

**EKLAVYA MODEL RESIDENTIAL SCHOOL, NICHAR,  
DISTRICT KINNAUR (HP)**

Ref. No. EMRS/Tender/2018/

Dated: / /2018

**TENDER FORM-2018**

for the

**Supply of Text-Books & Stationery/Dress Materials/ Fresh Vegetables, Fruits, Mutton  
etc./ Washing & Ironing of Uniforms.**

(Tick the item(s) for which tender is being applied for)

**Note:-This tender form is to be filled in by the Tenderer himself and will be non-transferable.**

Signed Tender Form along with terms and conditions and security money must reach to the Principal, Eklavya Model Residential School Nichar, District Kinnaur (HP) latest by **16/02/2018 (3:00 pm)** in a sealed cover.

**Terms & Conditions:**

1. Sealed Tender for the supply of the articles shown in the attached statements are invited up to **16.02.2018**. Tender should be sent under strong sealed cover marked as **Tender for the supply of (Name of Item)**. An amount of **Earnest Money Rs. 5,000/- (Rs. Five Thousand Only)** for each tender is to be deposited through **Demand Draft in favour of the Principal, Eklavya Model Residential School, Nichar, Kinnaur (HP)** preferably payable at **SBI, Sungra**. The tender will be opened in the office of the **SDO (Civil), Nichar at Bhavanagar** District Kinnaur (HP) at **11.00 a. m.** on **17.02.2018**. No Cheque will be entertained.
2. An amount of **Rs. 500/- (Rs. Five Hundred Only)** is to be deposited through Demand Draft if the Tender-Form is downloaded from web site. (Cost of Tender Form)
3. The Tender shall be submitted according to the terms & conditions specified in the paragraphs 01 to 18 unless specified otherwise in the tender, it shall be construed that the terms & conditions stipulated here under have been agreed to.
4. The rates should be F.O.R. at EMRS Nichar and should include excise duty, sales tax, freight charges any other taxes rate or imposition whatever liable in respect of the supplies. The School shall not be liable to pay any tax, freight etc. which has been expressly stipulated in the tender in the event of the tender.
5. There should not be any overwriting or correction in the Tender. If a figure is to be amended it should be neatly crossed out, the revised figure be written above and the same must be attested with full signature & date. In the absence of attested signature the tender is liable to be rejected.

6. The undersigned does not bind himself to accept the lowest tender and reserves the right to accept the tender in whole or in part i.e. with respect to all articles mentioned in the attached statement or in respect of any one or more than one articles, specified in the attached statement as he may decide.
7. On acceptance of the tender it will become a contract and contractor shall be bound by the terms and conditions of the tender.
8. The person/persons, whose tender is accepted, herein after, called the contractor, shall deposit an earnest money along with the tender, which shall be refunded in the event of rejection of the tender. **The earnest money will be forfeited on the event of failure to comply with the contract.** In the event of tender being accepted, the earnest money will be adjusted towards security deposit which shall be payable at the end of contract.
9. If the contractor is not agreeable to pay security deposit, the reasons thereof should be specified and the undersigned will reserve the right to accept or reject the request.
10. If the contractor fails to supply the articles within the time stipulated in the letter of acceptance 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 and the difference of price, if any shall be deducted from the earnest money/security deposit & in case any amount in excess of the security deposit is paid by the undersigned the contractor shall be liable to pay this amount.
11. The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason. In case an order for any article is placed for, one sample shall be retained by the school.
12. Prior to acceptance of the tender, the undersigned reserves the right to call for sample or demonstration and the contractor shall be liable to supply the sample or give the demonstration free of cost.
13. In the event of acceptance of the quotation and placing of the order for the purchase of articles orders for would be subject to an inspection by the committee and are liable to be rejected if the articles supplied are not found according to approved samples or do not confirm to the specification prescribed.
14. The rates quoted by the contractor shall hold applicable from **01.03.2018** to **31.12.2018**. No amendment in the rates except increase in the rates of sales tax during the period of execution of the contract will be accepted.
15. The rate of printed item should not be more than the printed rate. Sometimes, items of some special brand mentioned in the tender are fallen under special schemes. In these circumstances supply should be as per schemes.

16. The amount of security deposit shall be retained by the School for a period of one year from the date of completion of supplies as a safeguard against any defect appearing in the articles supplied within this period.
17. A Photo-Copy of Sale Tax Number and Clearance Certificate of Income Tax should be attached with tender form.
18. Tender Form/ Quotation, which do not comply the above conditions, are liable to be rejected.

**Note: These instructions are to be signed by the contractor and must be returned with the tender.**

Principal,  
Eklavya Model Residential School,  
Nichar, District Kinnaur (HP)

**All the above conditions are accepted by me/us.**

**Signature of the Tenderer**

**Name of the Tenderer:**

**Name of Firm & Address:**

**With Seal & Date**

**Enclosures:-**

1. Demand Draft.
2. Signed Terms and Conditions of Tender.
3. Rate List.
4. Tender Invitation Form.
5. Other Information if any.

**EKLAVYA MODEL RESIDENTIAL SCHOOL, NICHAR,  
DISTRICT KINNAUR (HP)**

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**TENDER FORM-2018**  
for the

**Supply of Text-Books & Stationery**

S. No.	Name of Article	Quantity (Approx.)	Rate
<b>1.</b>	Text-Books {6th to 12th Standard} CBSE – including optional subject(s)		
	Class - 6th	30 sets	
	Class - 7th	30 sets	
	Class - 8th	30 sets	
	Class - 9th	30 sets	
	Class - 10th	30 sets	
	Class - 11th	30 sets	
	Class - 12th	30 sets	
<b>2.</b>	a) Long Exercise Register – Quality Paper		
	i) 144 page	As per Requirement	
	ii) 192 pages		
	iii) 240 pages		
	b) Exercise Note Book (Rough Copy)		
	i) 144 page	As per Requirement	
	ii) 192 pages		
	iii) 240 pages		
<b>3.</b>	Drawing File Super Quality	90	
<b>4.</b>	Drawing Copy	90	
<b>5.</b>	Drawing Sheets i) Small (24 Sheets in one packet) ii) Big(12 Sheets in one packet)	As per Requirement	
<b>6.</b>	Poster Colour i) 12 Colours packet) ii) 06 Colours packet)	As per Requirement	
<b>7.</b>	Drawing Brush i) 2 No. ii) 4 No. iii) 6 No.	As per Requirement	
<b>8.</b>	Geometry Box: a) Natraj b) Camel	-do-	
<b>9.</b>	Practical Note Book	As per Requirement	
	Erima/ S. Dinesh (Science – IX & X)		
	Erima/ S. Dinesh (Physics, Chemistry, Biology & Physical Education – XI & XII)		
<b>10.</b>	Outline Maps for Students (Packet of 100)	-do-	
<b>11.</b>	Graph Paper Full Size (Packet of 100)	-do-	
<b>12.</b>	Drawing Pin (Standard) (Packet of 100 Pins)	-do-	
<b>13.</b>	Pencil (Lead) H.B./ Natraj (Packet of 10) Pencil (Eraser) H.B./ Natraj (Packet of 10) Pencil (Sharpener) H.B./ Natraj (Packet of 10)	As per Requirement	

14.	Long Scale 30 Cm.	200	
15.	Ball-Pen/ Gel Pen	As per Requirement	
16.	Thread Roll	-do-	
17.	Cello Tape – Cello (1 Inch, 2 Inch)	-do-	
18.	White Board Marker	-do-	
19.	Marker Ink ( For Refilling)	-do-	
20.	Wooden Duster (White Board)	-do-	
<b>Office Stationery</b>			
1.	Noting Pad: a) Medium b) Big Size (Packet)	As per Requirement	
2.	Stamp Pad: Kores (Medium Size)	As per Requirement	
3.	Stamp Pad Ink: Supreme/ Apollo	-do-	
4.	Tags: a) Small & b) Long Size	As per Requirement	
5.	White Fluid with Diluter (Kores)	-do-	
6.	Envelope Laminated A4 Size	-do-	
7.	Attendance Register (Students) Attendance Register (Teachers)	As per Requirement	
8.	File Noting Sheet (8.5”X14”)	-do-	
9.	Photostat Paper A3 Size A4 Size A5 Size Typing Paper	As per Requirement	
10.	Fevi Stick 21 Gms.	-do-	
11.	Office Pins (Steel Plated)	-do-	
12.	Ball Pen (Cello, Max Writer, Jetter) Ball Pen Refill (Cello, Max Writer, Jetter)	As per Requirement	
13.	Printer Cartridges HP 1022, 36A, HP18 Ink Jet Refill Cartridges HP 1022, 36A, HP18 Ink Jet	As per Requirement	
<b>Printed Material/ Stationery</b>			
14.	Printed Answer Sheets 8 pages printed 12 pages printed 16 pages printed 24 pages printed 4 pages printed continuation	As per Requirement	
15.	Printing of Question Paper Per Page	-do-	

**All the above conditions are accepted by me/us.**

**Signature of the Tenderer**  
**Name of Firm & Address:**

**Name of the Tenderer:**  
**With Seal & Date**

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**EKLAVYA MODEL RESIDENTIAL SCHOOL, NICHAR,  
DISTRICT KINNAUR (HP)**

Ref. No. EMRS/Tender/2018/

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**TENDER FORM-2018**  
for the

**Dress Materials**

<b>S. No.</b>	<b>Name of Article</b>	<b>Quantity (Approx.)</b>	<b>Rate</b>
<b>1.</b>	Trouser/ Pant (Size 28" to 42")	200	
<b>2.</b>	Shirts (Size 28" to 42")	200	
<b>3.</b>	Suits (Salwar, Kameez & Dupatta) (Size 28" to 42")	200	
<b>4.</b>	Pullover/ Sweater embroidered with School Logo (Size 28" to 42")	200	
<b>5.</b>	Coat (Blazer) embroidered with School Logo (Size 28" to 42")	100	
<b>6.</b>	Track-Suit embroidered with School Logo (Size 28" to 42")	200	
<b>7.</b>	School Neck Tie	100	
<b>8.</b>	School Belt	100	
<b>9.</b>	Socks (Size 1 to 9)	400 Pairs	
<b>10.</b>	School Shoes (Size 1 to 9)	200 Pairs	

**Terms & Conditions:**

1. The rates should be F.O.R. and should include excise duty, sales tax and any other taxes whatever liable in respect of the supplies.
2. All the quoted rates will be valid / applicable up to 31/12/2018.
3. All items are subject to the inspection. All items should be of good quality.
4. Samples of item no. 1 to 9 should be submitted in the sealed packets along with the tender form indicating item name on the concerned packet.
5. Quantities to be supplied are subject to actual demand.
6. All the disputes shall be subject to the jurisdiction of the District Magistrate, Kinnaur at Reckong Peo.

**All the above conditions are accepted by me/us.**

**Signature of the Tenderer**  
**Name of Firm & Address:**

**Name of the Tenderer:**  
**With Seal & Date**

**EKLAVYA MODEL RESIDENTIAL SCHOOL, NICHAR,  
DISTRICT KINNAUR (HP)**

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**TENDER FORM-2018**  
for the

**Fresh Vegetables, Fruits, Mutton etc.**

S. No.	Item Name (per Kg.)	Rate	Quantity (Approx.)
<b>1.</b>          <b>हरी सब्जियाँ</b>	सेम फली (Beans)		1500 किलोग्राम
	बन्द-गोभी		
	फूल-गोभी		
	गाजर		
	बैंगन		
	अरबी / कचालू		
	लौकी/ घिया		
	भिन्डी		
	हरे मटर		
	कददू		
	शिमला मिर्च		
	हरा पालक		
	शलगम		
	टमाटर		
	अदरक		
	लहसुन		
	हरी मिर्च		
	खीरा		
	मूली		
<b>2.</b>	आलू (प्रति किलोग्राम)		200 किलोग्राम
<b>3.</b>	प्याज (प्रति किलोग्राम)		200 किलोग्राम
<b>4.</b>	पनीर/ मशरूम (प्रति किलोग्राम)		40 किलोग्राम
<b>5.</b>	दही (प्रति किलोग्राम)		40 किलोग्राम
<b>6.</b>	मांस (बकरा/ मुर्गा) (प्रति किलोग्राम)		40 किलोग्राम
<b>7.</b>	अंडा (प्रति दर्जन)		100 दर्जन
<b>8.</b>	ब्रेड (प्रति पैकेट 400 ग्राम)		150 पैकेट
<b>9.</b>  <b>फल</b>	सेब (प्रति किलोग्राम)		200 किलोग्राम
	संतरा (प्रति किलोग्राम)		
	आम (प्रति किलोग्राम)		
	केला (प्रति दर्जन)		
	अमरुद (प्रति किलोग्राम)		
	नाशपाती (प्रति किलोग्राम)		

**Terms & Conditions: (Fresh Vegetables, Fruits, Mutton etc.)**

1. The rates should be quoted for F.O.R. at Eklavya Model Residential School, Nichar.
2. No. of times of Fresh Vegetables/ Eggs Supply – Twice a Week.
3. Cheese/ Mushroom/ Mutton/ Chicken Supply – Every Friday.
4. Fruits should be Fresh and Delicious in Taste.
5. All items are subject to Inspection and Quantities to be supplied are subject to the actual demand.
6. The Competent authority reserves the right to reject any or all the tenders without assigning any reason.
7. All the disputes shall be subject to jurisdiction of the District Magistrate, Kinnaur at Reckong Peo.

**All the above conditions are accepted by me/us.**

**Signature of the Tenderer**  
**Name of Firm & Address:**

**Name of the Tenderer:**  
**With Seal & Date**

**Specifications:**

**Potatoes:**

They should be clean and free from earth. They should be free from depressed dark sports, rough spongy potatoes. Shall not weigh more than 250 Gms. to a Kilogram nor shall they pass through 30 mm circular mesh.

**Onion:**

They should be of good quality, sound and un-bruised. Of good size and shall not pass through 25 mm circular mesh. They should be symmetrical in shape with small necks and well filled out thin skinned with a fine-grained flesh of good quality and flavour.

**Beans:**

They should be young, tender and fleshy, not hard, wrinkled, stringy or discoloured.

**Cabbage:**

Green in colour, fresh, crisp and firm with a large compact heart and as few loose outer leaves and as little stalk as possible.

**Carrots:**

Should be smooth and regular, of good size, should break crisp, having fine skin and sweet tender flesh. It should not be tough, stringy with leathery skin, fibrous flesh or with excessive heart.



**Cauliflower:**

They should have large, firm snowy white compact heads of uniform closeness. Any tinge of green or yellow indicates inferior quality.

**Brinjal:**

They should have a fresh looking shiny skin. The thinner the skin, the better the brinjal. It should not be over ripe or with wrinkled skin, which denotes staleness.

**Bottle Gourd/Louki:**

These should be good, fresh, light green colour, firm and tender seeds.

**Ladyfinger:**

The colour is either a fresh light green or they have fresh white velvety-appearance not yellowish or rusty baron, denoting staleness. The interior should be fleshy and seeds small and soft.

**Green Pease:**

The pods should be fresh green colour, crisp and of good size. Should be well filled with fresh green, dark green or white un-wrinkled peas: of good size, tender, sweet and full flavoured.

**Pumpkin:**

Should be good, fresh and un-wrinkled.

**Spinach:**

They should be fresh, bright, soft and succulent, not stale withered and dry due to being kept too long, or exposed to sun after being plucked.

**Tomatoes:**

These should be of good, fresh appearance and ripe colour of good size, firm, solid, plump, well filled and heavy. The flesh should be plentiful, rich and solid.

**Turnips:**

They should be clear and fresh in appearance of good size and regular shape free from cracks. Their flesh should be crisp, tender, fine-grained, solid, sweet, juicy and of good flavour.

**Garlic:**

It should be a collection of large white bulb, shaped envelope, containing six to twelve small white bulbs (Cloves) with a strong smell of garlic, a bitter taste and a strong flavour.

**Fruits:**

The fruit fresh shall be of good average size, ripe should wholesome and free from insect infestation and in all respects fit for human consumption.

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**TENDER FORM-2018**  
for the

**Washing & Ironing of Uniforms**

<b>S. No.</b>	<b>Name of Article</b>	<b>Quantity (Approx.)p.m.</b>	<b>Rate</b>
<b>1.</b>	Trousers/ Pants	400	
<b>2.</b>	Shirts	600	
<b>3.</b>	Girls School Dress	600	
<b>4.</b>	Pullover/ Sweaters	200	
<b>5.</b>	Towel	400	
<b>6.</b>	Bed Sheet	200	
<b>7.</b>	Quilt Cover	200	
<b>8.</b>	Pillow Cover	200	
<b>9.</b>	Students' Civil Dress	600	
<b>10.</b>	Track Suits (Students)	600	
<b>11.</b>	Dining Chair Cover	100	

**Terms & Conditions: (Washing & Ironing of Uniforms)**

1. The clothes should be clean and neatly washed and ironed. If the clothes are not well washed or ironed the financial penalty will be imposed and deducted from the monthly due payment. 50% of amount for the clothes not washed/ ironed properly be deducted from the payment (as per the recommendation of School Washing Management Committee).
2. The tender holder will receive the clothes at 8.00 am from the school premises as per schedule and return back after washing and ironing the same to the school at 7.30 am next day.
3. A written record of clothes washed and ironed everyday - separately will be kept/ maintained by the school - to avoid any kind of misplacement of clothes.
4. Any kind of loss of clothes or impartial loss like button missing of the shirt etc. the tender holder will be responsible and may be asked to fulfill the loss. If the clothes found missing, the full cost/ or the cost be incurred by the school to provide new clothes will be deducted from the payment.
5. A good quality detergent/ surf should be used for washing of clothes and will be inspected or monitored by the School Washing Management Committee.
6. The school will not allow any kind of facility like water, washing platform etc. except payment agreed upon, for the purpose.
7. For any kind of delay in delivery of clothes, the financial penalty will be decided and deducted from the monthly due payment of tenderer.

8. The quantity may vary in each month due to holidays or other reason. Only the payment will be made for **Actual Work Done**.
9. No payment will be paid during the vacation i.e. short break and vacation.

**All the above conditions are accepted by me/us.**

**Signature of the Tenderer**  
**Name of Firm & Address:**

**Name of the Tenderer:**  
**With Seal & Date**

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