

एकलव्य मॉडल आवासीय विद्यालय
किला, उदयपुर, गोमती, त्रिपुरा।
जीमेल: emrskilla@gmail.com
सीबीएसई AFF. No.: 2020257
सीबीएसई स्कूल नंबर : 37678



EKLAVYA MODEL RESIDENTIAL SCHOOL
KILLA, UDAIPUR, GOMATI, TRIPURA.
Gmail: emrskilla@gmail.com
CBSE AFF.No.2020257
CBSE SCHOOL NO.37678

No. F 05- 45/EMRS/KILLA/2025/ 1591

Date: 09.07.2025

Sealed Tender Notice for Procuring Stationary Items.

Subject: Invitation for Sealed Tenders for Procuring Stationary Items

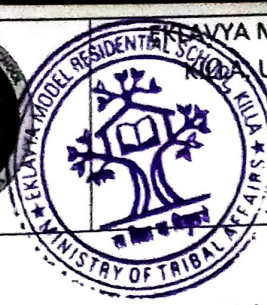
Sealed quotation is being invited from the registered and reputed firms on behalf of the EMRS Killa, Udaipur, Gomati, Tripura in pursuance of the procurement of **Stationary Items** (specification enclosed) for EMRS Killa.

1. The tender forms along with instructions, terms and conditions can be obtained from the office of the Principal, EMRS Killa, Udaipur, Gomati, Tripura on all working days during office hours 09:30 AM to 03:30 PM w.e.f. 10.07.2025 up to 30.07.2025. And Rs 500.00 (Rupees Five hundred) only is to be paid for collecting the Quotation Form which is not refundable.
2. The duly filled tender form, along with all required documents, must be sealed in an envelope and submitted **by hand** into the **drop box** located in the office of the Principal, Eklavya Model Residential School, Killa, Udaipur, Gomati, Tripura. Submissions will be accepted between **09:30 AM and 3:30 PM, from 10.07.2025 to 30.07.2025**. Dropping of tender beyond the date mentioned will not be entertained and the school authority will not be liable.
3. The tender will be opened on dated: 31.07.2025 at 11.30 AM in the office of the Principal, Eklavya Model Residential School, Udaipur, Gomati, Tripura in the presence of the bidders.
4. Bidders should submit their self-attested documents as given below: -
 - i. Duly filled the tender form, Undertaking of Acceptance of the Terms and Conditions duly signed by the bidder in the presence of two witnesses.
 - ii. Trade License (According to Annexure).
 - iii. Current Sale Tax clearance.
 - iv. Current Income Tax clearance.
 - v. Current Professional Tax clearance.
 - vi. PAN Number with Aadhaar link (a document verifying the status).
 - vii. GST Registration certificate of the firm.
 - a. EMD mentioned above in the point 20 above.
 - viii. Undertaking of Acceptance of the Terms and Conditions duly signed by the bidder in the presence of two witnesses.
 - ix. In case of authorized dealers, copy of Authorization Certificate/letters from the manufacturer/ supplier.
 - x. Experience certificate (if any).
5. The tender should be submitted according to the terms and conditions specified in paragraphs 06 to 20 below unless specified in otherwise in the tender form. It shall be construed that the terms and conditions stipulated hereunder have been agreed to before submission of the tender form.
6. The rate should be for School purpose and should include GST and all other kind of taxes, or imposition whatever liable in respect of the supplies. GST will be deducted as per applicable rate where applicable subject to the deduction is made compulsory by the Govt. during the year and deposited to the Government and the remaining amount will be paid to the suppliers as per the prevailing rules and the change if any thereto from time to time. In no case, payment will be made higher than the MRP of any item.



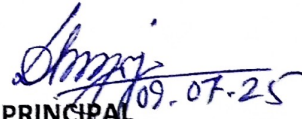
7. In case after opening of tender, the lowest bidder withdrawing his/her bids, then the offer of contract will be given to the next lowest bidders after necessary negotiation or otherwise fresh tender will be called.
8. There should not be any overwriting, corrections in the tender form. If a figure 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.
9. The undersigned does not bind itself to accept the tender having the lowest rates and reserve the right to accept the tender in whole or in partly 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 may deem fit.
10. On acceptance of the tender, it will become a contract and the terms and conditions of the tender and the provisions of GFR and EMRS norms shall be binding to the bidder.
11. The Bidder should submit his/her tender form in favour of the Principal, Eklavya Model Residential School, Killa, Udaipur, Gomati, Tripura.
12. If the supplier fails to supply the articles within the time stipulated in the supply order 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 or firm.
13. The School Tiffin Committee reserves the right to reject or accept the tender in whole or in part for which it cannot be challenged. The School Tiffin Committee reserves the right to cancel the tender and the bid of the 1st lowest party even after finalization if it is found that the quoted rates are much higher than the market rates.
14. The supplier will supply the goods mentioned to EMR School, Killa, Udaipur, Gomati, Tripura and the quoted rates shall be including the carrying charges. No separate claim for carrying charges will be entertained.
15. The rate quoted by the contractor shall hold goods up to dated 31-03-2026 or extendable on same terms and conditions if the authority required so. No amount of amendment in the rate during the period of supply or during the extended period of supply will be accepted. For the branded item (s), if there would be some free gift schemes, marked on the packing, the same would be liable to be supplied with the articles on free of cost also.
16. The Bidder should quote the rate for all the items. Rate of any item should not be kept blank. If any Bidder fails to quote the rate of all items, the tender will be considered as rejected.
17. 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 and are liable to be rejected if the articles supplied are not according to approved samples or do not confirm to the specifications prescribed.
18. Supply of all items of every respect should be ready after receipt of the supply order.
19. The Tender, which does not comply with the above conditions are liable to be rejected.

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20. Bidders are required to submit an Earnest Money Deposit (EMD) of Rs 5000.00 in the form of Bank Draft/Bank Guarantee/etc. along with the tender documents.
21. The Sealed tender should invariably contain the following:
The tender should be sent under strong sealed cover marked as **"Tender for Supplying Stationary Item – EMRS Killa"** on the top of the envelope. Envelope should contain the following:
- Duly filled the tender form, Undertaking of Acceptance of the Terms and Conditions duly signed by the bidder in the presence of two witnesses.
 - Trade License (According to Annexure).
 - Current Sale Tax clearance.
 - Current Income Tax clearance.
 - Current Professional Tax clearance.
 - PAN Number with Aadhar link (a document verifying the status).
 - GST Registration certificate of the firm.
 - EMD mentioned above in the point 20 above.
 - Experience certificate (if any).
 - Undertaking of Acceptance of the Terms and Conditions duly signed by the bidder in the presence of two witnesses.
 - In case of authorized dealers, copy of Authorization certificate/letters from the manufacturer/supplier


09.07.25

PRINCIPAL

EMRS KILLA, UDAIPUR,
GOMATI, TRIPURA

Principal
Eklavya Model Residential School
Killa, Udaipur, Gomati Tripura