

# EKALAVYA MODEL RESIDENTIAL SCHOOL, SIRIGUDA, RAYAGADA

TERMS AND CONDITIONS OF THE TENDER NOTICE FOR SUPPLY

OF .....

Tender No 73 /Tender file III /EMRS/2026

Dated: 25/06/2026

1. Sealed tenders for the supply of the articles/materials listed in the attached statement are invited by the undersigned on behalf of EMRS, Siriguda, Rayagada, up to 4:00 PM on 07.07.2026. The tender should be submitted in a sealed cover, clearly superscribed as "TENDER FOR THE SUPPLY OF \_\_\_\_\_".
2. The application form of tender containing General Bid & technical bid information for supplying **Snacks & Dairy products, Reading & Writing materials, Uniform and related accessories & Sports Items** for students can download from the district website i.e [rayagada.odisha.gov.in](http://rayagada.odisha.gov.in). In case the application form is downloaded from the District website, the application shall furnish a Demand Draft for an amount of Rs. 500/- (Rupees Five Hundred Only) towards the cost of application in favour of **Orissa Model Tribal Education Society** tender paper cost. Paper cost is compulsory for every item.
3. The form completed in all respect should reach the undersigned on or before **07.07.2026 by 4:00PM** through Regd. Post/ Speed Post/ Carrier Service and shall be opened on **09.07.2026** in presence of the bidders or their authorized representatives in office chamber of the Principal, EMRS Siriguda Rayagada. **No form will be accepted by hand.** Bidders or their representatives must remain present during the opening of the tender; otherwise, their bids will be automatically cancelled by the committee.
4. In case items are supplied other than the approved brand, specifications, makes, or size, the same shall be replaced immediately by the supplier at no extra cost. If any article supplied is not approved, the expenses or losses incurred by EMRS due to rejection or replacement shall be borne entirely by the supplier.
5. Only one rate should be quoted for each item. Quoting more than one rate for any item shall lead to rejection.
6. The tenderer must quote the price in absolute figures and not in percentage (%). There should be no overwriting or corrections in the quotation. If any figure needs to be amended, it should be neatly struck out. the revised figure written above and duly attested with full signature and date. In the absence of an attested signature, the form is liable to be rejected.
7. The Principal of EMRS or his authorized representative shall have access to the supplier's premises at all reasonable times and shall have the right to inspect and examine the materials and workmanship of the goods supplied.
8. The supplier shall be responsible for proper standard packing to prevent damage under normal conditions of road transport and shall ensure delivery of materials in good condition to the consignee. In case of any loss, damage, tearing, cutting, or shortage found upon inspection by the consignee, the same shall be rectified or replaced by the supplier at their own cost. Any loss or expense incurred by EMRS shall be debited to the supplier's account.
9. 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.



10. **"Eligibility of GST Registered Bidders"**:-Bidders must be registered under the Goods and Services Tax Act, 2017 as regular taxable persons. The bidder shall submit a copy of their valid GST Registration Certificate (regular registration) and must have been filing GSTR-3B and GSTR-1 returns regularly. The tendering authority reserves the right to verify the compliance status of the bidder through the GST portal. Composition dealers or those under exemption thresholds are not eligible to participate unless specifically allowed under the tender conditions. The bidder shall ensure that the applicable GST on goods/services to be supplied under the contract is clearly indicated. The authority shall not be responsible for any input tax credit issues arising out of incorrect declaration or non-compliance by the bidder."
11. The rate quoted by the contractor shall remain valid until the approval of the next tender.
12. The supplier/tenderer shall furnish a valid Demand Draft from the State Bank of India (within the same period) as per the item and amount mentioned in the Tender Notice, drawn in favour of *Odisha Model Tribal Education Society*, payable at SBI Rayagada, towards the EMD along with the Technical Bid (as per annexure attached). The EMD of unsuccessful bidders will be refunded after the completion of the tender process.
13. If the supplier fails to deliver the materials within the stipulated time and as per tender specifications, the Security Deposit (SD) will be forfeited and the tenderer may be blacklisted from future dealings with EMRS Siriguda. The supplies should be made strictly within the stipulated time period.
14. Supplies must be made strictly within the stipulated time period. Failure to do so will result in cancellation of the tender without any further reminder.
15. Upon acceptance of the quotation and placement of the purchase order, the articles supplied will be subject to inspection by the undersigned or their representative. Items may be rejected if they do not confirm to the approved samples or prescribed specifications/brands.
16. **PAYMENT:** 100% payment will be made within 1 month after completion of the supply process as per the supply order. **Partial payment is strictly prohibited.**
17. The supplier must inform the consignee well in advance about the dispatch of stock, so that necessary arrangements can be made for receiving the materials at EMRS. Deliveries should not be made after 2:00 PM under any circumstances.
18. To ensure transparency and timely payment, **all supplies to EMRS must be accompanied by a cash bill.** Supplies without a cash bill will not be accepted under any circumstances. EMRS reserves the right to reject items not accompanied by a proper cash bill.
19. All legal proceedings, if initiated by any of the parties, shall fall under the jurisdiction of the courts situated in Rayagada.
20. EMRS Siriguda reserves the right to accept or reject any or all tenders without assigning any reason EMRS reserves the right to increase, decrease, or cancel the quantity mentioned in the tender notice or supply order at any time, without assigning any reason, at the risk and cost of the supplier/tenderer.
21. The tenderer must produce samples in transparent polythene packets before the PASC. Failure to do so will result in non-consideration of the quoted rates.
22. The tenderer must quote the rates for **all items**. No box should be left blank. Leaving any item unquoted will result in automatic rejection of the tender form.



23. The total price quoted by the tenderer shall be summed up, and the bidder with the lowest total price (L1) shall be considered for finalization. However, item-wise L1 rates may be considered, wherever permissible and appropriate to the situation.
24. 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.
25. The Technical Bid and Financial Bid must be submitted in separate sealed envelopes and enclosed together in one outer sealed envelope.
26. In the event that the Committee decides to award the contract to the L2 bidder instead of the L1 bidder due to any valid reason or exceptional circumstance, the L2 bidder shall be required to supply the items at the rates quoted by the L1 bidder.

**Signature of Tenderer with seal**

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For the interpretation of the tender conditions, the decision of the EMRS will be final. The above terms and conditions from 1 to 26 are acceptable to me.

**Witness (Signature, Name & Address)**

1. Signature.....  
 Name:.....  
 Phone No. : .....  
 MobileNo.:.....  
 Address:.....  
 .....

2. Signature.....  
 .....Name:.....  
 .....  
 Phone No. : .....  
 Mobile No.:.....  
 Address:.....  
 .....

*Receve* →



**DETAILS OF ITEM-WISE EARNEST**

**M**  
**Q**

<b>Sl. No</b>	<b>Name of items</b>	<b>Amount of Earnest Money</b>
<b>1</b>	Snacks & Dairy products and fruits	Rs.11375.00
<b>2</b>	Reading & Writing Materials	Rs.6000.00
<b>3</b>	Uniform and related accessories	Rs 50000.00
<b>4</b>	Sports accessories	Rs 30000.00

**N**  
**E**  
**Y**

*[Handwritten signature]*



# EKALAVYA MODEL RESIDENTIAL SCHOOL, SIRIGUDA, DIST. RAYAGADA

Technical BID (Page-1)  
(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. 500/-** (Receipt No. /Demand Draft No. .... dated .... /.... /2026)

## 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 31.03.2026.	(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: <b>Yes/No</b>
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 copy)

TENDER FORM (PART-I)

*Subject:* - Financial Bid for supply of "Snacks and Dairy product" as per list enclosed

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.500/- (Receipt No. /DD.No. .... dated .... / .... / .....)

Signature of the Tenderer

Name: .....

Postal Address: .....

.....  
.....

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

(seal)



**Snacks and Dairy product**

(To be filled by Tenderer)

I/We submit this financial bid for supply of snacks and daily product 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 Item	Unit	Rate quoted (Rs) with tax per unit+ transport
1	Paneer (Omfed/Vishaka )	Per Kg	
2	Paneer (Local ) Loose	Per Kg	
3	Milk (Omfed/Vishaka )	Per litre	
4	Curd(Omfed/Vishaka )	Per litre	
5	Mushroom(Button)	Per Kg	
6	Sweet (Rasogola Big size100 gm )	Per pc	
7	Sweet (Gulab jamun Big Size100 gm)	Per pc	
8	Dry Sweet (Big Size100 gm)	Per pc	
9	Samosa (Big Size100 gm)	Per pc	
10	Cream Bun(Big size )	Per pc	
11	Plain Bun (MRP-05/-)	Per pc	
12	Bread (MRP-10/-)	Local Brand	
13	Ripe Banana (Big size) Good quality	Per Dozen	
14	Apple (Small Size)Good quality	Per Kg	
15	Orange (Small Size)Good quality	Per Kg	
16	Grapes (Good quality)	Per Kg	
17	Snacks Pkt MRP-10/- (potato/kurkure/peanut)	Per pkt	
18	Snacks Pkt MRP-05/- (potato/kurkure/peanut)	Per pkt	
19	Mixture	Per Kg	
20	Mudhi	Per Kg	
	TOTAL (In Figure)		
	TOTAL (in words)		

**Note:** The PASC Committee reserves the right to select the Lowest Bidder (L1) based on the overall cumulative value of all items or on an item-wise basis, or on the basis of the quality and suitability of the products offered, as deemed appropriate by the Committee.

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.: .....

*(Handwritten signature)*

**EKALAVYA MODEL RESIDENTIAL SCHOOL, SIRIGUDA, RAYAGADA**

Financial Bid (Page 1)

(To be submitted in separate Cover)

TENDERFORM (PART-II)

*Subject:* - Financial Bid for supply of "Reading & Writing Materials" as per list enclosed (Part-II-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.500/- (Receipt No. /DD.No. .... dated .... /..... /.....)

Signature of the Tenderer

Name: .....

Postal Address: .....

.....  
.....

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

(seal)



**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	Model Price List as given by NEST (Per unit)	Rate Quoted per unit (Rs)
1	Notebook A4 size 160 pages	<ul style="list-style-type: none"> <li>customized Title cover</li> <li>Paper quality should not be lesser than 60GSM maplitho of JK Paper</li> </ul>	Per pc.	45.00	
2	Ink Pen	Good quality	Per pc.	5.00	
3	Pencil	Good quality	Per Pkt.	3.00	
4	Geometry Box	Good quality	Per Pc.	50.00	
5	Atlas	Good quality	Per pc.	100.00	
6	Map for practice	Good quality along with maximum number of pages will be considered	Per booklet	50.00	
7	Graph Book	Good quality	Per Pc.	30.00	
8	Eraser	Non-dust	Per Pkt.	2.00	
9	Drawing book (Plain)	Good quality	Per pc	50.00	
10	Water colour, colour pencil and crayons	Good quality	Per pkt	100.00	
11	Practical notebook	Good quality	Per pc	50.00	
12	Activity book for art & craft	Good quality	Per pc	50.00	
13	Scale	Good quality	Per pc	10.00	
14	Identity card	Good quality	Per pc	50.00	
15	School diary	Good quality	Per pc	70.00	
	TOTAL (In Figures)				
	TOTAL (In Words)				

**Note:** The PASC Committee reserves the right to select the Lowest Bidder (L1) based on the overall cumulative value of all items or on an item-wise basis, or on the basis of the quality and suitability of the products offered, as deemed appropriate by the Committee.

*[Handwritten Signature]*

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.:**.....



**TENDERFORM (PART-III)**

**Subject:** - Financial Bid for supply of "Uniform related accessories" as per list  
Enclosed (Part-III-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.500/- (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	DESCRIPTION OF ITEMS	MODEL PRICE LIST GIVEN BY NEST	RATE TO BE QUOTED BY PER UNIT
1	Full pant (Boys) (As per colour scheme) (02)	800	
2	Full sleeve shirt (Boys) (As per colour scheme) (02)	500	
3	Tie (01)	50	
4	Sweater full sleeve (01)	250	
5	Blazer (01)	600	
6	Track suit (House colour) (01)	500	
7	House T- Shirt (Sports) (House colour) (01)	200	
8	Sports Half pant (As per colour scheme) (01)	100	
9	Socks (As per colour scheme) (03)	120	
10	Belt with monogram buckle (01)	100	
11	School shoes (Black) (01)	300	
12	Sports Shoe (White) (01)	300	
13	Woollen cap (As per colour scheme) (01)	70	
14	Kurta (Girls) (As per colour scheme) (02)	500	
15	Salwar (girls)(As per colour scheme) (02)	400	
16	Waist coat/ Dupatta (Girls) (As per colour scheme) (02)	100	
17	House colour ribbon (Girls) (02)	40	

(NOTE: The rate quoted by NESTS for all the uniform items includes cloth and stitching charges).

The PASC Committee reserves the right to select the Lowest Bidder (L1) based on the overall cumulative value of all items or on an item-wise basis, or on the basis of the quality and suitability of the products offered, as deemed appropriate by the Committee.



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.:**.....



**TENDERFORM (PART-IV)**

**Subject:** - Financial Bid for supply of "Sports accessories" as per list  
Enclosed (Part-IV-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.500/- (Receipt No. /DD.No. .... dated .... / .... / .....)

Signature of the Tenderer

Name: .....

Postal Address: .....

.....  
.....

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

(seal)



**Sports 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	NAME OF THE ITEMS	BRAND NAME	NO OF ITEMS	RATE QUOTED PER UNIT/SET
1	Volleyball (Tap and Hit) (Size No 05)	NIVIA Spot Volley COSCO Super Volley	01 no	₹ ₹
2	Volleyball net	SUPREME COSCO Volley net Spike	01 no	₹ ₹
3	Football (Size No 05)	NIVIA SHASTRA COSCO MUNICH	01 no	₹ ₹
4	Football net Nylon black	COSCO NIVIA	01 set	₹ ₹
5	Handball (SIZE 03)	NIVIA Trainer Men COSCO Goal 32	01 no	₹ ₹
6	Handball net Nylon Black	COSCO SUPREME	01 set	₹ ₹
7	Basketball (Size 07)	NIVIA ENGRAVER PUMA UNISEX	01 no	₹ ₹
8	Basketball ring net 3 m (width) × 2 m (height)	FORZA KTR	01 set	₹ ₹
9	Cricket Tennis Bat	Kashmir Willow COSCO SCOOPER	01 no	₹ ₹
10	Cricket Tennis ball	NIVIA COSCO	01 dozen	₹ ₹
11	Badminton racket	YONEX GR 303 VICTOR AURA SPEED	01 no	₹ ₹
12	Badminton Shuttlecock (Plastic)	YONEX VICTOR NCS SERIES	01 pc	₹ ₹
13	Badminton Cork (Feather)	YONEX AERO SENSE 2 VICTOR MASTER ACE	01 dozen	₹ ₹
14	Badminton net	VIXEN premium net YONEX BM 139 A	01 no	₹ ₹
15	Table tennis racket	BUTTERFLY RDJ STAG ICONIC 2 STAR	01 set	₹ ₹
16	Table tennis ball	BUTTERFLY TRAINING 40 STAG GLOBAL	01 dozen	₹ ₹
17	Table tennis net	STAG GLOBAL EXPERT BUTTERFLY TM 30	01 no	₹ ₹
18	Hockey stick	Alfa AX-2-20% carbon SNS BLADE 2-20% carbon	01 no	₹ ₹
19	Hockey ball	SNS ADIDAS	01 dorzen	₹ ₹
20	Hockey goal keeper kit	KBI- standard JDH- standard	01 set	₹ ₹
21	Athletic starting block	Heavy duty, steel material, high density, rubber grip	01 no	₹ ₹
22	Discuss (2kg) wooden	NELCO VINEX	01 no	₹ ₹
23	Discuss (1kg)	NELCO VINEX	01 no	₹ ₹
24	Shotput (4lbs)	NELCO VINEX	01 no	₹ ₹
25	Javelin (Aluminium)	NELCO VINEX	01 no	₹ ₹

*[Handwritten Signature]*

26	High jump bar (Aluminium)	VINEX POLANIK	01 no	₹
27	Carrrom Board wooden playing area(29"*29")	Good quality	01 no	₹
28	Carrrom dots	Good quality fibre	01 set	₹
29	Carrrom striker	Good quality fibre	01 pc	₹
30	Carrrom powder	Good quality	01 no	₹
31	Chess board with piko	Good quality (hard cardboard)	01 set	₹
32	Ludo set	Good quality (hard cardboard)	01 set	₹
33	Football studs	NIVIA ADIDAS	01 set	₹
34	Hockey Stud	NIVIA ADIDAS	01 set	₹
35	Hockey kit carry bag (Big size)	Good quality (Best material)	01 no	₹
36	Whistle (Finger grip)	FOX 40 COX 50	01 no	₹
37	Jersey set with number	Good quality (Cotton mix)	01 set	₹
38	Yoga Mat	COSCO BOLD FIT	01 no	₹
39	Hurdles (Adjustable)	VINEX NELCO	01No	₹

**Note:**

1. Rate should be quoted for brand wise separately and should must be approved as per the concern sports Federation in terms of size/ weight for Junior/ Senior/Men/Women.
2. Committee May approve the any of the participating firm based on the quality of sample/ presentation and as per the requirement of the organization.

**The PASC Committee reserves the right to select the Lowest Bidder (L1) based on the overall cumulative value of all items or on an item-wise basis, or on the basis of the quality and suitability of the products offered, as deemed appropriate by the Committee.**

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.:.....

