



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

(Supported by ST & SC Dev. Deptt., Govt of Odisha)

AT-Champanagar, PO-Challanguda, PS/Dist-Malkangiri, PIN-764 045

Email Id- emrsmalkangiri@gmail.com, Contact No-9937995055

No: 254/EMRS/2021

Date: 13.07.2021

QUOTATION CALL NOTICE

Sealed quotations in plain papers / letter pads are invited from the intending Authorised distributors/ firms/ dealers/shops for supply of 15 (Fifteen) number of Office Chair for EMRS, Malkangiri details of which is mentioned below.

| Sl No | Name of Item/Article | Specification | Brand | Unit required (in nos) | Maximum price per unit |
|-------|----------------------|--|----------|------------------------|------------------------|
| 01 | Office Chair | Leatherite cushion with arm rest Model No- HSN/SAC-9401 | Nilkamal | 15 | Rs. 5000/- |

For any queries please contact-7749879977

The detailed specification, terms and conditions can be available at website www.malkangiri.nic.in. Last date of receipt of the quotation paper through Regd./Speed Post is dated 27.07.2021 by 5.00 PM at Ekalavya Model Residential School, Malkangiri. Quotation received after the due date and time will not be considered. The quotation shall be opened on 28.07.2021 at 11.00 AM. The authority reserves the right to cancel the quotation without assigning any reason thereof.

1. The terms and conditions of quotation call is Annexured at - "A"
2. Undertaking of Bidder is Annexured at - "B"
3. Bank details form is Annexured at - "C"


 Principal
 EMRS, Malkangiri

Memo No: 255/2021

Date: 13.07.2021

1. Copy submitted to Collector-cum-Chairman, EMRS Malkangiri for kind information.
2. Copy submitted to District Information Officer, NIC, Malkangiri for information and necessary action. He is requested to host it in the District website for wide publicity.
3. Copy submitted to PA, ITDA, Malkangiri for kind information.
4. Copy to School Notice Board.


 Principal
 EMRS, Malkangiri

Annexure-A

TERMS & CONDITIONS OF QUOTATION CALL

1. The suppliers should go through the specification very strictly before quoting the rates. The suppliers are responsible to prove the quality mentioned with sample or with authenticated documents, failing which the rates quoted will not be accepted
2. The Rate should be favourable to the school and should be inclusive of all taxes and freight/ transportation charges, or imposition whatever liable in respect of the supplies.
3. There should not be any over writing, corrections in the quotation 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.
4. The articles ordered from school should be good quality and fresh items without expiry date and should be delivered in time as given without fail.
5. The **hiking of price** of any article in the quotation period mentioned here is strictly prohibited. No request regarding this matter is to be considered.
6. For the branded items, if there would be some free gift schemes that is marked on the packing the same would be liable to be supplied with the articles on free of cost also and be shown in the bill. Payment will be made by A/C Pay Cheque, in case of payment by DD/RTGS/NEFT, Bank Charges will be deducted from the payment. So the parties are requested to submit their Bank details i.e. given in *Annexure-C*.
7. In the event of acceptance of the quotation 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.
8. In no case the payment will be made above MAXIMUM RETAIL PRICE (MRP).
9. In the quotation Form, Brands/Names of the manufacturer of a few products are given. No change/ Addition/ Alternation in the quotation schedule are allowed. In case a party is applying quotation for more than one item then separate quotation should be kept in separate envelopes having all required documents separately. The envelope in which quotation documents are kept must be sealed with gum.
10. Any hindrances will never be excused. If seen, then immediately the quotation will be cancelled. The undersigned has right to reject this quotation at any time without any prior notice which can't be challenged under any court of law.
11. In case quality of materials supplied of not a good quality and quantity, the quotation shall be rejected without any notice.



PRINCIPAL
EMRS, MALKANGIRI

UNDERTAKING OF BIDDER

I/We M/s _____ do fully agree with the terms and conditions specified in Annexure-A and enclose the rates of items as per list and specifications given by Principal, EMRS, Malkangiri against which I/we will never violate or disobey, else the authority will take any action against me/us, must be abided.

Firm Name:

Contact No.

At.

PO.

P.S.

Dist.

State.

PIN Code.

Date:

Seal of Firm with signature of the Party


PRINCIPAL
EMRS, MALKANGIRI

Annexure-C

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


PRINCIPAL
EMRS. MALKANGIRI