



**OFFICE OF THE PRINCIPAL**  
**EKLAVYA MODEL RESIDENTIAL SCHOOL, CHANDRAPUR**  
(Under Ministry of Tribal Affairs, Govt of India) Managed by Odisha Model Tribal Education  
Society, ST & SC Dev. Deptt, Government of Odisha)  
At/Po-Naniriguda Bissamcuttack, Dist: Rayagada  
Affiliation No.: 1520447    E-Mail ID : emrschandrapur@gmail.com    School No:17560

Letter No-130 /2026

Date.12.4.2026

**SHORT TENDER CALL NOTICE**

Sealed tenders are hereby invited from eligible manufacturers and reputed/registered firms/ Travel agencies/ Individuals/ Registered Vehicle Owners / Transport Firms for the supply of various items as detailed in the tender schedule. Tender documents along with relevant particulars may be obtained from the office of the undersigned or downloaded from the District Website: <https://rayagada.odisha.gov.in> during the period from **14.04.2026 to 20.04.2026** on payment of a non-refundable fee of Rs. 200/- (Rupees Two Hundred only) either in cash or through Bank Draft drawn in favour of **PRINCIPAL EMRS CHANDRAPUR AND WEO** and payable at **UNION Bank, Muniguda, Rayagada**. It is to be noted that the Bank Draft (from any Nationalized Bank) towards the cost of tender paper and the Earnest Money Deposit (EMD) must be prepared separately. The duly completed tender papers must be submitted on or before **20.04.2026** up to **5.00 PM**, either by Speed Post, Registered Post, or by hand delivery only to Principal, EMRS Chandrapur, Rayagada, at Naniriguda, Bissamcuttack, Pin-765019. The tenders will be opened in the **Office of the Principal, EMRS Chandrapur, Rayagada**, on **21.04.2026** at 10.00 AM in the presence of the bidders or their authorised representatives who may wish to attend.

(By Order of District Collector and Magistrate, Rayagada)

  
Principal  
EMRS Chandrapur, Rayagada

Memo No. 131 /2026

Dated 12.04 /2026

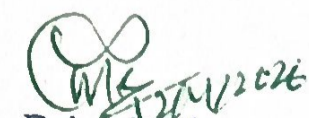
Copy forwarded to the DeGM, Rayagada for information with request to upload the tender documents in the district website i.e. rayagada.odisha.gov.in on or before 14.04.2026 for wide publicity. The tender details should be available on the website till 20.04.2026 up to 5.00 P.M

  
PRINCIPAL  
EMRS CHANDRAPUR

Memo No. 132 /2026

Dated 12.04 /2026

Copy submitted to Collector, Rayagada for Favor of kind information and necessary action.

  
Principal  
EMRS, CHANDRAPUR

**Memo No. 133 /2026**

**Dated 12.04 2026**

Copy submitted to the Secretary, OMTES & Director (ST), ST & SC Development Department, Odisha, Bhubaneswar for favor of kind information and necessary action.

*[Handwritten Signature]*  
12/4/26

**PRINCIPAL**  
**EMRS, CHANDRAPUR**

**Memo No. 134 /2026**

**Dated 12.04 /2026**

Copy submitted to DWO, Rayagada & P.A ITDA for kind information and necessary action.

*[Handwritten Signature]*  
12/4/26

**PRINCIPAL**  
**EMRS, CHANDRAPUR**



**OFFICE OF THE PRINCIPAL**  
**EKLAVYA MODEL RESIDENTIAL SCHOOL, CHANDRAPUR**  
(Under Ministry of Tribal Affairs, Govt of India) Managed by Odisha Model Tribal Education  
Society, ST & SC Dev. Deptt, Government of Odisha)  
At/Po-Naniriguda, Bissamcuttack, Dist: Rayagada  
Affiliation No.: 1520447    E-Mail ID : emrschandrapur@gmail.com    School No:17560

Letter No-135/2026


Date. 12. 4. 2026

**SHORT TENDER CALL NOTICE**

Sealed tenders are hereby invited from eligible manufacturers and reputed/registered firms/ Travel agencies/ Individuals/ Registered Vehicle Owners / Transport Firms for the supply of various items as detailed in the tender schedule. Tender documents along with relevant particulars may be obtained from the office of the undersigned or downloaded from the District Website: <https://rayagada.odisha.gov.in> during the period from **14.04.2026 to 20.04.2026** on payment of a non-refundable fee of **Rs. 200/- (Rupees Two Hundred only)** either in cash or through Bank Draft drawn in favour of **PRINCIPAL EMRS CHANDRAPUR AND WEO** and payable at **UNION Bank, Muniguda, Rayagada**. It is to be noted that the Bank Draft (from any Nationalized Bank) towards the cost of tender paper and the Earnest Money Deposit (EMD) must be prepared separately. The duly completed tender papers must be submitted on or before **20.04.2026** up to **5.00 PM**, either by Speed Post, Registered Post, or by hand delivery only to Principal, EMRS Chandrapur, Rayagada, at Naniriguda, Bissamcuttack, Pin-765019. The tenders will be opened in the office of the Principal, EMRS Chandrapur, Rayagada, on **21.04.2026** at **10.00 AM** in the presence of the bidders or their authorised representatives who may wish to attend.

(By Order of District Collector and Magistrate, Rayagada)

SL NO	UNITS/ITEMS	COST OF TENDER PAPER (NON-REFUNDABLE)	AMOUNT OF EARNEST MONEY (REFUNDABLE)
1	Uniform Items	200/-	5000/-
2	Office stationery	200/-	1000/-
3	Hostel amenities	200/-	2000/-
4	School and office furniture	200/-	1000/-
5	Office and student stationary	200/-	3000/-
6	Bedding Materials	200/-	5000/-
7	Vehicle	200/-	10000/-

  
Principal  
EMRS Chandrapur, Rayagada



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A/Po-Naniriguda, Bissamecuttack, Dist: Rayagada

Affiliation No.: 1520447

E-Mail ID : [emrschandrapur@gmail.com](mailto:emrschandrapur@gmail.com)

School No:17560

**TENDER FORM**  
**(NOT TRANSFERABLE)**

**Firm Name:**

**Contact No.**

**At.**

**PO.**

**P.S.**

**Dist.**

**State.**

**PIN Code.**

**GST No.**

**TAN No.**

**PAN No.**

Sub: Tender for the supply of .....

1. Sealed tender for the supply of the articles shown in the attached statement are invited by the undersigned on behalf of Eklavya Model Residential School, Chandrapur, Rayagada. Last date of issue of the tender form is up to **01.30 PM** on Dtd. **20.04.2026** and last date of submission of the tender papers up to **05:00 P.M.** on Dtd. **20.04.2026** by **Speed Post/ Regd. Post / by hand** only. The tender should be sent in a strong sealed envelope with marked as "**TENDER FOR THE SUPPLY OF .....**" on the top of the same. The tender will be opened in the **Office of the Principal, EMRS, Chandrapur, Rayagada** on **Dt. 21.04.2026 at 10.00 AM**. The bidders/ their representatives must remain present.
2. The selection of items will be based on the approval of Purchase Advisory Committee and the quality of the items may be taken into consideration.
3. The tender paper should be submitted according to the terms and conditions specified below in tender form.
4. Individual envelope containing tender papers for different category items should be submitted by the bidders.
5. **The Tender Box will be unsealed at 10.00 AM but the tender forms will be opened for the items from 10.30 AM to 01. PM and remaining tender forms will be opened after lunch hour i.e. 02.00 PM onwards. All the bidders should submit their samples before 10.30 AM**

Earnest Money Deposit (EMD) with tender paper as specified in SI No. 17. In form of Bank Draft in favour of PRINCIPAL EMRS CHANDRAPUR AND WEO, payable at UNION BANK, MUNIGUDA, Rayagada (Only Nationalised Bank) which will be refunded to unsuccessful bidder with due procedure. The earnest money deposit (EMD) will be forfeited in the event of failure to comply with contract. In the event of the tender being accepted, the earnest money shall be retained as a safeguard against any defect appearing in the articles supplied within the period of deposit. No interest is payable on EMD.

9. The quantity of articles indicated in the attached statement may be increased or decreased or nil at the discretion of the undersigned without assigning any reason.
10. The **hiking of price** of any article in the tender period mentioned here is strictly prohibited. No request regarding this matter is to be considered.
11. In the event of acceptance of the tender and placing of the order for purchase, the articles ordered for would be subjected to inspection by the undersigned/ Physical Verification Committee/Concerned Person and are liable to be rejected the article supplied, if not according to approved samples or do not confirm to the specifications prescribed.
12. In no case the payment will be made above **MAXIMUM RETAIL PRICE (MRP)**.
13. If the bidder does not satisfy the terms and condition and supply goods & services in time the tender may be cancelled and EMD will be forfeited and given to the next bidder for smooth functioning of the institution. The undersigned has right to reject this tender at any time without any prior notice which can't be challenged under any court of law.
14. No advance money will be paid to any bidder. Measurement of students and distribution of uniform must be done in the presence of the bidders/ their representatives with concerned school staff. But, the measurement of girls will be taken by providing a lady tailor. Bidders must supply the dress materials and other uniform items as per the actual measurement and size taken by him.
15. The quoted by the Contractor shall hold goods from **01.05.2026 to 30.04.2027**. for the branded items, if there would be some free gift schemes, marked on the packing, the same would liable to be supplied with the articles on free of cost also and also mention in the bill.
16. No Interest will be paid by the undersigned for the EMD kept in this school.
17. Details of EMD for various items are shown below: -

SL NO	UNITS/ITEMS	COST OF TENDER PAPER (NON-REFUNDABLE)	AMOUNT OF EARNEST MONEY (REFUNDABLE)
1	Uniform Items	200/-	5000/-
2	Office stationery	200/-	1000/-
3	Hostel amenities	200/-	2000/-
4	School and office furniture	200/-	1000/-
5	Office and student stationary	200/-	3000/-
6	Bedding Materials	200/-	5000/-
7	Vehicle	200/-	10000/-

18. **Terms & Conditions for Vehicle Hiring is enclosed separately in tender form.**

19. The sealed tender should invariably contain the following:

**Check List**

***(Signed by the Authorized person on all pages with date and seal in all document enclosed except Demand Draft.)***

1. Original Money Receipt or Demand Draft towards purchase of Tender paper of Rs.200/- Demand Draft only in favour of of **PRINCIPAL EMRS CHANDRAPUR AND WEO, payable at UNION BANK, MUNIGUDA, Rayagada .**
2. Earnest Money Deposit (EMD) in shape of BD Pledged as per instruction (Sl. No.08).
3. Tender Paper in original with signature on each page.
4. Copy of the GST No. and PAN No. etc. Current tax clearance paper certificates of concerned firm
5. GST and other Tax clearance certificate/ Deposit Receipt up to 31.03.2026 from the competent authority.
6. Xerox copy of PAN card
7. Bank Account details (Annexure-1) – Please, enclose Bank pass book front page!
8. In case of Dealer, Dealer certificate to be attached.

**Checklist for Bidders**

1. **Tender Paper Cost**
  - o Demand Draft towards tender paper cost (non-refundable), enclosed in a separate envelope.
2. **Earnest Money Deposit (EMD)**
  - o Demand Draft for EMD from a nationalised bank, enclosed separately.
  - o Proof of payment/receipt if applicable.
3. **Legal & Registration Documents**
  - o Copy of GSTIN registration certificate.
  - o Copy of PAN card.
  - o VAT/Trade License/Company Registration Certificate.
  - o Authorised dealer/rate contractor certificate (if applicable).
4. **Bidder's Credentials**
  - o Proof of past supply orders or experience certificates (if required).
  - o Declaration of not being blacklisted/debarred by any government authority.
5. **Tender Form Compliance**
  - o Properly filled tender form without overwriting or unauthorised corrections.
  - o Corrections, if any, must be attested with full signature and date.
6. **Samples**
  - o Samples of items quoted, submitted before the tender opening time.
  - o Samples must match the prescribed specifications.
7. **Rates & Pricing**
  - o Quotation of rates per item, inclusive of all taxes and transportation charges.
  - o Rates must be valid for the tender period as specified.
8. **Envelope Marking**
  - o Tender envelope must be sealed and clearly marked with "Tender for Supply of \_\_\_\_\_" on the top.
  - o Separate envelopes for different categories of items.
9. **Other Declarations**
  - o Undertaking to supply items within the stipulated period.
  - o Confirmation that no advance payment is sought.
  - o Acceptance of all terms and conditions of the tender.

**Declaration:**

I have read, confirmed and agreed with all the above stated terms and conditions given by the school and submitted the above stated documents which are correct and authentic to the best of my knowledge and belief.

**Seal & Sign of the Party**

**Enclosed the page of bank pass book where Account details are mentioned.**

01. Name of the Account Holder-

02. Address Details of the Account Holder-

03. Account Number-

04. Type of Account- Savings Bank Account/ Current Account/ Cash Credit

04. Bank Name-

05. Branch Name-

06. IFSC Code-

07. PAN Number-

08. Mobile Number-

**Date-**

**Seal & Sign. Of the bidder**