



एकलव्य आदर्श आवासाय विद्यालय कप्तपदा  
(राष्ट्रीय आदिवासी छात्र शिक्षा समिति, जनजातीय कार्य मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

## EKLAVYA MODEL RESIDENTIAL SCHOOL KAPTIPADA

(An Autonomous Organisation under NESTS, MoTA, Govt. of India)

ग्राम - बेल्डिहा, ब्लॉक- कप्तपदा, जिला-मयूरभंज

Village-Beldiha, Block-Kaptipada, Dist.-Mayurbhanj

राज्य-ओडिशा, पिन कोड -757040

State-Odisha, Pin Code-757040

Website - <https://emrskaptipada.com>

ईमेल-[emrskaptipada@gmail.com](mailto:emrskaptipada@gmail.com)

F.NO Tender/EMRS/KPD/2026-27

Dated:

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Tender for the Supply of \_\_\_\_\_



01. Sealed Tenders for the supply of the Article shown in the attached Tender Schedule are invited by the Undersigned for the session 2026-27. The interested bidders can avail Tender paper from school office on payment of Rs 300/- in cash Payment between 9:30 am to 5:00 pm (except Lunch Hour i.e. 01:30 pm to 03:00 pm) or it is downloaded from school website <https://www.emrskaptipada.com> w.e.f 02/03/2026 to 18/03/2026. The tender should be dropped in the Tender Dropbox in the chamber of the Principal, EMRS Kaptipada from date within 12.00 Noon of 19/03/2026 under strong sealed cover marked as "TENDER FOR THE SUPPLY OF \_\_\_\_\_" along with Firm Name and Mobile Number positively. The tender will be opened in the Office of the Principal, EMRS Kaptipada, Dist. Mayurbhanj on 23/03/2026 subject to availability of Purchase Committee Members and under deviation of date the new date will be announced on 23/03/2026.
02. The Tender should be submitted to the Terms & Conditions mentioned below in the Paragraphs 03 to 18 unless specified in otherwise in the Tender Schedule. It will be constructed that the Terms & Conditions stipulated hereunder have been argued to.
03. There should not be any over-writing, corrections in the Tender especially in the rate part.
04. The Tender Rate should be inclusive of all Taxes (i.e. GST, Cess etc.) and rate must not be more than MRP.
05. The Undersigned is not bound to accept the Lowest Tender keeping in view of Quality and the Undersigned also reserves the Right to accept the Tender in whole or in part without assigning any Reason thereof.
06. On acceptance of the Tender, it will become a Contract and the Contractor should be bound by the Terms & Conditions of Tender as well as the provision of General Financial Rules of the Govt. of India.
07. The bidder should submit the Tender along with the Earnest Money as mentioned below in the shape of DEMAND DRAFT in favour of "EKALAVYA MODEL RESIDENTIAL SCHOOL, KAPTIPADA" payable at Kaptipada drawn on any Nationalized bank without charge which will be refunded in the event of Rejection of the Tender. The Earnest Money will be forfeited in the event of failure to comply with the Contract. In the event of the Tender being accepted, the Earnest Money will become Security Deposit and will be kept on hold till expiry of Tender on April, 2026.
08. If the contractor fails to supply the Articles against the Supply order within the time stipulated thereon, the Undersigned shall be at liberty to purchase the articles from the Open Market or get the rest of the Contract completed by any other Firm and difference of price, if any, shall be deducted from the Earnest Money/Security Deposit and in case any Amount in excess of the Earnest Money/Security Deposit is paid by the Undersigned in procuring the articles from other Firm, the Contractor shall be liable to pay this amount to the Vidyalaya.
09. Prior to acceptance of the Tender, the Undersigned reserves the right to call for samples or demonstration and the Contractor shall be liable to supply the sample or give the demonstration free of cost.
10. The Rate quoted by the Contractor shall hold good up to 31.03.2027. For the branded items, if there would be some free gift schemes marked on the packing, the same would also be supplied with the articles on free of cost and to be mentioned in the bill.
11. In the event of acceptance of the Tender and placing of the Order for supply, the articles ordered for would be subjected to inspection by the Undersigned of his/her Representatives from Vidyalaya and are liable to be rejected if the articles supplied are not according to approved samples or do not confirm to the specifications prescribed.
12. The Sealed Tender should invariably contain:
  - i. Xerox copy of Aadhar Card and Pan card.
  - ii. Valid Trade License for the Tender item Dropped/.
  - iii. Valid Professional Tax clearance certificate.
  - iv. Valid Income Tax Return & GST Return up to previous financial year (GST not required for Veg, Non-Veg, Fruit Items only).
  - v. Earnest Money Items-wise as detailed below.
  - vi. Bank Account Number, IFSC Code, Name of Bank & Branch, Account Holder's Name (Xerox copy of first page of Bank Pass Book) Mobile Number for payment through PFMS.
  - vii. Specifications, Printed Catalogue & other concerned literature of equipment to be supplied
  - viii. Signature of the Authorized Person on all Pages with the seal showing complete Address & Location of the Firm.
13. The EMD for different items of supplies is as follows

*Alexa B. Singh*  
20/03/26

S.N.	ITEMS	LRP	S.N.	ITEMS	LRP
01	Grocery	35000	10.	Plumbing & M& R Items	5000
02	Vegetables	25000	11.	Computer AMC	2000
03	Fruits	5000	12.	CCTV AMC	2000
04	Non-Veg	25000	13	Stationeries	10000
05	Sweets & Confectionary	5000	14	Sports Equipment	5000
006	Bakery	5000	15	Uniform	10000
07	Daily Use Items	10000	16	Stitching of Uniform	5000
08	Electrical	5000	17	Footwear	5000
09.	Bedding	10000	18	Vehicle Hiring	10000

14. As per latest Govt. of India, norms, GST bill in proper format with printed Serial No. and containing GST Regn. No. is to be provided for all items containing GST. The bill should clearly mention the CGST and SGST Rates on each item supplied to the Vidyalaya and the entire GST should be included in the Approved Tender Rate. 2 % GST TDS on the supply value would be deducted and filled in GSTR – 07 against GST number of supplier/firm.
15. The undersigned may procure any item of any value from Gem portal even if it is approved in the Tender by the PAC.
16. All the Ordered items are to be supplied within due date in the respected Vidyalaya stores and **no carrying, loading & unloading expense will be provided by the Vidyalaya and the supplier would be liable to provide labourers for unloading the items at the Vidyalaya stores. No labour for unloading will be available in the Vidyalaya even on paying charges.**
17. Due to facing huge inconvenience in supply of certain Mess Items in previous years due to large distance from Vidyalaya and keeping in view the urgency of supply due to fooding of students, it has been decided that Grocery, Veg, Non-Veg, Bakery and Sweets & Confectionary items Tender will be accepted from only those firms whose shop is located within **maximum 30 km distance** from the Vidyalaya. **If distance between shop and Vidyalaya is more than 30 km, those bids would be instantly rejected and no request or dispute would be entertained thereof.**
18. Tenders/Bidders who do not comply with the above conditions are liable to be rejected.



Principal  
EMRS Kaptipada

प्राचार्य

ई० एम० आर० एस० कप्तपदा  
मयूरभंज, ओडिशा- 757040