

## OFFICE OF PRINCIPAL

### Eklavya Model Residential School

Ministry Of Tribal Affairs, Govt. Of India  
(Support: OMTES, SC/STDev. Dept., Govt. of Odisha)  
At/Po-Kuchinda, Dist-Sambalpur(768222), Odisha.  
Affiliated To CBSE, Delhi. Affiliation No-1520209  
School No-17297 | UDISE CODE: 21031200974



प्राचार्य कार्यालय  
एकलव्य मॉडल आवासीय विद्यालय, कुचिंडा  
जनजातीय मंत्रालय, भारत सरकार  
(ओएमटीईएस, एससी/एसटी विकास विभाग, ओडिशा सरकार)  
पोस्ट-कुचिंडा, जिला-संबलपुर (768222), ओडिशा।  
सीबीएसई, दिल्ली से संबद्ध। संबद्धता संख्या-1520209,  
स्कूल संख्या-17297 | यूडीआईएसई कोड: 21031200974

### TENDER INVITATION FORM

Receipt No. \_\_\_\_\_

Dated: \_\_\_\_\_

To,

M/S \_\_\_\_\_  
\_\_\_\_\_

Sub: Tender/Quotation for the supply of \_\_\_\_\_

1. Sealed tender for the supply of the various articles shown in the attached statement are invited through personally or registered post/speed post by the undersigned on behalf of Eklavya Model Residential School, Kuchinda. The tender form can be obtained from the office of Eklavya Model Residential School, Kuchinda, Dist- Sambalpur (Odisha) in any of the working days between 10.00 a.m. to 02.30 p.m. w.e.f. **04.05.2026 to 25.05.2026** and up to **03.00 p.m. on 25.05.2026** on payment of stipulated fee Rs. 500/- Or may be download from the Vidyalaya web site <https://www.emrskuchinda.com> . 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 and in such case the date of issue of Demand draft should be only of between **04 May 2026 to 25 May 2026**. The tender should be sent / deposited under strong sealed cover marked as "**TENDER FOR THE SUPPLY OF \_\_\_\_\_**". The tender will be opened in conference room of Eklavya Model Residential School, Kuchinda on **07.06.2026 at 10.30 A.M.** before Purchase Advisory Committee and tenderer 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 32 unless specified otherwise in the tender it shall be presumed that the terms and conditions stipulated here under have been agreed to.
3. **THE RATE SHOULD INCLUDE Goods and service tax (GST) ANY OTHER TAXES, RATES OF IMPOSITION WHATEVER LIABLE IN RESPECT OF THE SUPPLIES. The Vidyalaya shall not be liable to pay any tax, freight etc. which has been expressly stipulated in the tender in the event of acceptance of the tender and the Suppliers are bound to pay tax to the Govt, at their own level.**
4. Hypothetical or conditional Tender will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted appropriate action may be taken.

5. There should not be any overwriting or corrections in the tender. If a figure is to be amended it should be neatly scored out the revised figure should be written above and the same must be attested with full signature and date. In the absence of attested signature, the tender is liable to be reject.
6. The Vidyalaya does not bind itself to accept the lowest tender and reserves the right to accept the tender in whole or in part i.e. with respect to all articles mentioned in the attached statement or in respect of any one or more than one articles specified in the attached statement as Vidyalaya may decide.
7. On acceptance of the tender it will become a contract and shall be bound by the terms and conditions of the tender under the provisions of GFR.
8. **The successful tenderer will have to deposit Security amount of 10% of the total amount of the supply order except that of mess items for which 10% security money is required based on the average monthly supply in the form of Demand Draft payable in favour of EKLAVYA MODEL RESIDENTIAL SCHOOL, KUCHINDA Account No. 37851664969, State Bank of India, Kuchinda, Branch IFSC code- SBIN0001084. Amount of Earnest Money Rs. 500/- deposited with the tender form will be adjusted in the security money.**
9. If the supply is not made within stipulated period and the Vidyalaya is forced to get it done from open market & the difference (excess) as such involving/repairing/replacement/transporting charges as compared to approved rates will be deducted from the Bill.
10. Irrespective of the fact as to whether the Vidyalaya gets the job done or not from the open market, a penalty of 1% per week for value of delayed job will be deducted from the Bill in respect of the jobs which are not done within the stipulated period, if the delay is attributable to the willful lapses or negligence of the tenderer. The Vidyalaya reserves the right to reject/ cancel the tender with immediate effect in case of deliberate delay supply or anomalies in quality if any.
11. **The Vidyalava will deal with the tenderer directly and no general order supplier/ middleman/commission agents etc, should be asked by the tenderer to represent the case and they will not be entertained by the Vidyalava.**
12. The rate quoted by the contractor shall hold goods up to **31<sup>st</sup> May 2027**. 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. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the National Education Society for Tribal Students or Eklavya Model Residential School Kuchinda.
14. **The Vidyalaya, reserves the right to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason thereof.**

15. Even after awarding the said contract, the Vidyalaya reserves the right to terminate the same, if the services of the Contractor are not found satisfactory and to entrust the work to another tenderer and recover from the defaulter contractor the loss if any, sustained by the Vidyalaya.
16. The Security amount shall stand forfeited in case of breach of any of the conditions mentioned herein and if the services of the contractor are found unsatisfactory.
17. The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the Vidyalaya without assigning any reason.
18. Prior to acceptance of the tender, the Vidyalaya reserves the right to call for sample or demonstration and the contractor shall be liable to supply the sample or give the demonstration free of cost.
19. The Security deposit shall be retained by the Vidyalaya 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.
20. In the event of acceptance of the tender and placing of the order for purchasing the articles would be subjected to an inspection by the Vidyalaya or its representative and are liable to be rejected if the articles supplied are not according to approved samples or do not confirm to the specifications prescribed.
21. Suppliers are to ensure quality maintenance and freshness of all the Mess dry ration items, including edible oil, spices, sweets and different miscellaneous items. For Green Vegetable, fruit items & dairy items quality and freshness is to be checked on spot at the time of procurement by the Vidyalaya authorities. **These items and Fruits & Vegetables, Dairy Items, Sweets, Mudhi, Bakery items, Mushroom in particular, are to be supplied compulsorily on the same day of procurement by the suppliers to ensure 100% freshness. No stale or sub-standard items will be accepted.**
22. Tender paper will contain two envelopes, one for technical bid and another for financial bid. After opening technical bid, PASC will decide to open the financial bid based on the listed documents to be given by the tenderers with their technical bid.
23. Following Papers are required in the technical bid to entertain financial bid:
  - i. GST Registration no. and Certificates, up to date return & deposit acknowledgment must be attached.
  - ii. Copy of Valid Food License
  - iii. Demand draft of EMD
  - iv. 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)
  - v. Authorized dealer certificate if authorized.
  - vi. Commercial tax, GST, Income Tax clearance certificate issued by the competent authority for the last financial year.

- vii. A Cancelled bank cheque of the bank account and a copy of cancelled letter pad in respect of Firm / Institution/Proprietor of the tenderer.
- viii. Below mentioned draft of agreement/declaration signed by tenderer in non- judicial stamp paper of Rs.100/-attested by Notary may be closed.
- ix. Copy of Firm/Institute/Owner's PAN card, TAN No. & Aadhar Card (where ever applicable)
- x. Tender fee of Rs. 500/- in form of DD in case tender papers are downloaded from the Vidyalaya website.
- xi. GST/TIN and bill no. should be printed in the bill; Hand written TIN and Bill no. will not be accepted.
- xii. Signature of Authorized person with date in every page of tender form.
- xiii. Authorization letter from Firm / Institution/Proprietor who represent.
- xiv. Bank Draft for the required amount as advertised in the newspapers against the particular head in the form of Earnest Money.
- xv. Demand Draft in favour of the Eklavya Model Residential School Kuchinda payable amounting Rs. 500/- for each bunch of Quotation, if the Tender form is downloaded.
- xvi. Tender will be treated as cancelled in case of non-acceptance of mentioned conditions.

24. The financial bid should contain all the Rates of the items in the prescribed proforma.

25. If less than three tenders are received for an item, the tender will not be opened. The rate quoted by the contractor shall held up to May 2027. No amendment in the rates shall be entertained.

26. Sales Tax/VAT will be deducted at source as per the prevailing rules of concerned State Governments.

27. This bid document is not transferable.

28. The tenders of only that bidder, who have purchased the documents in their names, will be considered.

29. The bidder will accept all conditions of the Bid Document unconditionally.

30. The firms which have been blacklisted by any Govt. department are not eligible to participate in this tender.

31. In no case, payment shall be made to higher than MRP of any item at any time.

**32. The payment of supplied item may take 40 to 45 Days or as availability of Fund.**

S.No.	Name Of Items	Amount Of Earnest Money
<u>1</u>	Grocery Items	50000
<u>2</u>	Potato, Onions and Garlic	7000
<u>3</u>	Non-Veg Items	5000
<u>4</u>	Green Vegetables and Fruits	5000
<u>5</u>	Dairy Items, Mushroom, Mudhi, Bakery Item	3000
<u>6</u>	Toiletry Items for Hostellers	50000

**Sd/ Principal  
EMRS Kuchinda**

(Rs.100 stamp paper)

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 KUCHINDA, And I/ we will supply the articles/complete the work as required by the Principal EMRS Kuchinda complying the rules. I/we am/are aware that any of the disputes if any arise it will be settled under the jurisdiction of Kuchinda Court.

Tenderer Signature : \_\_\_\_\_

Name: \_\_\_\_\_

Complete Address of Firm (Registered office/Location):  
\_\_\_\_\_

Station: \_\_\_\_\_

Date: \_\_\_\_\_

Seal \_\_\_\_\_ Mobile No.1. \_\_\_\_\_ 2. \_\_\_\_\_

Bank account Number:- \_\_\_\_\_ IFSC \_\_\_\_\_

Branch Code \_\_\_\_\_ Branch Name \_\_\_\_\_

**Signature of witnesses**

**Name & Address**

**Witness-01**

Name \_\_\_\_\_

Address \_\_\_\_\_

Mobile No. \_\_\_\_\_

Aadhar No \_\_\_\_\_

**Witness-02**

Name \_\_\_\_\_

Address \_\_\_\_\_

Mobile No. \_\_\_\_\_

Aadhar No \_\_\_\_\_

**Details of Demand Draft Submitted with Tender Form:-**

Name of Bank: \_\_\_\_\_

Name of Branch: \_\_\_\_\_

Amount of Demand Draft: \_\_\_\_\_

Demand Draft No. : \_\_\_\_\_

Issue Date of Demand Draft: \_\_\_\_\_