

EKLAVYA MODEL RESIDENTIAL SCHOOL, LAING, ODISHA
TENDER PAPER FOR THE PERIOD 2026-27
ART STATIONARY

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

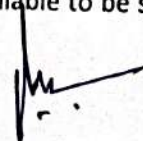
16	SCALE	GOOD QUALITY	PER PC	
17	COTTON RUMAL	GOOD QUALITY	PER PC	
18	WATER CONTAINER	GOOD QUALITY	PER PC	
19	CANVAS ROLE(4 FT)	CAMEL	PER ROLL	
20	JUTE ROPES	GOOD QUALITY	PER KG	
21	GLITER TAPE	GOOD QUALITY	PER PKT	
22	MULTICOLOR WOOL THREAD	GOOD QUALITY	PER PKT	
23	GLUE GUN MACHINE BIG SIZE	GOOD QUALITY	PER PC	
24	FABRICYL COLOUR	GOOD QUALITY	PER PKT	
25	ERASER	GOOD QUALITY	PER PC	
26	MASKIN TAPE	GOOD QUALITY	PER PKT	
27	A3 DRAWING BOARD	GOOD QUALITY	PER PC	
28	COLOUR PAPER SET	GOOD QUALITY	PER PKT	
29	MILTON BOTTLE PLASTIC	1 LTR	PER LTR	
30	PLASTIC FILE COVER	TRANSPARENT	PER PC	
31	WALL WATCH	AJANTA	PER PC	
32	DOOR MAT	GOOD QUALITY	PER PC	
33	BROWN SHEET ROLL (5FT)	GOOD QUALITY	PER ROLL	

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

Sign. Of tenderer

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 **post/by hand**.it should contain two envelopes one for Technical Bid documents and other for Financial Bid documents. Both the envelopes should be kept under Big envelop with all details of party submitting the tender. 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 in 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 **31st March 2027** and will be extended as per school requirement or next tender whichever is earlier. 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 does not comply with the above conditions are liable to be rejected.
18. The sealed tender should *invariably* contain-
 - a. Tender paper cost of Rs 200/- in shape of Bank draft
 - b. Copy of GSTIN no. of concerned firm.
 - c. Earnest Money.
 - d. Lowest rate as well as term of supply if any.
 - e. In case of Authorized Dealers, Authorization letters from the manufacture/supplier.
 - f. Signature of the authorized persons on all pages with date.
 - g. Prescribed undertaking by the supplier with signature of the proprietor along with two witnesses.
 - h. Copy of last quarter (January 2026 to March 2026) GST return filling
 - i. Copy of PAN Card.
 - j. Copy of Trade licenses of concerned firm.
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.
24. First the technical bid envelop will be opened, the vender satisfying the term and conditions for that only financial bid will be opened.
25. Till the shifting of EMRS Lathikata from EMRS Laing the tender party will supply items/goods for both EMRS. In case of shifting of EMRS Lathikata, Principal will have right to continue with same tender party or may recall for new tender.


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: _____

1. WITNESS;

Signature: _____

Name: _____

Address: _____

Date: _____

2. WITNESS;

Signature: _____

Name: _____

Address: _____

Date: _____

