

EKLAVYA MODEL RESIDENTIAL SCHOOL, MALKANGIRI

AT- CHAMPANAGAR, PO- CHALLANGUDA, DIST-MALKANGIRI-764045

QUOTATION CALL NOTICE

Letter No: 527 /Quotation File/ EMRS /2023

Date: 18 /10/2023

Sealed quotations are invited from the registered and reputed firms for supply of the **Bedding items & School Bags & Sports items** to our school for the session 2023-24. The documents can be received from this office or downloaded from the web site (www.malkangiri.nic.in) with a non-refundable amount of Rs.300/- (Rupees Three Hundred Only) for each item in shape of Bank Draft in favor of **EKALAVYA MODEL RESIDENTIAL SCHOOL, MALKANGIRI** payable at **SBI, Road Branch, Malkangiri** and the filled up sealed documents (not stapled) must be reached to this office by speed post/ Registered post/ dropping into the tender box by hand only by **5 P.M. on 02 /11/2023**. School shall not be responsible for any postal delay. The sealed tender documents will be opened in the presence of PAC members and bidders or their authorized representatives in the office of the Principal, EMRS, Malkangiri at **10.00 A.M. on Dt. 03 /11/2023**. The Chairman of the school Purchase and Advisory Committee reserves the right to accept/ reject the quotation in part or whole without assigning any reason thereof which can't be challenged in any court of law.


Principal
EMRS, Malkangiri
PRINCIPAL
EMRS, MALKANGIRI

Memo No: 528 /EMRS /2023

Date: 18 /10/2023

Copy to DIO, NIC, Malkangiri for information and necessary action with a request to upload the detailed tender papers in a pdf file containing 08 Pages in the official website of Malkangiri district (www.malkangiri.nic.in) for wide publication.


Principal
EMRS, Malkangiri
PRINCIPAL
EMRS, MALKANGIRI
Date: 18 /10/2023

Memo No: 529 /EMRS /2023

Copy to notice board of all District Level Office, Malkangiri for wide circulation of the Quotation Call Notice.


Principal
EMRS, Malkangiri
PRINCIPAL
EMRS, MALKANGIRI
Date: 18 /10/2023

Memo No: 530 /EMRS /2023

Copy to all members of Purchase Advisory Committee of EMRS, Malkangiri for kind information and necessary action.


Principal
EMRS, Malkangiri
PRINCIPAL
EMRS, MALKANGIRI

EKLAVYA MODEL RESIDENTIAL SCHOOL, MALKANGIRI

QUOTATION CALL NOTIFICATION NO-04/2023-24, DTD. 18 /10/2023

To,

M/S.

Sub: Terms and Conditions of the Quotation for supply of _____.

- 1) The Quotation papers must be reached to the office of the undersigned in a sealed envelope (not stapled) and superscribe as "QUOTATION FOR THE SUPPLY of _____" on the Top of the envelope, not by name on/before 5P.M. on 02/11/2023 positively. School shall not be responsible for any postal delay. The Quotations will be opened in the Office of the Principal, EMRS, Malkangiri at 10.00A.M. on Dtd. 03/11/2023 in presence of all PAC Members and the bidders or their authorized representatives (one for each Supplier/Bidder).
- 2) The Quotations should be submitted as according to the terms and conditions specified in paragraphs 3 to 25 along with valid GST Registration unless it will be rejected. The quoted price must be inclusive of all taxes, transportation & installation charges and to be delivered at the school point. All bidders must submit the filled-up Quotation papers (from page-1 to 5) with seal & signature on each page along with their annexure/s.
- 3) The bidders should quote the price in amount against the item/s which has no MRP and quote percentage (%) of discount against the article/s as instructed in the Quotation paper. There should not be any overwriting or corrections in the quoted price/%age of Discount on MRP. 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 seal, signature and date, in the absence of the attested signature the Quotation is liable to be rejected.
- 4) The Committee does not bind himself to accept the lowest quoted price for all items. The committee reserves the right to accept the quoted price after comparing the price and quality and selection will be done on the basis of quality also. If the lowest quoted price of any item seems high in comparing to the Market Price, the committee can negotiate/bargain with the L1 Bidder and that negotiated price will be fixed.
- 5) The Bidder should submit his /her Quotation form along with **Earnest Money Deposit(EMD)** in form of Bank Draft in favor of **EKALAVYA MODEL RESIDENTIAL SCHOOL, MALKANGIRI** payable at **SBI, Road Branch, Malkangiri**. The EMD will be forfeited in the event of failure to comply with the contract.
- 6) If the contractor fails to supply the articles within the stipulated time period as per guideline / supply order issued by the undersigned, the school will purchase the articles from the market and the difference of price, shall be deducted from the EMD or in case the amount paid by the school will be excess than the security deposit, the supplier shall be liable to pay that amount.
- 7) The Brand /Make other than the specification given in the Quotation papers will not be accepted. The undersigned is not responsible for any damage or loss of materials during transportation. Exchange of the same will be done by the supplier at his/her own cost.
- 8) All materials should be delivered in full and good conditions as per supply order. The successful supplier/firm should supply the materials along with the Invoice Bills; else materials will not be accepted. For the branded item, if there would some free gift schemes, marked on the packing, the same would liable to be supplied with the articles on free of cost and also to be mentioned in the bill.
- 9) 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/s and are liable to be rejected if the articles supplied are not according to approved samples or do not confirm to the specifications/ brand prescribed.
- 10) If the L1 Bidder will not supply the items in the stipulated time period/ as per the specification, his Quotation will stand automatically cancelled and order will be placed to the L2 Bidder, which can't be challenged in any court of law.
- 11) The amount of EMD money shall be retained by the school for a period of 06 (six) months from the date of completion of supplies as a safeguard against any defect appearing in the articles supplied within the period.

- 12) The Bidders are instructed to submit the samples at the time of submission of Quotation in a sealed packet. Loose articles minimum 50gms should be submitted in a transparent jar/polythene bag. Packet items and pieces should be submitted one in number invariably printed label of the firm.
- 13) Payment will be made only after verification of the supplied articles by the quality checking committee/undersigned and entry in the stock & issue register and scrutiny of bills after full supply as per the order placed to the party.
- 14) Quality should be invariably maintained throughout the year /period of agreement as per the sample and specification. Articles maybe sent for the laboratory testing if required; the articles must be fresh and good in quality.
- 15) The rate should be quoted in Indian Rupees (INR) and in terms of metric weight measure i.e., Kg, Ltr, gm, etc as the case may be. The rate quoted shall be valid till dtd.31-03-2024 or finalized the fresh Tender/Quotation which is earlier) in view of the boarders need.
- 16) It is not compulsory on the part of the undersigned to purchase the items for which the Quotation is being called and supply order will be placed as per actual requirement of the institute.
- 17) No interest will be paid by the undersigned for the EMD money kept in this School. Payment will be made in shape of A/C payee cheque or RTGS only.
- 18) In case the date and time of opening of the Quotation is changed, the same will be displayed in the notice board of the school and District Website also.
- 19) All the information as called for in the Quotation documents should be submitted (in English only) truly, clearly, legibly, unambiguously and without any abbreviation. More than one rate for each item shall be rejected.
- 20) The Bidders must submit the detail postal address, E-mail ID, Bank Account Number with IFSC and Telephone No. of their shop in the Quotations paper.
- 21) In case of any document submitted by the Bidder in support of their claim are found to be false or forged, the Quotation is liable for cancellation and EMD deposited by the Bidder will be forfeited.
- 22) Warranty/guaranty details to be specified for the electronics Items or any others in the Remark column of the Quotation paper and should be handed over to the undersigned/his representatives at the time of supply must.
- 23) Any defaulter or delayer supplier to EMRS in last financial years may not be allowed to participate in this Quotation.
- 24) If the printing on school bags will be faded up or quit within 6 months after supply, the EMD shall be forfeited and the supplier shall be black listed which can't be challenged in any court of law.
- 25) The sealed Quotations should invariably contain
 - I. Photocopy of GST Registrations Certificate (Form-6) and photocopy of PAN.
 - II. Up to date GST Clearance Certificate copy.
 - III. In case of Authorized dealers, the Authorization Certificate issued by the Manufacturer /company and brochure specified with the concerned items and price list.
 - IV. Signature of the Bidders in all pages with date.
 - V. This instruction to Bidders is to be signed by the Bidders and return in original with the Quotations papers with all enclosures.
 - VI. Bank Draft for cost of Quotations Paper Rs.300/- (Non-refundable) in favor of **EKALAVYA MODEL RESIDENTIAL SCHOOL, MALKANGIRI** payable at SBI, Road Branch, Malkangiri.
 - VII. EMD in the shape of Bank Draft in favor of **EKALAVYA MODEL RESIDENTIAL SCHOOL, MALKANGIRI** payable at SBI, Road Branch, Malkangiri.
 - VIII. IT Return for last 03 years (from 2020-21 to 2022-23) and all other documents mentioned in the technical bid.

Place: Malkangiri
Date: 18/10/2023


Principal
EMRS, Malkangiri

DETAILS OF DURATION OF SUPPLY AND ITEM-WISE EARNEST MONEY IN RUPEES TO BE SUBMITTED ALONG WITH QUATATION PAPER

Sl. No	Name of items	Duration of supply	Amount of Earnest Money
1	Bedding Items & School Bags	15-30 Days	Rs.10, 000.00
2	Sports items	15 Days	Rs.8, 000.00

(Registration of firm, GST clearance and copy of GSTIN with Certificate is mandatory)

We M/s _____ agreed to accept the terms and conditions specified in above para 03 to 25 and also enclose the rate of the items as per list and specifications given by the Principal EMRS, Malkangiri.

Full signature of the

Proprietor with seal of the Firm.

Name of the proprietor & Address of the Firm:

Telephone Number / Mobile Number: _____

E-mail ID:

Witness (Signature, Name & Address)

1. Signature.....

Full Name:.....

Address:, Mob No:

2. Signature.....

Full Name:.....

Address:, Mob No:

**EKLAVYA MODEL RESIDENTIAL SCHOOL, MALKANGIRI
TECHNICAL BID**

Sub: Technical bid for supply of _____ as per enclosed specification & list.

1. Quotation Notification Number: 04/2023-24, Dtd. 18/10/2023

2. Name & Address of the Supplier: M/s.....
.....

3. Date of opening of Quotation: Dt. 03/11/2023 (_____) at 10.00AM.

4. Paper cost of Rs.300/- (Demand Draft No.....dated...../...../2023)

5. EMD of Rs...../-(Demand Draft No.....dated...../...../2023)

SELF DECLARATION BY THE BIDDER:

I/We hereby submit technical bid for supply of _____ as per terms, conditions and specifications of this Quotation Call Notice of EMRS, Malkangiri which are acceptable to us. I am aware that while evaluating the technical bid, if any/part (as decided by the PAC of EMRS, Malkangiri) of the terms/items mentioned below is not found meeting the requirement of the Quotation notice, the bid will not be accepted.

1. Earnest Money	(a) Bank (b) Draft No. dated..... (c) Amount Rs.....
2. Income Tax & GSTIN Registration details	GSTIN No. PAN Card No..... Copy encl: Yes/No
3. IT Return for 2020-21, 2021-22& 2022-23	Enclosed: Yes / No
4. GST clearance (Return) Certificate from the competent Authority up to June - 2023	(a) GST No.- (b) Issuing authority: (c) Period of Validity:
5. GST Registration Certificate	Number and date of certificate (a) Certificate No. Dt. (b) Designation of certificate issuing officer : (c) Attested copy of the certificate Annexed :Yes/No
6. Submitting of Product Prospectus/ Brochures/Samples of as prelist & specifications. (Where applicable).	Yes / No
7. Registration Certificate for the manufacturing item (IF APPLICABLE) (Certified copies of registration certificates must be closed)	(a) Valid Certificate issued by any Govt. authority: Yes/No If yes, the Name of the authority
8. Description of the registered trademark (where applicable)	

9.	Copy of ISO:9001:2000 Certificate / Dealership Certificate (If Available)	Number and date of certificate (a) Certificate No..... Dt. (b) Name of the issuing authority: (c) Valid up to..... (d) Attested copy of the certificate Annexed: Yes/No
10.	Name, Address & Contact Number of the Proprietor of the Bidder/ Supplier	
11	Bank Account Details of the Bidder/Supplier	

Undertaking

- i. I/We undertake to abide by the terms & conditions of Quotation notice along with Annexure.
- ii. I/We undertake to make the entire supply as per delivery schedule of Quotations notice.
- iii. The proposed rates are valid up to next Quotation of EMRS Malkangiri.
- iv. Our firm has not been black listed by any State/Central Govt./Board/Corporation/Autonomous Body under administrative control of Central or State Govt.
- v. Neither myself nor my organization will enroll in any corrupt practices so far as this bidding is concerned

List of enclosures:

- | | |
|---------|----------|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

Signature of the Bidders

Name:.....

Postal Address:.....

.....

Phone No.:.....Mobile No.:.....

Mail Id:.....

Annexure-01**EKLAVYA MODEL RESIDENTIAL SCHOOL, MALKANGIRI****Quotation for supply of Bedding Items & School Bags for the Financial year -2023-24**

1. Name & Address of the party /Firm: _____.
2. Earnest Money Deposited Rs.10,000/- Vide Bank Draft No. _____ Dt. _____.
3. Quotation Paper Cost Deposited: Rs.300/- Vide Bank Draft No. _____ Dt. _____.

Note:-The supplier 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. It may be noted that for standard quality 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.

PARTICULARS OF THE ITEMS

SI	Item Particulars	Specification	Unit	Quoted Price
1	Bed Sheet (Single bed size)	100% Cotton Check Design	Per piece	
2	Mink Blanket, single bed size with single pc plastic cover packet.	Best Quality	Per piece	
3	Pillow (1 kg. cotton with good quality, stitched in good quality cloth)	Best Quality	Per piece	
4	Pillow cover – Printed design with cotton)	Best Quality	Per piece	
5	TOWEL, 100% Cotton Check Design -SIZE 36"X 72".	Best Quality	Per piece	
6	School Bag (The Bag Printed with School Name & Logo & specification)	(40cmX 27cmx25cm) inside Four thaka , good quality chain and fita	Per pcs (Maximum up to Rs.450/-)	

Note : The Sample of the SL No 1 to 06 must be submitted with proper packet indicating the Firm Name on the date of opening Quotation.

I/We submit financial bid for the supply of Bedding Items& School Bags as per terms & conditions of Quotation Call Notice of EMRS, Malkangiri along with this annexure, which are acceptable to me/us.

Date :

Seal & Signature of the Supplier

Place:

Name of the firm& Proprietor:

Address :

Phone No :

Alternative Phone Number:

Annexure-02**EKLAVYA MODEL RESIDENTIAL SCHOOL, MALKANGIRI****Quotation for supply Sports items for the Financial year -2023-24**

1. Name & Address of the party /Firm: _____.

2. Earnest Money Deposited Rs.8,000/- Vide Bank Draft No. _____ Dt. _____.

3. Quotation Paper Cost Deposited: Rs.300/- Vide Bank Draft No. _____ Dt. _____.

3. Note :- The supplier 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. It may be noted that for standard quality only single rate against the items should be quoted, In case more than one rate quoted for single item in the name of quality, the same will not be considered.

PARTICULARS OF THE ITEMS

Sl. No.	Name of the commodity	Brand	Rate quoted	Remark if any
1	FOOTBALL	COSCO/NIVIA		
2	SIM GUARD	COSCO/NIVIA		
3	GOAL KEEPER GLOVES	COSCO/NIVIA		
4	GOAL POST NET	VINEX		
5	FOOTBALL STUD (MEN & Women)	SEGA/SG		
6	FOOTBALL SOCKS	GOOD QUALITY		
7	VOLLEYBALL	COSCO SUPER/SPARTON		
8	VOLLEYBALL ANTENA	VIXEN/COSCO		
9	VOLLEY NET (SYNTHETIC)	VIXEN/NIVIA		
10	JOGGER SHOES	GOLD STAR		
11	KNEE CAP- SPONGY	SEGA/VIXEN		
12	ELBOW GUARD	SS/SG		
13	VOLLEYBALL POLE 1 SET (IRON)	BEST QUALITY		
14	HIGH NECK SHOE - Kabaddi	SEGA/GOLD STAR		
15	KNEE CAP-PLAIN	SEGA/VIXEN		
16	SPIKE	SEGA/POWER		
17	SLACKS	GOOD QUALITY		
18	HIGH JUMP STAND	VINEX/NELCO		
19	CROSS BAR	VINEX/NELCO		
20	TAKE UP BOARD	VINEX/NELCO		Hindalium
21	JAVELIN THROUGH-600 Gm	VINEX/NELCO		
22	JAVELIN THROUGH-700 Gm	VINEX/NELCO		
23	BADMITTON RACKET	JONEX/SILVEREX		

Sl.	Name of the commodity	Brand	Rate quoted	Remarks
24	BADMINTON NET	VIXEN/NIVIA/PENTA		
25	BADMINTON SHUTTLE	JONEX(MEDIUM FLIGHT)		
26	DISCUS -1KG/1.5KG/2KG	VINEX/NELCO		
27	CRICKET BAT	SS(MASTER)		
28	CRICKET BALL (TENNIS BALL)	SG		
29	GUARD(CRICKET)	NIVIA		
30	CRICKET STUMP	MCC		
31	KEEPING GLOVES -CRICKET	S.G, SS		
32	BATTING GLOVES	S.G, SS		
33	INDIAN BOW SET	Made in Manipur		
34	BOATRACE	GOOD QUALITY		
35	BOATRACE STAND	GOOD QUALITY		
36	TARGET FACE	GOOD QUALITY		
37	ARROW for Indian Bow- per pc.	GOOD QUALITY		
38	SKIPING ROPE (SYNTHETIC	BEST QUALITY		
39	Whistle	GOOD QUALITY		
40	Football pump	NIVIA		
41	TABLE TENNIS COURT	SGTTA		
42	CARROM DOT	GOOD QUALITY		
43	CHESS SET	Best Quality		
44	CARROM POWDER	GOOD QUALITY		
45	VOLLEY BALL SHOE	NIVIA		
46	DRUM large	GOOD QUALITY		
47	DRUM LOOP	GOOD QUALITY		
48	TASHA STICK	GOOD QUALITY		
49	MARACAS SILVER	GOOD QUALITY		
50	LIME POWDER WHITE	GOOD QUALITY		
51	TABLE TENNIS BALL	WILSON		
52	TABLE TENNIS BAT	STIGA/JOOLA		

Note: The Sample of the SL No 1 to 52 must be submitted with proper packet indicating the Firm Name on the date of opening Quotation.

I/We submit financial bid for the supply of Sports items as per terms & conditions of Quotation notice of EMRS, Malkangiri along with this annexure, which are acceptable to me/us.

Date : _____

Seal & Signature of the Supplier

Place:

Name of the Proprietor & firm:

Address :

Phone No :

Alternative Phone Number: