



School Code: - 17101

U-dise Code: - 21300300572

Affiliation No: - 1520013

**EKLAVYA MODEL RESIDENTIAL SCHOOL**  
AT-Champanagar, PO- Challanguda, DIST-MALKANGIRI  
ODISHA, PIN-764045

(National Education Society for Tribal Students)

(Ministry of Tribal Affairs, Govt. of India)

Establishments Year 2011-12

EMAIL ID:- [emrsmalkangiri@gmail.com](mailto:emrsmalkangiri@gmail.com)



Letter No: - 254/Tender File/EMRS/2026

Date 22/04/2026

### Tender Call Notice


Sealed tender is invited from any reputed firm/Supplier towards supply Grocery and DUT to our school Eklavya Model Residential School, Malkangiri at:- Champanagar, Po:-Challanguda, District:-Malkangiri,764045 for the session 2026-27 the tender paper can be received from office or can be download from the website ([www.malkangiri.odisha.gov.in](http://www.malkangiri.odisha.gov.in)) with an non-refundable amount of Rs.300/- (Rupees Three hundred Only) in favour of EMRS, Malkangiri, Payable at SBI Road Branch, Malkangiri and the filled up shield document (not Stapled) must reach to the office of the undersigned by hand /by post by 01:00 Pm on or before 4<sup>th</sup> June-2026 the sealed document will be opened in presence of PAC member and Bidders or their authorized person in the office of the Principal EMRS, Malkangiri, at 10:00Am on dated 10<sup>th</sup> June,2026 the undersigned reserved the right to accept/reject the tender without assigning any reason therefore which cannot be challenged in any court of law. Payment shall be made through transfer of funds to the bank account of the selected supplier after verification of quality and quantity of the supplies and enter in the stock book & issue record after scrutinizing the bill/Invoice

(By the Order of Collector, Malkangiri)

  
Principal  
EMRS, Malkangiri  
Date: 22/04/2026


Memo No: - 255

Copy along with the sample copy of the above advertisement is forwarded to the advertising manager The Samaja all odisha edition for one day publication only in size of 4cm X 8cm column and request to submit the bill to the office of the undersigned as per DI & PRO rate.

  
Principal  
EMRS, Malkangiri  
Date: 22/04/2026


Memo No: - 256

Copy to Degm, Malkangiri for Information and necessary action with a request to upload the notification along with the tender document in PDF file in your official web site of Malkangiri district [www.malkangiri.odisha.gov.in](http://www.malkangiri.odisha.gov.in) for wide publication.

  
Principal  
EMRS, Malkangiri  
Date: 22/04/2026

Memo No: - 257

Copy submitted to the DWO, Malkangiri & PA, ITDA, Malkangiri for kind information and necessary action with a request to display the same in their notice board for wide publication

  
Principal  
EMRS, Malkangiri  
Date: 22/04/2026

Memo No: - 258

Copy submitted to all the PAC member of EMRS, Malkangiri for kind information and necessary action with a request to be present in the office of the undersigned at 10:00AM on dated 10/06/2026 to open the tender.

  
Principal  
EMRS, Malkangiri



# EKLAVYA MODEL RESIDENTIAL SCHOOL, MALKANGIRI

## TENDER CALL NOTIFICATION NO-01/2026-27, Date.

To,

M/S. ....

Sub:

Terms and Conditions of the tender for the supply of \_\_\_\_\_

- 1) The tender papers must be reached to the office of the undersigned in a sealed envelope (not stapled) and super scribe as "TENDER FOR THE SUPPLY OF \_\_\_\_\_" on the Top of the envelope, not by name on/before **1 P.M. on** \_\_\_\_\_ positively. School shall not be responsible for any postal delay. The Tender will be opened in the Office of the Principal, EMRS, Malkangiri at **10.00A.M. on** \_\_\_\_\_ in presence of all PAC Members and the bidders or their authorized representatives (one for each Supplier/Bidder).
- 2) The Tender should be submitted as according to the terms and conditions specified in paragraphs 3 to 25 along with valid GST Registration except vegetables, Perishable items & stitching of uniforms 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 tender 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 Tender paper. There should not be any over-writing 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 tender 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 Tender form along with **Earnest Money Deposit (EMD)** in form of Bank Draft in favor of **EKLAVYA 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 Tender schedule 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 tender 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 tender 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 requested to submit the samples at the time of submission of tender 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. Tender will not be considered without submitting samples.
- 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, pcs etc. as the case may be.
- 16) 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 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.
  - Specification given by NESTS; MOTTA must be followed by the bidders for stitching of Uniform items strictly.
  - In case the date and time of opening of the Tender is changed, the same will be displayed in the notice board of the school and District Website also.
- 20) All the information as called for in the Tender 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.
- 21) The Bidder must submit the detail postal address, E-mail ID, Bank Account Number with IFSC and Telephone No. of their shop in the Tender paper.
- 22) In case of any document submitted by the Bidder in support of their claim are found to be false or forged, the Tender is liable for cancellation and EMD deposited by the Bidder will be forfeited.
- 23) Warranty/guaranty details to be specified for the electronics items or any others in the Remark column of the Tender paper and should be handed over to the undersigned/his representatives at the time of supply must.
- 24) Payment of Vehicle rent will be made only after verifying of bill in every month the supplier is directed to submit proper GST Bill or last working day of every month.
- 25) The sealed Tender should invariably contain
  - I. Up to date GST Clearance Certificate up to March 2025 copy and copy of PAN.
  - II. In case of Authorized dealers, the Authorization Certificate issued by the Manufacturer /company and brochure specified with the concerned items and price list.
  - III. Signature of the Bidder in all pages with date.
  - IV. This instruction to Bidder is to be signed by the Bidder and return in original with the Tender papers with all enclosures.
  - V. Bank Draft for cost of Tender Papers **Rs.300/- (Non-refundable)** in favor of **EKLAVYA MODEL RESIDENTIAL SCHOOL, MALKANGIRI** payable at **SBI, Road Branch, Malkangiri**.
  - VI. EMD in the shape of Bank Draft in favor of **EKLAVYA MODEL RESIDENTIAL SCHOOL, MALKANGIRI** payable at **SBI, Road Branch, Malkangiri**.
  - VII. IT Return for last 03 years (from 2022-23 to 2024-25 F.Y) and all other documents mentioned in the technical bid.

Place: Malkangiri  
Date: 22/04/2026

Principal  
EMRS, Malkangiri

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

Sl. No	Name of Items	Duration of supply	Amount of Earnest Money
1	Grocery items	1Day	Rs.15,000.00
2	Vegetables	1Day	Rs.10,000.00
3	Perishable Item (Chicken, Egg, Fish, Milk, Paneer, Mushroom, Sweets& fruits)	1Day	Rs.3,000.00
4	School uniform with stitching	30 Days	Rs.5000.00
5	Other School Uniforms & Bedding Items	30 Days	Rs.10,000.00
6	Daily Use Toiletries	1Day	Rs.5,000.00
7	Computer Lab equipment's & CCTV	10 Days	Rs.10,000.00
8	Reading Writing materials& Office Stationery	15 Days	Rs. 10,000.00
9	Sports Items	10 Days	Rs. 5,000.00
10	Hostel Equipment	7 Days	Rs. 10,000.00
11	Science Lab Equipment's	7 Days	Rs. 5,000.00
12	Musical Instruments	7 Days	Rs. 5,000.00
13	School And Hostel Furniture	7 Day	Rs. 10,000.00
14	Air Conditioner	7 Day	Rs. 5000.00
15	Water Cooler and Aqua guard	7 Day	Rs. 18000.00
16	Hiring of Vehicle on monthly rented basis for 01 year		Rs. 10000.00

(Registration of firm, GST clearance and copy of GSTIN with Certificate is mandatory except Sl. No 2&3)

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. Tender Notification Number: 01/2026-27, Dtd. \_\_\_\_/\_\_\_\_/2026

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

3. Date of opening of Tender: Dt. \_\_\_\_/\_\_\_\_/2026 at 10.00AM.

4. Paper cost of Rs.300/- (Demand Draft No. .... dated \_\_\_\_/\_\_\_\_/2025)

5. EMD of Rs. .... /- (Demand Draft No. .... dated \_\_\_\_/\_\_\_\_/2025)

**SELF DECLARATION BY THE BIDDER:**

I/We hereby submit technical bid for supply of \_\_\_\_\_ as per terms, conditions and specifications of this Tender 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 Tender notice, the bid will not be accepted.

1. Earnest Money	(a) Bank ..... (b) Draft No. .... dated ..... (c) Amount Rs. ....
2. Income Tax Registration details	GSTIN No. .... Copy encl: Yes/No
3. IT Return for 2022-23, 2023-24 & 2024-25	Enclosed: Yes / No
4. GST clearance (Return) Certificate from the competent Authority up to March - 2025	Enclosed: Yes / No
5. GST Registration Certificate	Number and date of certificate GSTIN No. .... Designation of certificate issuing officer : ..... Attested copy of the certificate Annexed : Yes/No
6. Submitting of Product Prospectus/ Brochures/Samples of _____ as per list & specifications. (Where applicable).	Yes / No
7. Registration Certificate for the manufacturing item (IF APPLICABLE) (Certified copies of registration certificates must be enclosed)	(a) Valid Certificate issued by any Govt. authority: Yes/No  Enclosed: Yes / No
8. Description of the registered trademark (where applicable)	

Signature of the Tenderer with Seal

9.	Copy of ISO:9001:2000 Certificate / Dealership Certificate (If Available)	Number and date of certificate (a) Certificate No..... Dt. .... (b) Valid up to..... (c) 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 a bid by the terms & conditions of Tender notice along with Annexure.
- ii. I/We undertake to make the entire supply as per delivery schedule of Tender notice.
- iii. The proposed rates are valid up to next Tender 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 Tenderer**

Name:.....

Postal Address.....

.....

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

Mail Id.....



## Annexure-01

## EKLAVYA MODEL RESIDENTIAL SCHOOL, MALKANGIRI

## Tender for supply of Grocery items for the financial year -2026-27

1. Name & Address of the party /Firm: \_\_\_\_\_
2. Earnest Money Deposited Rs. 15,000/- Vide Bank Draft No. \_\_\_\_\_ Dt. \_\_\_\_\_
3. Tender 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 item in the name of quality, the same will not be considered.

## ITEMS WITH RATE PER SPECIFIED UNIT

Sl No	Name of the Items	Quality/Brand	Unit	Price (in Rs.)
1	Arhar Dal (non-Polish)	Best Quality	Per Kg	
2	Arrowroot Powder	Best Quality	Per Kg	
3	Arua Rice	Mumtaz	Per Kg	
4	Kheer Rice	Good quality	Per Kg	
5	ANASI PHOOL	Good quality	Per Kg	
6	ATTA	Asirvad	Per Kg	
7	BESAN	Best Quality	Per Kg	
8	BiriGota (without cover)	Big size	Per Kg	
9	BISCUITS-(salted)MRP-5/-	Branded	Per Pkt	
10	BISCUITS-(Sweet/Cream) MRP-5/-	Britania/Parle	Per Pkt	
11	Cashew Nut (Kaju)	Best Quality	Per Kg	
12	Chana Dal (non-Polish)	Best Quality	Per Kg	
13	Char Magaj	Best Quality	Per Kg	
14	China Badam Seed (Dry)	Best Quality	Per Kg	
15	Masoor Dal	Best Quality	Per Kg	
16	Chuda	Best Quality	Per Kg	
17	Desichana (GojiButa)	Best Quality	Per Kg	
18	Disposable glass	Best Quality	Per 100 pc	
19	Dry Chilly	Best Quality	Per Kg	
20	Dalchini	Best Quality	Per Kg	
21	EATING SODA	RUCHI	Per Kg	
22	Elaichi - small	Best Quality	Per Kg	
23	Elaich-Big	Best Quality	Per Kg	
24	Green Peas (Dry)	Best Quality	Per Kg	
25	Hingu	Best Quality	Per 100 gm	
26	IDLI SUJI	Best Quality	Per Kg	

27	Imly	Best Quality	Per Kg	
28	IODISED SALT	TATA	Per Kg	

SI No	Name of the Items	Quality/Brand	Unit	Price (In Rs.)
29	Jaggery	Best Quality	Per Kg	
30	JEERA	Best Quality	Per Kg	
31	Kabuli chana (Big Size)	Best Quality	Per Kg	
32	Kali mirchi	Best Quality	Per Kg	
33	Khali Press (Paper)	Strong Quality	Per Pkt	
34	Khajara	Best Quality	Per Kg	
35	Kismis	Best Quality	Per Kg	
36	Lawang	Best Quality	Per Kg	
37	MAIDA	Best Quality	Per Kg	
38	MEAL MAKER	Best Quality	Per Kg	
39	Milk Maid - 400 gm tin	Nestle	Per Piece	
40	MIXTURE	Best Quality	Per Kg	
41	Moong Dal	Best Quality	Per Kg	
42	Mustard Seed (Sorisa)	Best Quality	Per kg	
43	Pickle Mango (sweet)	Best Quality	Per kg	
44	PICKLE MIXED (salted)	Best Quality	Per Kg	
45	Rajma	Best Quality	Per Kg	
46	SEMIYA (Sewai)	RUCHI	Per Kg	
47	Sugar	Best Quality	Per Kg	
48	Suji	Best Quality	Per Kg	
49	Tea Cup (Use & Throw)	Best Quality	Per 100 pc	
50	TEJ PATTA	Best Quality	Per Kg	
51	Thermo cool Dona (press)	Best Quality	Per 100 pc	
52	White Peas (Dry)	Best Quality	Per Kg	

**ITEMS WITH DISCOUNT ON MRP**

SI No	Name of the Items	Brand	Unit	Percentage of Discount on MRP
1	BIRIYANI MASALA	Everest	Per Kg	
2	CHAT MASALA	Everest	Per Kg	
3	CHICKEN MASALA	Everest	Per Kg	
4	CHILLY POWDER	Everest	Per Kg	
5	CURRY POWDER	Everest	Per Kg	

6	COW GHEE	OMFED/Patanjali	Per Kg	
7	DALDA GHEE	Ruchi	Per Kg	

8	DHANIA POWDER	Everest	Per Kg	
9	GARAM MASALA	Everest	Per Kg	
10	HALDI POWDER	Everest	Per Kg	
11	JEERA POWDER	Everest	Per Kg	
12	KASHMIR CHILLY	Everest	Per Kg	
13	KASURI METHI	Swadist	Per Kg	
14	MEAT MASALA	Everest	Per Kg	
15	MILK POWDER	Amul	Per Kg	
16	MUSTERD OIL	Freedom	Per Ltr	
17	PANEER MASALA	Everest	Per Kg	
18	PHUTAN	Swadist	Per Kg	
19	SUNFLOWER OIL	Freedom	Per Ltr	
20	SAMBAR POWDER	Everest	Per Kg	
21	TOMATO SAUCE	Kissan	per bottle	
22	CHILLY SAUCE	Kissan	per bottle	
23	SOYA SAUCE	Kissan	per bottle	
24	Coffee (Rs.2/-)	Bru	per pkt	
25	Tea Powder	TATA	Per Kg	
26	Tringle Chips	Best Quality	Per 5 Kg	
27	Vinegar	Best Quality	1bottle	
28	Washing Powder	GHADI	Per Kg	
29	Tomato Ketchup	Kissan		

*Note: The Sample must be submitted with proper packet (50 grm to 100grm.) Indicating the Firm Name on the date of opening Tender.*

**I/We submit financial bid for the supply of GROCERY ITEMS as per terms & conditions of Tender 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:

Address:

Phone No:

Alternative Phone Number:

**EKLAVYA MODEL RESIDENTIAL SCHOOL, MALKANGIRI**  
**Tender for supply Daily use Toiletries for the Financial year -2026-27**

1. Name & Address of the party /Firm: \_\_\_\_\_.
2. Earnest Money Deposited Rs.5,000/- Vide Bank Draft No. \_\_\_\_\_ Dt. \_\_\_\_\_.
3. Tender 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 articles	Specifications	Unit	%age of Disc on MRP (Including Tax + transport)
1	Phenyl (White )	Doctor	Per ½Ltr.	
2	Phenyl (Black )	Home Time	Per 1 Ltr.	
3	Harpic (Daily use Item )	Liquid	Per ½ Ltr.	
4	Tooth Brush (MRP Rs.10-20)	Colgate/Anchor	Per Pcs	
5	Tooth Paste (MRP-Rs.10)	Colgate/ Dabour	Per Pcs	
6	Tongue Cleaner	Best Quality	Per Pcs	
7	Sanitary Napkin (Wing 8 pads)	Stayfree Regular	Per Pkt.	
8	Amla Oil	Dabur/Shanti	Per 50ML	
9	Coconut Hair oil	Uttam / Salimar /Parashoot	Per 100ML	
10	Washing powder (MRP-Rs.10/-)	Wheel/ Surf Exel	Per Pkt	
11	Bathing Soap (MRP-Rs.10/-)	Margo/Dettol	Per Pcs	
12	Washing Soap (MRP-Rs.10/-)	Rin/Surf Exel	Per Pcs	
13	Shoes Polish	Kiwi (Small)	Per Pcs	
14	Shoes Polish - Brush	Good Quality	Per Pcs	
15	Bleaching Powder	Good Quality	Per Pkt	
16	Broom (PhulaJhadu)	Good Quality	Per Pcs	
17	Broom (KhadikaJhadu)	Good Quality	Per pcs	
18	Long Broom	Good Quality	Per pcs	
19	Toilet Brush	Good Quality	Per pcs	
20	Wiper	Good Quality	Per pcs	
21	Shampoo (30 ml / 50 ml)	Head & Shoulder/ Dove	Per pcs	
22	Ujala (Rs.10/- bottle)		Per pcs	
23	Hand wash Jar- 5 Ltr	Life buoy/ Dettol	5Ltr Bottle	
24	Hand wash Bottle- 250 MI	Life buoy/ Dettol	250ml Bottle	

**Note :** Price should be given for the items mentioned in Sl. No.6,14,15,16,17,18, 19& 20 and the rest to be provided Percentage of Discount on MRP (Including Tax + transport).

**I/We submit financial bid for the supply of Daily use Toiletries as per terms & conditions of Tender notice of EMRS, Malkangiri along with this annexure, which are acceptable to me/us.**

Date: \_\_\_\_\_

Place:

**Seal & Signature of the Supplier**

Name of the firm & Proprietor:

Address:

Phone No:

Alternative Phone Number:

