotation papers and forms as available in District website www.rayagada.nic.in. The paper cost i.e. Rs.200/- in shape of Bank Draft/Bankers Cheque in favour of **ODISHA MODEL TRIBAL EDUCATION SOCIETY** issued from any Nationalized Bank and payable at SBI, Rayagada and to be attached with the quotation paper.
11. The quality of materials to be supplied will be same & equal as per samples approved by the committee.
12. Availability of quotation papers is from **30.08.2019 to 09.09.2019 till 5.00PM** in District website www.rayagada.nic.in
13. Period of receipt of quotation papers is from **31.08.2019 to 12.09.2019 till 5.00 pm**.
14. The quotation papers received after stipulated date and time will not be entertained.



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15. Date and time of opening of quotation papers is **14.09.2019 at 03.00PM.** in ITDA, Rayagada. If this day is declared later as a Govt. Holiday, the quotation will be opened in the next working day as per the schedule time.
16. The quotation papers duly filled in and accompanying the quotation paper cost, EMD, and all other relevant documents must be send by registered post / Speed post in sealed cover addressed to the Principal, Ekalavya Model Residential School, At: Siriguda, Po: Halua, Dist :Rayagada, Pin No765002. Any other means of delivery is disallowed .The undersigned will not be held responsible for any postal delay or missing. The sealed cover containing the quotation papers should be super scribed as "Quotation paper for supplying of Reading writing items to EMRS, Siriguda, Rayagada".
17. The suppliers / firms having experience of supply of the tendered materials/ articles to any Govt. office /agency or school are only allowed to participate in this quotation. Supporting document to this effect shall be submitted by the bidder with quotation papers.
18. The undersigned reserves the right to reject or cancel any or all tenders without assigning any reason thereof.
19. The undersigned is not bound to accept the lowest tender and reserve the right to accept the tender in whole or part i.e with respect to all the articles mentioned in the attached statement or in respect of any one or more than one articles specified in the attached statement as he/she may decide.
20. If the firms /suppliers fails to supply the articles within the time stipulated in the supply order issued by the undersigned, the undersigned has the right to purchase the articles from any other firm/supplier and the higher differential cost shall be deducted from the earnest money / security deposited of the firm .
21. The Brand /Make other than the specification given in the tender schedule will not be accepted.
22. In the event of acceptance of the quotation and placing of the order for purchase , the articles so supplied by the firm are subject to verification by the undersigned or his representative and can be rejected /returned, if the articles so supplied are not as per approved samples or do not confirm to the specifications/ brand prescribed/approved .
23. The quotationer may present in person or through his authorized representative during opening of the quotation papers.
24. Tenders who do not comply with the terms and conditions are liable to be rejected.
25. The quotationers are required to produce the samples at the time of opening of quotation papers. Packet items and pieces should be produced one in number invariably printed label of the firm.
26. Payment will be made only after verification of the 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 to the supplier.
27. Quality should be invariably maintained throughout the year /period of agreement as per the sample and specification .Material cannot be accepted if the item is found substandard or differ from the sample and specification. Articles may be sent for the laboratory testing if required; the articles must be fresh and good in quality.
28. The rate should be quoted in terms of Packet or pieces as the case may be.



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29. It is not compulsory on the part of the undersigned to purchase the items for which the tender is being called and supply order will be placed as per requirement.
30. No interest will be paid by the undersigned for the security deposit / EMD money kept in this School.
31. Payment will be made in shape of A/C payee cheque only.
32. Only one rate should be quoted for each item. Quoting more than one rate for any particular item shall be rejected.
33. The quotationer should submit the recent photograph of his/her shop with their sign board. They will also write the detail postal present address, e-mail ID & Mobile No of their shop in the tender paper.
34. In case of any document submitted by the quotationers in support of their claim are found to be false or forged, the tender is liable for cancellation and EMD deposited by the quotationer will be forfeited .
35. The amount of EMD so deposited by the bidder shall be retained by the school till the completion of the agreement /contract period.
36. The undersigned is not bound to purchase all items as mentioned. The supply order will be placed to the firm according to the requirement of the school.
37. **The articles should be supplied to the school store and the copy of invoice signed by the receiver to be submitted in the office of EMRS.**
38. Details of item-wise earnest money to be submitted along with Quotation Paper are as follows:


Sl. No	Name of items	Amount of Earnest Money(in Rs)
1	Reading writing items	3000/-

39. Documents to be attached with quotation paper

- I. Quotation paper cost of Rs.200/- in shape of Bank Draft/Bankers Cheque in favour of **ODISSA MODEL TRIBAL EDUCATION SOCIETY** issued from any Nationalized Bank and payable at SBI, Rayagada.
- II. EMD as mentioned at Sl no 38.
- III. Copy of self attested valid GST Certificate.
- IV. Copy of self attested PAN card.
- V. Copy of self attested VAT clearance certificate.
- VI. **Copy of self attested certificate in support of supplying the materials as in the quotation to any Govt. office /Agency/School.**
- VII. Undertaking duly fill in and signed by the bidder in the prescribed form as attached to this notice as form IV.

The quotationers are required to produced the above original documents at the time of opening of quotation for verification.

Place: Siriguda, Rayagada


 29.08.19
 Principal
 EMRS, Siriguda, Rayagada



Undertaking by the Bidder

I/We/M/s _____ have carefully gone through the terms and conditions (Sl.no 1 to 39) of the present quotation call notice of EMRS,Siriguda,Rayagada published vide No _____ date _____ and agreed to accept the same and quoted the price on my own and signed the bid sheet/schedule.

Date:

Place:

Full Signature of the Bidder /Supplier

Name of the Firm : _____

Address of the Firm : _____

E-mail ID : _____

Telephone No(Land line): _____

Mobile Number : _____



**Price bidding for supply of Reading and writing items for the financial year -2019-20
to EMRS, Siriguda, Rayagada**

1. Name & address of the supplier /Firm: _____
2. Earnest Money deposited Rs _____ Bank draft No _____ Dt _____

Particulars of the items and rate quoted

Sl .No	Name of the articles	Specifications	Unit	Brand	
				Classmate	Navneet
1	Long Exercise Note Book (Rolling)	Good quality M.B Paper 54 GSM , Thick Cover page , Separate Index page and back page time table format	92 Pages -per pcs Size : 31.4 x 19.4Cm		
			120 Pages -per pcs Size : 31.4 x 19.4Cm		
			140 Pages -per pcs Size:29.7x21Cm		
2	Long Exercise Note Book (White Plain)	Good quality M.B Paper 54 GSM, Thick Cover page , Separate Index page and back page time table format	92 Pages -per pcs Size : 31.4 x 19.4Cm		
			120 Pages -per pcs Size : 31.4 x 19.4Cm		
			140 Pages -per pcs Size:29.7x21Cm		
3	Register	Good quality	288 Pages (30x18cm)	Boss	Navneet
			192 pages (30x18cm)		
			144 Pages (30 x18cm)		
			96 Pages (30 x18cm)		
4	Graph Book	Good quality	Per Pc	Classmate	Oxford
5	Science Practical Record for Physics, Chemistry, Botany ,Zoology, IT	Good quality	(116 pages)		
6	Lesson plan note book	Good quality	Per pc	Lion	Sisha
7	Pencil	Good quality	HB-10 PC Per Pkt	Natraj	Apsara
8	Eraser	Good quality Non-dust	(20pc Packet) Per Pkt		
9	Geometry Box	Good quality	Per Pc		
10	Photo copy paper	Good quality	A3 Size Paper 75GSM , 500Sheet Per PKT	JK Brand	Image
			A4 Size Paper 75GSM , 500Sheet Per PKT		
			F S Size Paper 75GSM , 500Sheet Per PKT		

(Cotd.)

Rahul

11	Pen (Use and Through) (Blue)	Good quality	05PC Per Pkt	Elkos	Cello
12	Pencil Cutter	Good quality	Per10 pc	Apsara	Natraj
13	Stapler Pin (Big size)	Good quality	Per 10Pc Pkt	Camel	Kangaro
14	Stapler Pin (Small Size)	Good quality	Per 10Pc pkt		
15	Envelopes	Good quality	Seze25.4x114CM with School Address Per 250PC		
	Envelopes ,	Good quality	Seze16.5x9.5CM with School Address Per 250PC		
	Envelopes	Good quality	A4 size Per 250PC		
16	Guard File (Past file)	Good quality	Per PC		
17	Box File	Good quality	Per PC		
18	Scissor	Good quality	Per PC		
19	Binding Clip	Good quality	Per 10PC		
20	School bag (The Bag printed with School name, Logo & Address:EMRS,Siriguda, Rayagada)	Good quality	Per PC		

Note: The Sample of the SL No 1 to 20 must be submitted with proper packet indicating the Firm Name on the date of opening tender.

Date: -

Signature and Name of the firm with
Address & seal
Phone No:

