



**OFFICE OF THE PRINCIPAL  
EKALAVYA MODEL RESIDENTIAL SCHOOL**

At-Hirli, Post-Agnipur, Dist. Nabarangpur-764059,  
Ph. No. 06858 – 291552 Email ID :- emrs.hirli@gmail.com  
**National Education Society for Tribal Students  
Ministry of Tribal Affairs, Government of India**



CBSE Affiliation No. 1520003 & School Code: 17095, UDISE Code: 21280500503

Letter No. 430/2026

Date: 19/05/2026

**TENDER CALL NOTICE**

Sealed Tenders are invited from the manufacturers and registered / reputed firms for supply of different items as stated below. The tender form with other particulars can be obtained from the office of the undersigned or can be downloaded from the district website i.e. [www.nabarangpur.odisha.gov.in](http://www.nabarangpur.odisha.gov.in) and [www.emrshirli.com](http://www.emrshirli.com) from **19 /05/2026** to **08/06/2026** on payment of Rs 200/-**(non-refundable)** in cash or Bank Draft in the name of **EKALAVYA MODEL RESIDENTIAL SCHOOL, HIRLI** and payable at **SBI, Main Branch, Nabarangpur**. The Bank draft for tender paper and EMD must be made separately. The last date of submission of Tender paper is on or before **Dt. 08-06-2026 by 05.00 PM** through Speed/Regd./by hand only. The tender will be opened in the **Office of the Principal, EMRS, Hirli, Nabarangpur** on **Dtd. 10/06/2026 at 10.00 AM**.

Sl. No.	Name of items	Cost of Tender Paper (Non Refundable )	Amount of Earnest Money (Refundable)
1	Grocery items	₹ 200.00	₹ 30,000.00
2	Toiletry items	₹ 200.00	₹ 10,000.00
3	Vegetable and Fruit	₹ 200.00	₹ 20,000.00
4	Non-Veg items	₹ 200.00	₹ 5,000.00
5	Milk Product, Bakery and Sweets	₹ 200.00	₹ 5,000.00
6	AMC of Computer & CCTV	₹ 200.00	₹ 3,000.00

**Sd/-  
Principal  
EMRS Hirli, Nabarangpur**



**OFFICE OF THE PRINCIPAL  
EKLAVYA MODEL RESIDENTIAL SCHOOL**

At-Hirli, Post-Agnipur, Dist. Nabarangpur-764059,  
Ph. No. 06858 – 291552 Email ID :- emrs.hirli@gmail.com  
National Education Society for Tribal Students  
Minister of Tribal Affairs, Government of India

CBSE Affiliation No. 1520003 & School Code: 17095, UDISE Code: 21280500503

**TENDER FORM  
(NOT TRANSFERABLE)**

**Firm Name:**

**Contact No.**

**At.**

**PO.**

**P.S.**

**Dist.**

**State.**

**PIN Code.**

**GST No.**

**TAN No.**

**PAN No.**

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 Eklavya Model Residential School, Hirli, Nabarangpur. Last date of issue of the tender form is up to **04.00 PM** on Dtd. **08.06.2026** and last date of submission of the tender papers up to **05:00 P.M.** on Dtd. **08.06.2026** by **Speed Post/ Regd. Post / by hand** only. The tender should be sent in a strong sealed envelope with marked as “**TENDER FOR THE SUPPLY OF .....**” on the top of the same. The tender will be opened in the **Office of the Principal, EMRS, Hirli, Nabarangpur** on **Dt. 10.06.2026 at 10.00 AM**. The bidders/ their representatives must remain present.
2. The selection of items will be based on the approval of Purchase Advisory Committee and the quality of the items may be taken into consideration.
3. The tender paper should be submitted according to the terms and conditions specified below in tender form.
4. Individual envelope containing tender papers for different category items should be submitted by the bidders.
5. **The Tender Box will be unsealed at 10.00 AM. All the bidders should submit their samples before 10.30 AM**
6. **There should not be any over writing, corrections in the Tender paper.** If a figure is 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.
7. The Bidder Should Submit his/her tender form along with original money receipt, If the bidder obtains the tender paper from District Website [www.nabarangpur.odisha.gov.in](http://www.nabarangpur.odisha.gov.in) and school website i.e. [www.emrhirli.com](http://www.emrhirli.com), he/she should enclose a Demand Draft of Rs. 200 (Two Hundred) in the below mentioned name, in a separate envelope with the tender document. The bidder should enclose Earnest Money Deposit (EMD) with tender paper as specified in **SI No. 16**. In form of **Bank Draft in favour of EKALAVYA MODEL RESIDENTIAL SCHOOL, HIRLI, payable at SBI, Main Branch, Nabarangpur** which will be refunded to unsuccessful bidder with due procedure. The earnest money deposit (EMD) will be forfeited in the event of failure to comply with contract. In the event of the tender being accepted, the earnest money shall be retained as a safeguard against any defect appearing in the articles supplied within the period of deposit. No interest is payable on EMD.
8. The quantity of articles indicated in the attached statement may be increased or decreased or nil at the discretion of the undersigned without assigning any reason.

9. The **hiking of price** of any article in the tender period mentioned here is strictly prohibited. No request regarding this matter is to be considered.
10. In the event of acceptance of the tender and placing of the order for purchase, the articles ordered for would be subjected to inspection by the undersigned/ Physical Verification Committee/Concerned Person and are liable to be rejected the article supplied, if not according to approved samples or do not confirm to the specifications prescribed.
11. In no case the payment will be made above **MAXIMUM RETAIL PRICE (MRP)**.
12. If the bidder does not satisfy the terms and condition and supply goods & services in time the tender may be cancelled and EMD will be forfeited and given to the next bidder for smooth functioning of the institution. The undersigned has right to reject this tender at any time without any prior notice which can't be challenged under any court of law.
13. No advance money will be paid to any bidder. Measurement of students and distribution of uniform must be done in the presence of the bidders/ their representatives with concerned school staff. But, the measurement of girls will be taken by providing a lady tailor. Bidders must supply the dress materials and other uniform items as per the actual measurement and size taken by him.
14. The quoted by the Contractor shall hold goods from 01.10.2025 to 30.09.2026. for the branded items, 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.
15. No Interest will be paid by the undersigned for the EMD kept in this school.
16. Details of EMD for various items are shown below:-

Sl. No.	Name of items	Amount of Earnest Money (Refundable)
1	Grocery items	₹ 30,000.00
2	Toiletry items	₹ 10,000.00
3	Vegetable and Fruit	₹ 20,000.00
4	Non-Veg items	₹ 5,000.00
5	Milk Product, Bakery and Sweets	₹ 5,000.00
6	AMC of Computer & CCTV	₹ 3,000.00

17. **Terms & Conditions for Vehicle Hiring is enclosed separately in tender form.**
18. The sealed tender should invariably contain the following:

**Check List**

***(Signed by the Authorized person on all pages with date and seal in all document enclosed except Demand Draft.)***

1. Original Money Receipt or Demand Draft towards purchase of Tender paper of Rs.200/- Demand Draft only in favour of **EKALAVYA MODEL RESIDENTIAL SCHOOL, HIRLI, NABARANGPUR** payable at **SBI, Main Branch, Nabarangpur**.
2. Earnest Money Deposit (EMD) in shape of BD Pledged as per instruction (Sl. No.08).
3. Tender Paper in original with signature on each page.
4. Copy of the GST No. and PAN No. etc. Current tax clearance paper certificates of concerned firm. **(GST is not applicable for Vegetable, Non-veg items and hair cutting)**
5. GST and other Tax clearance certificate/ Deposit Receipt up to 31.03.2024 from the competent authority.
6. Xerox copy of PAN card
7. Bank Account details (Annexure-1) – Please, enclose Bank pass book front page!
8. In case of Dealer, Dealer certificate to be attached.

**Declaration:**

I have read, confirmed and agreed with all the above stated terms and conditions given by the school and submitted the above stated documents which are correct and authentic to the best of my knowledge and belief.

**Seal & Sign of the Party**

**Enclosed the page of bank pass book where Account details are mentioned.**

01. Name of the Account Holder-

02. Address Details of the Account Holder-

03. Account Number-

04. Type of Account- Savings Bank Account/ Current Account/ Cash Credit

04. Bank Name-

05. Branch Name-

06. IFSC Code-

07. PAN Number-

08. Mobile Number-

**Date-**

**Seal & Sign. Of the bidder**