

TENDER CALL NOTICE

Letter No. 32/26/EMRS

Date: 30/05/2026

Sealed tenders are invited from the GST registered and reputed firms of Mohana Block only for supply of the Grocery Items & Daily Use Toilets Items (Soap, Oil, Napkin etc.), for the session 2026-27. The tender forms with other particulars/ list of items can be obtained in person from the Office of the Principal from 8 A.M to 1 P.M on all working days w.e.f. Dt. 01.06.2026 to Dt. 13.06.2026 on payment of Rs. 200/- by cash or download the tender form from the website www.gajapati.nic.in. Completed tender forms along with EMD and downloaded tender form cost Rs. 200/- for each items in the shape of any Nationalize Bank Draft in favour of **EKALAVYA MODEL RESIDENTIAL SCHOOL, CHANDRAGIRI**, payable at SBI, Mahendragarh (code-8873) must be deposited up to Dt. 15.06.2026 by 10.00 AM by speed post/by hand only. The Sealed tender documents will be opened in the presence of purchase committee members and tenderers in the office of the Principal on Dt. 15.06.2026 at 11.00 AM. The Chairman of the school purchase committee reserves the right to accept/reject the tender in whole or in part without assigning any reason thereto. Any dispute in this process would be subject to the Court Jurisdiction of the Gajapati District Head quarter.

Sl. No.	Name of items	Cost of Tender Paper (Non Refundable)	Amount of Earnest Money (Refundable)	Total Amount (Bank Draft Prepare)
1	Grocery Items –For 1 Year	Rs. 200.00	Rs. 10,000.00	Rs. 10,200.00
2	Daily Use Toilets Items –For 1 Year	Rs. 200.00	Rs. 5,000.00	Rs. 5,200.00

PK Behera
30/05/26
Principal
EMRS, Chandragiri
Principal
EMRS, Chandragiri
Gajapati

Copy to:

- Copy submitted to the Collector, Gajapati/ PA, ITDA, Paralakhemundi/ DWO, Gajapati for information and necessary action. They are requested to publish the tender call notice in your notice board for wide circulation.
- Copy submitted to the District Information Officer, NIC, Gajapati 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.

Termes & Conditions

To

M/s. _____

Sub: Tender for the supply of _____

- 1) Sealed tender for the supply of the articles shown in the attached statement are invited by the undersigned on behalf of EMRS up to 10.00 A.M. Dated 15/06/2026 The tender should be sent under sealed cover marked as "TENDER FOR THE SUPPLY OF _____" and not by the name. The tenders will be opened in the Office of the Principal, Ekalavya Model Residential School, Chandragiri, Po.- Chandragiri on date. 15.06.2026 at 11.00 AM.
- 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. to school and should include GST and any other taxes, or imposition whatever liable in respect of the suppliers. The school shall not pay freight etc. The articles should be supplied at the school store.
- 4) There should not be any over writing, corrections in the quotation. If a figure is to be amended, it should be neatly scored out and then revised figure should be written above and the same attested with full signature and date. In the absence of the attested signature the tender is liable to be rejected.
- 5) The undersigned does not bind himself 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 and in quality.
- 6) On acceptance of the tender, it will become a contract and the contractor shall be bound by the terms and conditions of the quotation and the provision of G.F.R.
- 7) The tenderer should submit his/her tender form along with **Earnest money amounting as fixed and detailed herewith** in the form of SBI Bank Draft in favour of **EKALAVYA MODEL RESIDENTIAL SCHOOL, CHANDRAGIRI** payable at **SBI Mahendragarh (code - 8873)**. 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 payable at the rate of 10 % of the total amount of the articles. If the contractor is not agreeable to pay security deposit the reason therefore 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 time stipulated in the letter of acceptance/supply order issued 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 of firm and the difference of price, if any, shall be deducted from the earnest money/ security deposited and incase any amount in excess of the security deposit is paid by the undersigned the contractor shall be liable to pay this amount.
- 9) The material should be supplied at school point **within 02 day for Grocery & Toilet items from the date of placement of order**. The materials should be delivered in full and in good condition and in no case partly supplies will be accepted. The Brand/Make other than the specification given in the tender schedule will not be accepted.
- 10) The rate quoted by the contractor shall hold good up to one year. For the branded item, if there would be some free gift schemes, marked on the packing, the same would liable to be supplied with the articles on free of cost also and also mention in the bill.
- 11) In the event of acceptance of the quotation and placing of the order for purchase, the articles ordered for would be subjected 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

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- 12) 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.
 - 13) Tender which do not comply with the conditions are liable to be rejected.
 - 14) The tenderers are requested to submit the samples at the time of submission of tender in a sealed packet (loose articles minimum 200 gms should be submitted in a transparent jar. Packet items and pieces should be submitted one in number invariably printed label of the firm).
 - 15) Payment will be made only after verification of the supplied articles by the quality checking committee / undersigned and entry in the stock register and scrutiny of bills after full supply as per the order placed with party.
 - 16) Quality should be invariably maintained throughout the year / period of agreement as per sample and specification. Material cannot be accepted if the item is found substandard or differ from the sample and specification. Articles may be sent for the laboratory testing if required. The articles must be fresh and good in quality.
 - 17) The rate should be quoted in terms of metric weight major i.e. quintal / kg as the case may be.
 - 18) It is not compulsory on the part of the undersigned to purchase the items for which the tender is being called and supply order will be placed as per actual requirement.
 - 19) No interest will be paid by the undersigned for the security deposit kept in this School.
 - 20) Payment will be made in shape of A/C payee check only. If payment will be made in shape of Demand Draft, the Bank charges will be borne by the tenderer.
 - 21) In case the time and opening of tenders is changed, the same will be displayed on the notice board of the School.
 - 22) Only one rate should be quoted for each item. **More than one rate for each item shall be rejected.**
 - 23) **The sealed tenders should invariably contained-**
 - I. Up-to-date GST clearance certificate issued by the competent authority.
 - II. Clearance of IT Return copy
 - III. In case of Authorized dealers the authorization certificate issued by the Manufacturer /company.
 - IV. Signature of the tenderer in all pages with date.
 - V. These instructions to tenderers are to be signed by the tenderers and returned in originals with the tender with all enclosures.
 - VI. Money receipt/Bank Draft for cost of form.
 - VII. EMD in the shape of Bank Draft.
 - VIII. PAN Card & Adhar Card & Bank a/c statement

Place: Chandragiri.

**PRINCIPAL
EMRS, CHANDRAGIRI**

**DETAILS OF ITEM-WISE EARNEST MONEY IN RUPEES TO BE SUBMITTED ALONG
WITH TENDER PAPER**

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2	Daily Use Toilets Items- For 1 Year	Rs. 200.00	Rs. 5,000.00	Rs. 5,200.00

We M/S _____ agreed to accept the terms and conditions specified in above Para 3 to 23 and also enclose the rates of the items as per list and specifications given by the Principal, EMRS, Chandragiri, Gajapati.

Witness (Signature, Name & Address)

_____ Full Signature of the

1. _____ Proprietor with seal of the Firm
Name of the proprietor & Address of the Firm

2.

Telephone Number/Mobile Number: _____

Email. ID :



EKALAVYA MODEL RESIDENTIAL SCHOOL, CHANDRAGIRI, GAJAPATI
Tender for Supply of Daily use Toilet/Sanitary Items for the Financial Year 2026-27

1.Name & address of the party/firm: _____

GST No _____

2.Tender Paper Cost Deposited Rs. _____ Vide Bank Draft No: _____,dt _____

NOTE:- The supplier should quote the rates with all tax and transport for all the items in which minimum 25% of the quotation rates if approved will be eligible to receive the supply orders. **Only single rate against the items should be quoted.** In case more than one rate quoted for single items in the name of quality; the same will not be considered. **Supply period: within one day of verbal/ written order.** No partly payment & partly received. Mess for 420 students. Supply the items to the store point of school.

PARTICULARS OF THE ITEMS:

Sl. No	Name of the articles	Specifications	Unit	Rate Quoted (Rs. With Tax + Transport)
1	Phynyl (daily use item)	SANITOL/Doctor Plus	Per 1ltr.bottle	
2	Shoes polish cream (daily item)	Cherry/ Kiwi small	Per small box	
3	Tooth brush	Cibaca/ Colgate	Per pcs	
4	Tooth paste	Close up/ Dabur Mrp 20/-	Per pcs	
5	Napkin stay free regular	Wing 7 pads	Per pkt.	
6	Hair oil (Coconut 175 ml)	anmol/ shalimar	175 ml	
7	Washing powder Mrp 10/-	Surf Excel	Per Pkt.	
8	Lifebouy/LUX soap bath	Mrp 10/	Per pc.	
9	Surf excel detergent Powder	Mrp 10/	Per pc.	
10	Shoes Brush	Small, Good quality	Per pc.	
11	Vaselline mrp 5/-	Hindustan lever	Per pc.	
12	Tongue Cleaner Flat	Good quality	Per pc.	
13	Surf excel detergent bar	MRP 10/	Per pc.	
14	Harpic (daily use item)	liquid	Per 1 ltr.	
15	Toilet Cleaner Acid	liquid	Per 1 ltr.	

Note: The Sample of the Sl.No. 1 to 15 must be submitted with proper indicating the Firm Name along with tender paper.

Signature & Name of the firm with
Address and seal

Date: _____

Phone No:



EKALAVYA MODEL RESIDENTIAL SCHOOL, CHANDRAGIRI, GAJAPATI
Tender for Supply of Grocery Items for the Financial Year 2025 - 26

1. Name & address of the party/firm: _____

GST No _____

2. Tender Paper Cost Deposited Rs. _____ Vide Bank Draft No: _____, dt _____

NOTE:- The supplier should quote the rates with all tax and transport for all the items in which minimum 25% of the quotation rates if approved will be eligible to receive the supply orders. **Only single rate against the items should be quoted.** In case more than one rate quoted for single items in the name of quality; the same will not be considered. **Supply period: within one day of verbal/ written order.** No partly payment & partly received.

Mess for 420 students. Supply the items to the store point of school.

PARTICULARS OF THE ITEMS:

Sl. No	Name of the articles	Specifications	Unit	Rate Quoted (Rs. With Tax + Transport)
1	Non cream Biscuit (MRP. 5/-)	Brittania	Per pkt.	
		Anmol		
		Biskfarm		
		Sunfeast (ITC)		
2	Bread	Adhar	Rs. 50/-	
		Hindustan	Rs. 50/-	
3	Cake	Hindustan/ Adhar	Per pkt.	
4	Jam (MRP . 2/-)	Kisan/ Priya	Per pkt.	
5	Chuda (stone/paddy less)	No. 22 Brand (Raipur Chuda)	Per Kg	
6	Arhar Dal (Non polish)	Stone less (Ajanta Gold)	Per kg.	
7	Refine Sunflower Oil	Freedom Brand	1 Ltr	
		Fortune Brand	1 Ltr	
8	Mustard Oil	Engine	1 Ltr	
		Double Hiran	1 Ltr	
9	Ghee	Surya Chandra Ghee	Per kg.	
10	White Matar	999	Per kg	
11	Kabuli chole	Everest	Per kg.	
12	Soli Chana	Good quality	Per kg.	
13	Meal maker soya badi (small size)	Fortune Brand	Per kg.	
		MDH		
14	Idli Suji	Good quality	Per kg.	
15	Suji (Mota Dana)	Good quality	Per kg.	
16	Biri Dal	Gopuram	Per kg.	
17	Panceer Masala	MDH	Per kg.	
		Everest		
18	Chicken Masala	MDH	Per kg	
		Everest		
19	Curry powder	MDH	Per kg	
		Everest		
20	Red Chilly Powder	MDH	Per kg.	
		Everest		
21	Haladi Powder	MDH	Per kg.	
		Everest		

Sheet

Sl. No	Name of the articles	Specifications	Unit	Rate Quoted (Rs. With Tax + Transport)
22	Jeera gota	PSP Hindustan	Per kg.	
23	Mustard Seed	PSP Hindustan	Per kg.	
24	Ground nut seed (Badam Manji)	Pink colour	Per kg.	
25	Gota Lanka	Good Quality	Per kg	
26	Milk-Maid	Nestle	Per 400gm.	
27	Kaju (Gota)	JH	Per kg.	
28	Amul Spray	Poly Pack	Per Kg	
29	Semiya	Ruchi /Bharat Brand	Per kg	
30	Kismis	Good quality	Per kg.	
31	Sugar	Crystal white	Per kg	
32	Chowmin noodles	Good quality	Per kg.	
33	Iodised Salt	TATA	Per kg.	
34	Chilli Sauce	Lall's Brand	Per kg	
35	Soya Sauce	Lall's Brand	Per kg	
36	Vinegar	Lall's Brand	Per kg.	
37	Tomato Sauce	Lall's Brand	Per kg	
38	Corn Flour	Good quality	Per kg.	
39	Besana	Good quality	Per kg.	
40	Millet Powder (Ragi Atta)	Good quality	Per kg.	
41	Achar (Meetha Amba Achar)	Priya/Swadista	Per kg.	
42	Horlicks (Refill Pack)	Good quality	Per kg.	
43	Rice	Jhansi Rani	Per kg.	
44	Gunda Kaju (Super fine)	Good quality	Per kg.	
45	Magaja	Good quality	Per kg.	
46	Alaicha	Good quality	Per kg.	
47	Gola Maricha (Black Pepper)	Good quality	Per kg.	
48	Fly leaf	Good quality	Per kg.	
49	Pusta	Good quality	Per kg.	
50	Dhania	Good quality	Per kg.	
51	Pampad	Lijjat/Gaja Laxmi	Per kg.	
52	Baking Soda	Good quality	Per kg.	
53	Garlic	Good quality	Per kg.	
54	HMT Rice	Good quality	Per kg.	

Note: The Sample of the Sl.No. 1 to 54 must be submitted with proper packet (50 grm. to 100 grm.) indicating the Firm Name along with tender paper. All items certified by fssai.

Signature & Name of the firm with
Address and seal

Date: _____ Phone No: _____

