

**EKALAVYA MODEL RESIDENTIAL SCHOOL, LAING and LATHIKATA, SUNDARGARH  
NEAR Mandira Dam,Laing colony,kansbahal,Sundargarh-770034  
SHORT TENDER CALL NOTICE**

F.No-30-2016/Tender/Vol-2/2025-26/...011).....

Date-07-04-2025

Sealed tenders are invited from the registered and reputed firms/Parties for supply of the Following items to Ekalavya Model Residential School, Laing & Lathikata, Mandira Dam, Sundargarh, and Odisha for the session 2025-26. The Retender Forms with Other Particulars/ List of Items can be obtained in person download form from Dist.Website [www.sundargarh.odisha.gov.in](http://www.sundargarh.odisha.gov.in) Dt-10-04-25..... to Dt-21-04-25..... Combined retender forms along with EMD and downloaded tender form cost of Rs.200.00(each items) by in the shape of bank draft in Favour of Ekalavya Model Residential School, Laing, Payable at SBI,Kansbahal Branch (A/c No.35468269959) must be sent by speed post/Register post up to 5.00 P.M on Dt -21-04-25..... to (The Principal, Ekalavya Model residential School,Laing,Near Mandira Dam,Laing Colony,Kansbahal,Sundargarh-770034). The Sealed retender documents will be opened in the presence of The Collector, Sundargarh/Sub-Collector,Sundargarh/The PA, ITDA, Sundargarh along with School Level committee members in the office of the Principal,EMRS,Laing ,Sundargarh on .....22-04-2025..... at 11.A.M.The chairman of the School purchase committee reserve the right to accept/reject the tender in whole or part without assigning any reason there to. Any dispute in this process would be subject to the court jurisdiction of Sundargarh district head Quarter.

Sl.No	Name Of Items	Amount of earnest Money	Duration
1	Art Stationary	Rs.5000.00	Yearly
2	Hiring of Vehicle	Rs.15000.00	Yearly
3	Vegetable	Rs.5000.00	Yearly
4	Non-Veg	Rs.5000.00	Yearly

N.B:

1. GSTIN, PAN & last quarter GST return filling (October-2024 to December 2024) is compulsory for all items except Vegetable and Non veg items..
2. Party must be present at the tender opening time.
3. Financial Bid documents and Technical Bids documents should be in separate envelop with proper levelling mentioning financial Bid/Technical Bid.
- 4.Only local SHG(Rajgangpur Block) can apply for Vegetable and Non Veg .

Yours Sincerely,

Principal

EMRS,Laing & Lathikata

Date: 07-04-2025

Memo No-...012)...../2025-26/ EMRS

Copy submitted to the Advertise Manager, The Samaj for information and necessary action. They are requested to publish the Tender call notice No. ...011)..... /EMRS dated 07-04-25..... in minimum space at the rate prescribed by I & PR Deptt. Govt. of Odisha and submit the bill to the undersigned for payment.

Principal

EMRS,Laing & Lathikata

Memo No-...0/3...../ 2025-26/ EMRS

Date: 07-04-2025

Copy submitted to the Sub-Collector, Sundargarh, Block Finance Officer, Rajgangpur Block, WEO, Rajgangpur Block, and Assistant Director, Textiles, Sundargarh, for information and necessary action. They are requested to attend the PAC meeting as a member of this school on Date -...02-04-25..... at 11.00 am as per order No. 0053/OMTES dated 02.01.2014 of Director (ST)-cum-Additional Secretary (order enclosed) and as per the direction of Collector, Sundargarh and Letter No-4268/ST & SC Dev. Date-13/12/2024.



Principal  
EMRS, Laing & Lathikata  
Date: 07-04-2025

Memo No-...0/4...../ 2025-26/ EMRS

Copy submitted to the Block Development Officer, Rajgangpur for information. He is requested to relieve Finance Officer and WEO of Rajgangpur Block as a member of Purchase Advisory Committee of EMRS, Laing, Sundargarh to attend PAC Meeting on-...02-04-25..... at 11.00 AM as per order No.0053/OMTES and direction of Collector, Sundargarh.



Principal  
EMRS, Laing & Lathikata

Memo No-...0/5...../ 2025-26/ EMRS

Date: 07-04-2025

Copy submitted to the Secretary, OMTES/ PA, ITDA, Sundargarh/ DWO, Sundargarh and BDO, Rajgangpur, CDPO, Rajgangpur Block for information and necessary action. They are requested to publish the tender call notice in your notice board for wide circulation.



Principal  
EMRS, Laing & Lathikata  
Date: 07-04-2025

Memo No-...0/6...../2025-26/ EMRS

Copy submitted to the District Information Officer, NIC, Sundargarh for information and necessary action. He is requested to upload the main tender call notice and item wise format of tender of this school in district website for wide circulation.



Principal  
EMRS, Laing & Lathikata

## TERMS AND CONDITIONS.

1. Sealed tender for the supply of the articles shown in the attached statement are invited by the undersigned on behalf of Ekalavya Model Residential School, Laing on or before ..... by **Speed Post/Register Post**. The tender should be sent under strong sealed cover marked as "**TENDER FOR THE SUPPLY OF \_\_\_\_\_**" and not by the name. The tender will be opened in the Office of the Principal, EMRS, Laing.
2. The tender should be submitted according to the terms and conditions specified in paragraphs 3 to 23, unless specified otherwise in the Tender, it shall be construed that the terms and conditions stipulated hereunder have been agreed to.
3. The Rate should be F.O.R. School and should include excise Duty, Sales Tax, and any other taxes, or imposition whatever liable in respect of the supplies. The Ekalavya Model Residential School shall not pay freight etc.
4. There should not be any overwriting, corrections in the Tender. If figures are 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 tender is liable to be rejected.
5. The undersigned doesn't bind him to accept the lowest tender and reserve the right to accept the tender in whole or in part i.e., with respect to all the articles mentioned in the attached statement or in respect of any one or more than one articles specified in the attached statement as he/she may decide.
6. On acceptance of the tender it will become a contract and the contractor shall be bound by the terms and conditions of the tender and the provision of G.F.R.
7. The tenderer should submit his/her tender form along with Earnest money amounting \_\_\_\_\_ Rs \_\_\_\_\_/- (Rupees \_\_\_\_\_) only in the form of Bank Draft In favour of the **Ekalavya Model Residential School, Laing, Payable at SBI, Kansbahal Branch** 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 be adjusted towards security deposit which shall be at the rate of 10% of the total amount of the articles. If the contractor is not agreeable to pay security deposit the reasons thereof should be specified and the undersigned reserves the right to accept or reject the request.
8. If the contractor fails to supply the articles within the stipulated time in the letter of acceptance by the undersigned, the undersigned shall be at liberty to purchase the articles from the market or get the rest of the contract completed by any other person or firm and the difference of excess amount, if any, shall be deducted from the security money deposit and in case any amount in excess of the security deposit is paid by the undersigned the contractor shall be liable to pay this amount.
9. The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason.
10. Prior to acceptance of the tender, the undersigned reserves the right to call and verify the samples or demonstration and the contractor shall be liable to supply the sample or give the demonstration on free of cost.
11. The rate quoted by the contractor shall hold good up to **31<sup>st</sup> March 2026**. No amount amendment in the rate during the period of supplies will be accepted. For the 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 also shown in the bill.

12. In the event of acceptance of the tender and placing of the order for purchase, the articles ordered for would be subject 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 prescribed.
13. The contractor shall be required to fix a metal labile on the furniture supplied by him giving his name and year of manufacture.
14. The Amount of Security Deposit shall be retained by the School for a period of six months from the date of completion of supplies as a safeguard against any defect appearing in the articles supplied within the period.
15. In no case the payment will be made above maximum retail price (MRP).
16. School is not binding upon to place supply orders for all the listed items in the tender specifications. The supply orders will be placed to the approved parties as per the actual need of the institution during the valid period of tender and according to the budgetary provisions. The tenderer/party will not have any claim on this for non procurement of items if any out of the approved items.
17. Tender who do not comply with the above conditions are liable to be rejected.
18. The sealed tender should invariably contain-
- Tender paper cost of Rs 200/- in shape of Bank draft
  - Copy of GSTIN no. of concerned firm.
  - Earnest Money.
  - Lowest rate as well as term of supply if any.
  - In case of Authorized Dealers, Authorization letters from the manufacture/supplier.
  - Signature of the authorized persons on all pages with date.
  - Prescribed undertaking by the supplier with signature of the proprietor along with two witnesses.
  - Copy of last quarter (October 24 to December-24) GST return filling
  - Copy of PAN Card.
19. Terms and conditions of tender paper must be submitted with the leased tender duly signed by the proprietor with seal in every page.
20. The samples for all the items are to be submitted before the Purchase Advisory Committee at the time of finalization of tenders.
21. Committee will verify the samples as well as rates and decide the same according to requirement and budgetary provision of the school.
22. Disputes if any relating to tender matters are subject to the jurisdiction of Sundargarh only.
23. For Vegetable, Non -Veg and Grocery the tender parties must have Shop/firm of their own.

PRINCIPAL

**N.B:- This tender terms and condition paper must be deposited along with the tender documents.**

UNDERTAKING BY THE SUPPLIER.

WE M/S \_\_\_\_\_ agree fully with the terms and conditions specified in Paragraph No: 1 to 23 and enclose the rates of Items as per the list and specifications given by the Principal, Ekalavya Model Residential School, Laing District: Sundargarh, Orissa in printed letters Head or Form of the Firm.

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

Name of the proprietor \_\_\_\_\_

Seal of the Firm with OST & SCT No: \_\_\_\_\_

1. WITNESS;

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

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

Address: \_\_\_\_\_

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

2. WITNESS;

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

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

Address: \_\_\_\_\_

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

**EKLAVYA MODEL RESIDENTIAL SCHOOL, LAING AND LATHIKATA, ODISHA**  
**TENDER PAPER FOR THE PERIOD 2025-2026**  
**ART STATIONARY**

S.N	Name of Items	SPECIFICATION	UNIT	Rate Quoted (Rs.)
1	WATER COLOUR PLATE (GOOD QUALITY)	MIXING PLATE (12KHANA)		
2	POSTER COLOUR (12 SHADE)	CAMEL		
3	ARTIST ACRYLIC COLOUR SET (09ML, 12 SHADE)	CAMLIN		
4	CANVAS WITH FRAME BOARD (GOOD QUALITY)	24X30		
5	CATRAGE SHEET	GOOD QUALITY		
6	OIL PASTEL COLOUR	GOOD QUALITY		
7	HANDMADE PAPER SHEET	WHITE		
8	CHART PAPER SHEET(ASSORTED)	GOOD QUALITY		
9	DRAWING PENCIL (CAMEL) PER PKT.	2B		
		2H		
		4B		
		6B		
		8B		
10	ROUND BRUSH (DAYAL)	0 Nos.		
		2 Nos.		
		4 Nos.		
		6 Nos.		
		8 Nos.		
11	FLAT BRUSH (DAYAL)	10 Nos.		
		0 Nos.		
		2 Nos.		
		4 Nos.		
		6 Nos.		
12	HOG FLAT HAIR BRUSH (CAMLIN)	8 Nos.		
		10 Nos.		
		0 Nos.		
		2 Nos.		
		4 Nos.		
13	SOFT PASTEL	6 Nos.		
		8 Nos.		
		10 Nos.		
14	SHADING PENCIL (ARTIST) PER PKT.	12 Nos.		
		CAMLIN		
		2B		
		2H		
		4B		
15	CAMLIN BRUSH PEN SET	6B		
16	SCALE	8B		
17	COTTON RUMAL			
18	WATER CONTAINER			
19	FABRICYL COLOUR			

20	ERASER			
21	MASKIN TAPE			
22	A3 DRAWING BOARD			
23	COLOUR PAPER SET			

GST NO.	
DEMAND DRAFT NO.	
DATE	
NAME OF BANK/BRANCH	
BRANCH CODE	
AMOUNT	
MOBILE NO	

**Sign. Of tenderer**

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EKLAVYA MODEL RESIDENTIAL SCHOOL, LAING AND LATHIKATA, ODISHA

TENDER FOR HIRING OF VEHICLE (ON CONTRACT) FOR THE PERIOD 2025-26

1. Name & Address of the party:

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-----  
----- Phone No with STD Code-----

Mobile No: -----

2. Regd. No. of the Vehicle : \_\_\_\_\_

3. Model : \_\_\_\_\_

4. Year of Manufacture : \_\_\_\_\_

5. Date of Purchase & make of the Vehicle : \_\_\_\_\_

6. Seating capacity : \_\_\_\_\_

7. Road permit valid upto : \_\_\_\_\_

8. Insurance policy valid up to : \_\_\_\_\_

9. Rate of the Vehicle : ` \_\_\_\_\_/- per month.

10. The tenderer should submit Earnest money ` 15,000 /- (refundable in shape of online transfer in Ekalavya Model Residential School,Laing Bank Account No-35468269959, IFSC Code-SBIN0010939 On SBI-Kansbahal Branch.

11. Road mileage i.e. the Kilometers run by the Vehicle per one liter of diesel: \_\_\_\_\_

12. The tender should be submitted according to the terms & conditions specified in the enclosed contract agreement and the contractor shall be bound to abide by the terms and conditions stipulated therein.

13. The Principal, EMRS,Laing, reserves the right to accept or reject any tender without assigning any reason thereof.

**DECLARATION**

I do hereby declare that I have gone through the contract agreement & terms and conditions of National Education Society of Tribal Students and will abide by the terms & conditions as stipulated in the contract agreement for Hiring of Vehicle for Ekalavya Model Residential School,Laing ,Odisha

Encl: (Xerox copy of Registration Certificate, Road permit & Insurance certificate of Vehicle)

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

Name of the Party: \_\_\_\_\_

Vehicle Regd. No: \_\_\_\_\_

1. Vehicle is to be hired along with Driver from the owner of the company and **commercial vehicle** only.
2. The rates quoted should include all forms of taxes/charges.
3. EMRS will bear only the cost of diesel for the distance actually plied for official use for which a log book will be maintained by the Driver and Principal will certify the same. All other liabilities including wages of driver, oil and lubricants, maintenance, repair replacement of parts and servicing obligations on account of Mote Vehicle Act and other related Acts like labour laws, Road Tax, Insurance Laws (like insurance of vehicle in accident, theft, fire etc.) shall be the sole responsibility of the owner of the company.
4. The vehicle shall be hired on 24 hours basis for a maximum period of 10 months in a year (excluding vacation period of the EMRSs concerned.).
5. The vehicle to be hired should be latest model vehicle preferably 3 years old, which can carry up to 4+2 persons having a comfortable seat for carrying a sick child & Staff Members.
6. The contract will be for a period of minimum one year, extendable up to 5 year at the level of Principal with mutual consent on the same terms and conditions.
7. Payment will be made on a monthly basis after deduction of Income Tax as per rules.
8. Vehicle will be parked in the School premises only at the risk of the owner of the company.
9. The Driver of the vehicle can be provided accommodation in the EMRS wherever possible subject to availability of accommodation otherwise the arrangements will be made by the owner of the company within approachable distance from the School.
10. Maximum one day per month i.e. 10 days in year shall be permitted for maintenance/servicing. The vehicle shall not be sent for repairs for more than four days at a stretch. Alternate vehicle shall be provided by the owner in case for non-availability is for the period exceeding the specified period mentioned above. Failure to provide alternate vehicle shall lead to recovery of actual hiring charges per day paid by EMRS for substitute vehicle of Rs. 600/- per day whichever is higher.
11. One month's hiring cost is to be kept as Security Deposit from the successful bidder, which will be refunded after satisfactory completion of the contract.

**AGREEMENT FOR HIRING OF VEHICLE FOR THE  
EKLAVYA MODEL RESIDENTIAL SCHOOL, LAING AND LATHIKATA, ODISHA**

This agreement made on this .....day of ..... between the Principal, EMRS, Laing, Sundargarh hereinafter referred as the Party of the First Party to the contract (which expression shall unless excluded by or repugnant to the context by deemed to include its successors in office or assignee) on one part.

AND

M/s. .... (Which express shall unless excluded by or repugnant to the context be deemed to include its successor and permitted assignees) on the other part and hereinafter refer to as party of the second party to the contract.

WHEREAS the party of the First Party is responsible for management of EMRS, which are fully residential institutions providing education to children from class – VI to XII and is desirous of hiring private vehicles for EMRS, Laing, Sundargarh located in the state of Odisha for transport of students and staff and for procurement of materials required for use of the School. And whereas the party of the Second Part owns Public / Private Transport as for use by other parties on payment of charges on hire basis.

**NOW IT IS HEREBY AGREED BY THE PARTIES OF THE CONTRACT UNDER:-**

1. That the party of the first part has agreed to hire vehicles no..... owned by party of the second part for bonafide use of EMRS, Laing, Sundargarh, (herein after referred to a EMRS) on the payment of ₹. .... (Rupees ..... ) only per month on yearly basis excluding the period of vacation of the Vidyalaya i.e. for 10 months. The payment will, however, be made on pro-rates monthly basis.
2. That the EMRS will bear only the cost of diesel for the distance actually plied for official use. All other liabilities including wages of driver, oil and lubricants, maintenance, repair, replacement of parts and servicing, obligations on account of Motor Vehilce Act and other related Acts like Labour laws, road tax insurance laws (like insurance of vehicles in accident, theft, fire etc.) shall be the sole responsibility of the owner / party of the Second Part.
3. That the present contract will be valid for a period of one year unless terminated prior to expiry of this period as per terms set forth herein after.
4. That the vehicles to be hired should be such that it can carry up to 4+2 persons having comfortable seatfor carrying a sick child running condition which shall be ensured by the owner.
5. That the Vehicle shall remain in the campus of EMRS on 24 hours basis and will be parked in the premises during the period of contract.

6. That the driver of the vehicle can be provided accommodation wherever possible in the campus of EMRS. Driver of the vehicle will be allowed to avail mess facility for food purposes only on payment basis.
7. That maximum of one day per month i.e. 10 days in year shall be permitted for maintenance / servicing of the vehicle. The vehicle shall not be sent for repairs for more than four days at a stretch. Alternate vehicle shall be provided by the party of the Second Part in case the non-availability is for the period exceeding the specified period mentioned above. Failure to provide alternate vehicle shall lead to recovery of actual hiring charges of an alternate vehicle per day or Rs. 600 /- per day, or whichever is higher. **Owner of the vehicle shall furnish a refundable security deposit of one month's hiring cost with the concerned EMRS for this purpose.**
8. That the use of the vehicle will normally be restricted to the State for which it is hired and for School purpose only.
9. That the owner party of the Second part shall be responsible for efficient and diligent services. In case the services are not found satisfactory at any stage, the party of First Part shall be at liberty to cancel the contract any time by giving one month notice to the party of Second Part. Similarly Party of Second Part can terminate the contract by giving one month's notice in writing to the party of First Part.
10. That the driver engaged by the party of the Second Part for running the vehicle for the EMRS must possess a valid driving license for the type of vehicle and his credentials must be verified by the police before engagement. The owner / party of the Second Part shall be responsible for proper conduct of the driver and will change the driver in case his conduct is reported as improper by the Principal of EMRS at any time. In case the conduct of the driver is found unsatisfactory and he is not replaced within three days of receipt of a written report in this regard from the Principal of EMRS, the Party of the First Part shall be at liberty to cancel the contract on this ground without any further notice of the same to the owner.
11. That my disputes, differences and other questions arising out of or in any manner relating to or concerning this agreement which cannot be settled amicably then than unrecorded disputes or differences shall be referred to the arbitration of a single arbitrator appointed by the party of the first part. The venue of such arbitration proceedings shall be at the utilized Vidyalaya where the vehicle is being utilized.
12. This agreement shall be effective as and when executed by or on behalf of both the parties.

IN WITNESS WHERE OF the parties here to have set their hands and seals on this contract on .....day of .....

FIRST PARTY

SECOND PARTY

Witness:-

**EKLAVYA MODEL RESIDENTIAL SCHOOL, LAING AND LATHIKATA, ODISHA**

**TENDER PAPER FOR THE PERIOD 2025-26**

**VEGETABLE**

S.No.	Name of Items	BRAND	UNIT	Upset Price	Rate Quoted (Rs.)
1	Potato	Good Quality	Per Kg	30.00	
2	Brinjal	Good Quality	Per Kg	40.00	
3	Tomato	Good Quality	Per Kg	40.00	
4	Onion	Good Quality	Per Kg	45.00	
5	Ginger	Good Quality	Per Kg	150.00	
6	Garlic	Good Quality	Per Kg	250.00	
7	Beans	Good Quality	Per Kg	40.00	
8	Ladiesfingers	Good Quality	Per Kg	45.00	
9	Kundru	Good Quality	Per Kg	30.00	
10	Parbal	Good Quality	Per Kg	50.00	
11	Radish(without leaf)	Good Quality	Per Kg	30.00	
12	Beet	Good Quality	Per Kg	50.00	
13	Carrot	Good Quality	Per Kg	40.00	
14	Kankado	Good Quality	Per Kg	60.00	
15	Cabbage	Good Quality	Per Kg	40.00	
16	Cauliflower	Good Quality	Per Kg	45.00	
17	Bitterguard	Good Quality	Per Kg	50.00	
18	Janhi	Good Quality	Per Kg	40.00	
19	Alladi	Good Quality	Per Kg	50.00	
20	Pumpkin	Good Quality	Per Kg	30.00	
21	Papaya	Good Quality	Per Kg	30.00	
22	Dhania Patta	Good Quality	Per Kg	150.00	
23	Saru	Good Quality	Per Kg	60.00	
24	Green Chilly	Good Quality	Per Kg	120.00	
25	Simbo	Good Quality	Per Kg	50.00	
26	Green Banana	Good Quality	Per Kg	40.00	
27	Cucumber	Good Quality	Per Kg	40.00	
28	Green Pea	Good Quality	Per Kg	60.00	
29	Capsicum (Simla Mirch)	Good Quality	Per Kg	70.00	
30	Lemon	Good Quality	Per Kg	5.00	

S.No.	Name of Items	BRAND	UNIT	Upset Price	Rate Quoted (Rs.)
31	Green Jackfruit	Good Quality	Per Kg	30.00	
32	Paneer(OMFED/Pragati)	Good Quality	Per Kg	400.00	
33	Mushroom	Good Quality	Per Kg	230.00	
34	Coconut	Good Quality	Per Kg	40.00	
35	Mati Alu	Good Quality	Per Kg	60.00	
36	Lauki	Good Quality	Per Kg	25.00	
37	Green Leaf	Good Quality	Per Kg	10.00	
38	Frozen Motor	Good Quality	Per Kg	180.00	
39	Drumstick	Good Quality	Per Kg	60.00	

Note-Coated Price can not be (+Rs.5) more than the upset price

GST NO.	
DEMAND DRAFT NO.	
DATE	
NAME OF BANK/BRANCH	
BRANCH CODE	
AMOUNT	

Sign. Of tenderer

**EKLAVYA MODEL RESIDENTIAL SCHOOL, LAING AND LATHIKATA, ODISHA**

**TENDER PAPER FOR THE PERIOD 2025-26**

**NON VEG**

S.No.	Name of Items	BRAND	UNIT	Upset Price	Rate Quoted (Rs.)
1	Chicken (Dressed skin out (Broiler)-Without gizzard	Good Quality	Per Kg	210.00	
2	Dressed Fish (Rohi/Bhakur) weight minimum 1 kg-2kg(Fresh water fish)	Good Quality	Per Kg	200.00	
3	Egg- Size	Good Quality	Per PC	7.50	

<b>GST NO.</b>	
<b>DEMAND DRAFT NO.</b>	
<b>DATE</b>	
<b>NAME OF BANK/BRANCH</b>	
<b>BRANCH CODE</b>	
<b>AMOUNT</b>	

**Sign. Of tenderer**

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