



**OFFICE OF THE PRINCIPAL
EKALAVYA MODEL RESIDENTIAL SCHOOL**

Supported by ST & SC Development Department, Government of Odisha
AT-SIRIGUDA, PO: HALUA, VIA-SUGAR FACTORY, DT: RAYAGADA (ODISHA)-765002
E-mail - ekalavyamrs@rediffmail.com.ISO Certified. 9001:2008
Estd: 2000 (Under Ministry of Tribal Affairs ,Govt. of India)
School No-17094, Affiliation No -1520008

Letter No 674/Tender file-VIII /EMRS/2023

Dated: 13.11.2023

Tender Notice

Sealed Tenders are invited from the Registered and reputed firms/ dealers/ Wholesale suppliers for supplying (1) Uniform related accessories (2) Reading writing materials and school bag for the session 2023-24. For details refer to Rayagada District Website <http://www.rayagada.nic.in>

[Signature]
13.11.2023

Principal
EMRS,Siriguda, Rayagada
Rayagada

Memo no 675

Date 13.11.2023

Copy along with copy of details of above quotation call notice including the attachment are submitted to the DIO, NIC,Rayagada for favour of information and necessary action .He is requested to upload the above notice and other details are enclosed in the district website for wide circulation and information of all concerned.

[Signature]
13.11.2023

Principal
EMRS,Siriguda, Rayagada
Rayagada

Memo no 676(6)

Date 13.11.2023

Copy along with copy of detailed notice submitted to the District Welfare Officer, Rayagada /Block Development Officer ,Rayagada /Sub- Collector ,Rayagada /Project Administrator,ITDA,Rayagada /Collector-cum-Chairperson, EMRS ,Siriguda, Rayagada for favour of information and necessary action .They are requested to place the above notice in their office notice board for wide circulation .

[Signature]
13.11.2023

Principal
EMRS,Siriguda, Rayagada
Rayagada

EKALAVYA MODEL RESIDENTIAL SCHOOL, SIRIGUDA, RAYAGADA

TERMS AND CONDITIONS OF THE TENDER NOTICE FOR SUPPLY

OF.....

Tender No 672 /Tender file VIII /EMRS/2023

Dated: 13.11.2023

1. Sealed tender for the supply of the articles /materials down in the attached statement are invited by the undersigned on behalf of EMRS, Siriguda, Rayagada up to 05.00pm Dated 25.11.2023. The tender should be sent under sealed cover marked as " TENDER FOR THE SUPPLY OF _____". The tenders will be opened in the Office of the Principal, EMRS, Siriguda, Rayagada on dated 28.11.2023 at 10.00am
2. The supplier /tenderer shall be deemed to have carefully examined the terms and conditions, specifications, etc of the _____ item to be supplied.
3. In case **of items supplied other** than the approved brand, specifications, make or size, the same shall have to be replaced immediately by the supplier without extra cost. In case of any article supplied is not being approved, then expenses or loss caused to EMRS as a result of rejection or replacement of supplies, shall be entirely to the account of the supplier.
4. Only one rate should be quoted for each item, more than one rate for each item shall be rejected.
5. The tenderers should quote the price in amount not in percentage (%). There should not be any over writing, corrections in the quotation. If a figure is to be amended, it should be neatly scored out and then revised figure should be written above and the same should be attested with full signature and date. In the absence of the attested signature the form is liable to be rejected.
6. Principal of EMRS or his authorized representative shall have at all reasonable time access to the supplier's premises and shall have the power and at reasonable time to inspect and examine the materials and workmanship of all the material as the case may be.
7. The supplier shall be responsible for the proper standard packing so as to avoid damage under normal conditions of transport by road and shall ensure delivery of the materials in good condition to the consignee. In the event of any loss, damage, torn/cut or any shortage found on checking/inspection of the materials by the consignee, the same shall be made good by the supplier. Any expenses incurred/loss suffered by EMRS on this supply shall be debited from the supplier's A/c.
8. The rate quoted by the tenderer includes all Central, State and Local Taxes & Duties and other charges and is on F.O.R. destination basis.
9. The rate quoted by the contractor shall hold good till the approval of next tender.
10. The supplier /tenderer shall furnish valid Demand Draft of State Bank of India (of same period) as per Item & amount mentioned in Tender Notice in favour of **ODISSA MODEL TRIBAL EDUCATION SOCIETY** payable at SBI Rayagada towards EMD along with Technical Bid. (As per annexure attached). The EMD of the unsuccessful bidder will be released after completion of tender process.
11. If the Supplier will not supply the material within the stipulated time & as per tender specifications, the Security Deposit Money (SD) will be forfeited and the tenderer may be black listed for future transactions with EMRS Siriguda.

12. The supplies should be made strictly within the stipulated time period. If supplier fails to supply the items within the prescribed time period the tender will be cancelled without any reminder.
13. In the event of acceptance of the quotation and placing of the order for purchase , the articles ordered for would be subjected to an inspection by the undersigned or his representative and are liable to be rejected if the articles supplied are not according to approved samples or do not confirm to the specifications/ brand prescribed .
14. **PAYMENT** : 100% payment will be made within 15 days after completion of process as per supply order. Partial payment is highly restricted.
15. The supplier shall ensure that intimation of despatch about the stock is sent to the concerned consignee well in advance, so that the consignee is in a position to make necessary arrangement for taking delivery of the stock at EMRS. **Supplies at odd hours are avoided at all cost (after 2pm).**
16. To ensure transparency and timely payment, all supplies to the EMRS should be invariably accompanied by cash bill. No supplies without cash bill will be accepted under any cost. The EMRS reserves the right to refuse items not accompanied by cash bill.
17. All legal proceedings, if necessity arises to initiate by any of the parties EMRS, Siriguda shall have to be lodged in Courts situated in jurisdiction of Rayagada .
18. EMRS Siriguda shall have the right to accept or reject all tenders without assigning any reason thereof.
19. The EMRS reserves the right to increase or decrease or cancel quantity mentioned in the tender notice or supply order at any time without assigning any reason thereof at the risk and cost of the supplier/tenderer.
20. Tenderer should produce the sample in transparent polythene packet before the PAC positively, failing which rates cannot be taken in to consideration.
21. A tenderer has to quote all the rates. No box should be left blank. If any price of item is left blank, the form automatically gets rejected.
22. The price quoted in the form by the concerned party will be added and the lowest in total will be considered as L1.
23. The finalized vender for supplying uniform items will collect the colour copy send by NEST regarding details of uniform items from the office of the principal.
24. The EMD Money deposited by the vendors vide advertisement no 598 dated 27.09.2023 shall be refunded by the institution after receiving the refund application by the concerned vender and fresh EMD Money will be deposited according to the guide line prescribed if he is interested to apply for fresh tender .

Signature of Tenderer with seal

For the interpretation of the tender conditions, the decision of the EMRS will be final. The above terms and conditions from 1 to 24 are acceptable to me.

Cont...

Witness (Signature, Name & Address)

1. Signature.....

Name:.....

Phone No. :

MobileNo.:.....

Address:.....

.....

2.

Signature.....

Name:.....

Phone No. :

Mobile No.:.....

Address:.....

.....

DETAILS OF ITEM-WISE EARNEST MONEY

Sl. No	Name of items	Amount of Earnest Money
1	Uniform related accessories	Rs.20,000.00
2	Reading writing items with School Bag	Rs.8000.00

EKALAVYA MODEL RESIDENTIAL SCHOOL, SIRIGUDA, DIST. RAYAGADA

Technical BID (Page-I)
(To be submitted in separate cover)

Sub: Technical bid for supply of _____ as per list enclosed in Part-I-Annexure-I.

PARA - 'A' (To be filled by the Tenderer)

1. Tender Notification Number:
3. Issued to : M/s
4. Date of Issue:
5. Date of opening of tender.
6. Tender fee **Rs. 300/-** (Receipt No. /Demand Draft No. dated /.... /2023)

PARA-'B' (To be filled by the Tenderer)

I/We hereby submit Technical bid for supply of _____ as per terms, conditions and specifications as applicable w.r.t Tender Notice No. _____ Dtd. _____ of EMRS, SIRIGUDA, Dist: RAYAGADA which are acceptable to me/us.

1.	Earnest Money Deposit (EMD)	(a) Bank (b) Draft No. dated (c) Amount Rs.....
2.	Income Tax Registration details	Income Tax PAN No..... Copy encl: Yes/No
3.	GST Clearance Certificate from the competent Authority up to 31.03.2023.	(a) GST No. (b) Issuing authority: (c) Period of Validity:
4.	GST Registration Certificate	Number and date of certificate (a) Certificate No. Dt. (b) Designation of certificate issuing officer: (c) Attested copy of the certificate Annexed: Yes/No
5.	Submitting of Product Prospectus/ Brochures Samples of ___ as per list & specifications. (where applicable).	Yes / No
6.	Copy of ISO : 9001:2000 Certificate (IF APPLICABLE)	Number and date of certificate (a) Certificate No..... Dt. (b) Name of the issuing authority : (c) Valid upto..... (d) Attested copy of the certificate Annexed : Yes/No
7.	Colour photo of the shop.	

SIGNATURE OF THE TENDERER WITH SEAL

UNDERTAKING

- i. I/We undertake to abide by the terms & conditions of tender notice along with Annexures.
- ii. I/We undertake to make the entire supply as per delivery schedule of tender notice.
- iii. The proposed rates are valid up to next tender of EMRS, Siriguda, Rayagada.
- iv. I/we am/are not black listed or otherwise debarred from tendering/supplying from any State or Central Govt. Department/Agency/undertaking.

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Signature of the Tenderer

Name:

Postal Address:

.....

Phone No. : Mobile No.:

Mail Id

EKALAVYA MODEL RESIDENTIAL SCHOOL, SIRIGUDA, RAYAGADA

Financial Bid (Page 1)

(To be submitted in separate Cover)

TENDERFORM (PART-1)

Subject: - Financial Bid for supply of "Uniform related accessories" as per list enclosed (Part-I-Annexure-I).

1. Tender Notification Number & Date:
2. Issued to : M/s.....
.....
.....
.....
3. Date of Issue/ Download:
4. Date of opening of tender:.....
5. Tender fee Rs.300/- (Receipt No. /DD.No. dated/...../.....)

Signature of the Tenderer

Name:.....

Postal Address:.....
.....
.....

Phone No. : Mobile No.:.....

(seal)

Uniform related accessories

(to be filled by Tenderer)

I/We submit this financial bid for supply of Uniform related accessories Materials as per the terms and conditions of tender call notice No. _____ Dtd. _____ of EMRS, Siriguda, Rayagada which are acceptable to me/us.

SL. No	Uniform	Category Boys/Girls	Quantity	Rate quoted per pc	NEST Logo to be printed in the uniform as per guideline
1	Blazer with embroidered monogram on the chest Pocket (Dark green)	Boys/Girls	01no		
2	Full sleeve Sweater with monogram patch on the right chest. (Dark green)	Boys/Girls	01no		
3	Track Suit with monogram on the right chest with two side pockets on the top and two vertical waist pockets on the trouser.(Medium brown and Maroon mix)	Boys/Girls	01no		
4	House T-Shirt (Sports) in four different color for identification of respective house ,(Teal green , Mustard , Lime green and Purple)with logo printed on the chest	Boys/Girls	01no		
5	Sports lower with two stripes on the side seam in contrast colour	Boys/Girls	01no		
6	Neck Tie , EMRS logo should be woven on the tie (Coffee Brown)	Boys/Girls	01no		
7	Socks (Medium Brown)	Boys/Girls	02pair		
8	Belt with monogram buckle printed in a single colour. (Dark green)	Boys/Girls	01no		

9	School Shoes (Black)	Boys/Girls	01pair		
10	Sports Shoe (White)	Boys/Girls	01pair		

I/We undertake to abide by the terms & conditions of tender notice. We further hereby undertake to produce the samples wherever applicable for verification by the committee.

Name:

Postal Address:

.....

Phone No. :

Reading & Writing Materials

(to be filled by Tenderer)

I/We submit this financial bid for supply of Reading & Writing Materials as per the terms and conditions of tender call notice No. _____ Dtd. _____ of EMRS, Siriguda, Rayagada which are acceptable to me/us.

SL. No	Name of the articles	Specifications		Unit	Rate Quoted per unit (Rs) (Other brand)
1	Long Exercise Note Book (Rolling)	Good quality, Thick Cover page, Separate Index page and back page time table format	92 Pages -per pcs Size : 31.4 x 19.4Cm	Per Pc.	
			120 Pages -per pcs Size : 31.4 x 19.4Cm	Per Pc.	
			140 Pages -per pcs Size:29.7x21Cm	Per Pc.	
2	Long Exercise Note Book (White Plain)	Good quality, Thick Cover page, Separate Index page and back page time table format	92 Pages -per pcs Size : 31.4 x 19.4Cm	Per Pc.	
			120 Pages -per pcs Size : 31.4 x 19.4Cm	Per Pc.	
			140 Pages -per pcs Size:29.7x21Cm	Per Pc.	
3	Register	Good quality	288 Pages (30x18cm)	Per Pc.	
			192 pages (30x18cm)	Per Pc.	
			144 Pages (30 x18cm)	Per Pc.	
			96 Pages (30 x18cm)	Per Pc.	
4	Graph Book	Good quality	Per Pc	Per Pc.	
5	Lesson plan note book	Good quality	Per pc	Per Pc.	
6	Lesson Dairy note book	Good quality	Per pc	Per Pc.	
7	Pencil	Good quality	HB-10 PC Per Pkt	Per Pkt.	
8	Eraser	Good quality Non-dust	(20pc Packet) Per Pkt	Per Pkt.	
9	Geometry Box	Good quality	Per Pc	Per Pc.	
10	Dust and sand free Chalk -	Good quality	100 stick pkt.	Per Pkt.	

11	Duster	Good quality	01pkt(10nos)	Per Pkt.	
12	Photo copy paper	Good quality	A3 Size Paper 75GSM , 500Sheet Per PKT	Per Pkt.	
			A4 Size Paper 75GSM , 500Sheet Per PKT	Per Pkt.	
			F S Size Paper 75GSM , 500Sheet Per PKT	Per Pkt.	
13	Ball point pen (Blue / Black/Red)	Good quality	(Mrp Rs-05) Per pc	Per Pc.	
14	Pen (Use and throw) (Blue/ Black/Red)	Good quality	05PC Per Pkt	Per Pkt.	
15	Pencil Cutter	Good quality	Per10 pc	Per Pc.	
16	Envelopes	Good quality	Size25.4x114CM with School Address 250Pc. Pkt.	Per Pkt.	
	Envelopes	Good quality	Size16.5x9.5CM with School Address 250Pc. Pkt.	Per Pkt.	
	Envelopes	Good quality	A4 size 250Pc. Pkt.	Per Pkt.	
17	School bag	Good quality	Per PC	Per Pc.	
	TOTAL (In Figures)				
	TOTAL (In Words)				

I/We undertake to abide by the terms & conditions of tender notice. We further hereby undertake to produce the samples wherever applicable for verification by the committee.

Name:.....

Postal Address:.....

.....
Phone No. : Mobile No.:.....