

EKALAVYA MODEL RESIDENTIAL SCHOOL, KIRMIRA
DIST: JHARSUGUDA, ODISHA, PIN: 768220
Tender Notification: EMRS Kirmira/Tender/2025-26/01
Date: 04-03-2025

TERMS AND CONDITIONS OF THE TENDER NOTICE FOR

SUPPLY OF

- 1) The supplier/tenderer shall be deemed to have carefully examined the terms and conditions, specifications, etc of the item to be supplied. If he has any doubt as to the meaning of any portion of the conditions, specifications he may refer to the EMRS and get clarification from school office / Principal before sending the bid.
- 2) The sealed tenders complete in all respects must reach "The Principal Ekalavya Model Residential School, Kirmira, Block: Kirmira, Dist: Jharsuguda, Odisha, Pin: 768220, by registered post or speed post only.
- 3) Last date for submission of tender is 25-03-2025 (by 05:00 pm).
- 4) The tenders will be opened in presence of District Level Purchasing Committee / tenderers / their authorized representatives on 26-03-2025 at 11:00 am in the office of the Principal, EMRS Kirmira.
- 5) No rate will be accepted over and above the MRP, hence it may be ensured that rates quoted by firms are below MRP.
- 6) Various schemes of discount and free items offered by the manufacturer / distributor have to be extended to the school.
- 7) It is compulsory to quote rates of all the items given in the tender form, if not quoted, Committee will decide whether he/she will be eligible to take part in tender opening or not.
- 8) In case of items supplied other than the approved brand, specifications, make or size, the same shall have to be replaced immediately by the supplier without extra cost. In case of any article supplied is not being approved, then expenses or loss caused to EMRS as a result of rejection or replacement of supplies, shall be entirely impose to the account of the supplier.
- 9) Principal of EMRS Kirmira shall have at all reasonable time access to the supplier's premises and shall have the power and all reasonable time to inspect and examine the materials and workmanship of all the material as the case may be.
- 10) On delivery of times the suppliers must have submit original GST Bill / Delivery challan with purchase order to the school.
- 11) If the items supplied are found damaged, mutilated, substandard or not conforming to the standard as per contract, the same will be rejected and the supplier shall have to replace the same immediately without any extra cost. The date of supply of replacement will be treated as the date of delivery and not the original one. Any expenses incurred/loss suffered by EMRS on this supply shall be debited from the supplier's A/c.

- 12) The rejected articles must be immediately removed by the supplier from the destination at the time of verification. The EMRS shall not be responsible for any loss, shortage, damage, etc.
- 13) The supplier shall be responsible for the proper standard packing so as to avoid damage under normal conditions of transport by road and shall ensure delivery of the materials in good condition to the consignee. In the event of any loss, damage, torn/cut or any shortage found on checking/inspection of the materials by the consignee, in the presence of supplier.
- 14) The proposed rate by the tenderer includes all Central, State and Local Taxes & Duties, Freight and other charges and is on F.O.R. destination basis.
- 15) The supplier/tenderer shall furnish valid TDR pledged in favour of Principal EMRS Kirmira payable at Kirmira of any Nationalized bank only (of same period) as per Item & amount mentioned in Tender Notice towards EMD along with Technical Bid. (as per annexure attached). The EMD of the unsuccessful bidder will be released after the tender process is over.
- 16) The successful tenderer should be deposit Security Money (SD) within period of 07 days from the selection of tender an amount equal to ten percentage (10%) of the contract value immediately after signing an agreement for supply on stamp paper of Rs. 100/-. This should be in the Shape TDR pledged in favour of Principal EMRS Kirmira payable at Kirmira of any Nationalized bank only. The exact amount of security deposit as per the annual demand of the school will be intimated to the tenderer by EMRS otherwise he / she may be rejected & L2 will be considered.
- 17) There should not be any overwriting or correction in the tender. If figure is to be amended it should be neatly scored out, the revised figure written above.
- 18) Only quoting lowest rate will not bind the undersigned to accept the tender, quality will also be given due weightage while finalizing the tender.
- 19) If the Supplier will not supply the material within the stipulated time & as per tender specifications, the Security Deposit Money (SD) will be forfeited and the tenderer may be black listed for future transactions with EMRS Kirmira without further reminder / information to parties.
- 20) Remittance charges on payment made to the supplier will be borne by the supplier.
- 21) SUPPLY / DELIVERY SCHEDULE : The supplies shall be made strictly within the stipulated time as per supply order/ Purchase order .On delay, the undersigned may purchase the same from L2 / local market the excess amount will be deduct from Security Deposit Money.
- 22) All documents should be self-attested by tenderer.
- 23) The Contract is valid for one year. It may extend for another year on the approval of District Level Purchase Committee.
- 24) The Contract of Vegetable items is valid for 4 months only.
- 25) The selected bidder shall deliver the items at EMRS Kirmira in between 8 am to 5 pm on all working day & supply at odd hours will be avoided at all cost. Prior intimation of two days be given to Principal EMRS Kirmira.
- 26) To ensure transparency and timely payment, all supplies to the EMRS should be invariably accompanied by cash bill. No supplies without cash bill will be accepted under any cost. The EMRS reserves the right to refuse items not accompanied by bill/invoice.

- 27) EMRS KIRMIRA, DIST: JHARSUGUDA SHALL HAVE THE RIGHT TO ACCEPT OR REJECT ALL TENDERS WITHOUT ASSIGNING ANY REASON THEREOF.
- 28) Allocation of quantity to any tenderer shall be at the sole discretion of the EMRS. Any condition other than those mentioned above, shall not be accepted.
- 29) Any conditional offer shall be rejected summarily.
- 30) THE EMRS RESERVES THE RIGHT TO INCREASE OR DECREASE OR CANCEL 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.
- 31) Tenderer should produce the sample at the time of Tender Opening in presence of District Level Purchasing Committee positively, failing which rates cannot be taken in to consideration.

Signature of Tenderer with Seal

For the interpretation of the tender conditions, the decision of the EMRS will be final. The above terms and conditions from 1 to 31 are acceptable to us and these conditions will constitute the conditions of contract between me/us and EMRS, the moment our tender/proposal is accepted and firm supply order is issued.

Witness (Signature, Name & Address)

Witness-1 Name:	
Mobile:	
Address:	
Signature:	

Witness-2 Name:	
Mobile:	
Address:	
Signature:	