

**EKLAVYA MODEL RESIDENTIAL SCHOOL, NICHAR,  
DISTRICT KINNAUR (H.P.)**

Ref.No. EMRS-/Tender/2020:

Dated: / /2020

**TENDER FORM**

Tender Form for \_\_\_\_\_  
(Name of the items 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 Resi. School Nichar, District Kinnaur (HP) latest by 26/03/2020 (3:00pm) in a sealed cover.

01. Name of the Tenderer : \_\_\_\_\_
02. Full Name of Firm & Address: \_\_\_\_\_  
\_\_\_\_\_
03. An amount of Earnest Money **Rs. 5,000/-** (Rs. Five Thousand Only) is being deposited vide Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_.
04. An amount of **Rs. 500/-** (Rs. Five Hundred Only) is being deposited vide Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ (if the form downloaded from web site, cost of Tender Form).
05. No Cheque will be entertained.
06. Signed Terms and Conditions of the tenders are attached.
07. Quoted rates of the tenders include all taxes and F.O.R. at EMRS, Nichar.
08. All the quoted rates will be valid/ applicable up to 31.03.2021.
09. A Photo-Copy of Sale Tax Number and Clearance Certificate of Income Tax should be attached with tender form.

Sign. of Tenderer \_\_\_\_\_  
Name of Tenderer \_\_\_\_\_  
Name of Firm \_\_\_\_\_  
Address \_\_\_\_\_

Ends:-

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,  
DISTT. KINNAUR (H.P.)  
TENDER INVITATION FORM**

EMRS/ Tender/ 2020

DATED:

M/s. ....

**Sub: Tender for the supply of .....**

1. Sealed Tender for the supply of the articles shown in the attached statement are invited up to **26.03.2020**. Tender should be sent under strong sealed cover marked as **Tender for the supply of (Name of Item)**. The demand draft should be in favour of Principal, Eklavya Model Residential School, Nichar, District Kinnaur, preferably payable at **SBI, Sungra** District Kinnaur. The tender will be opened in the office of the **SDM, Nichar at Bhavanagar** District Kinnaur (H.P.) at **11,00 a. m.** on **27.03.2020**.
2. The Tender shall be submitted according to the terms & conditions specified in the paragraphs 03 to 15 unless specified otherwise in the tender, it shall be construed that the terms & conditions stipulated here under have been agreed to.
3. The rates should be F.O.R. 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.
4. 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.
5. 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.
6. On acceptance of the tender it will become a contract and contractor shall be bound by the terms and conditions of the tender.
7. 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.

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.

8. 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.

9. 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.
10. 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.
11. In the event of acceptance of the quotation and placing of the order for purchase the articles orders for would be subjected to an inspection by the committee and are liable to be rejected if the articles supplied are not according to approved samples or do not confirm to the specification prescribed.
12. The rates quoted by the contractor shall hold good up to **31.03.2021**. No amendment in the rates except increase in the rates of GST during the period of execution of the contract will be accepted.
13. 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.
14. 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.
15. 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 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  
With seal & date

**Eklavya Model Residential School, NICHAR  
District Kinnaur, H.P.**

**TENDER FORM**

**For Supply of Dress Material FOR THE YEAR 2020-21**

<b>S.No.</b>	<b>Name of Item</b>	<b>Quantity required (Approx)</b>	<b>Rate (Rs.)</b>
1	Trouser/ Pant (Size 28-42)	400	
2	Shirts (Size 28-42)	400	
3	Suits (Salwar, Kamiz, Dupatta) Size 28-42	As per requirement	
4	Pullover embroidered with school logo (Size 30-42)	400	
5	Coat (Blazer) with school logo (Size 26-40)	As per requirement	
6	Tie	As per requirement	
7	Belt	As per requirement	
8	School Shoes (Size 1-9)	200 pairs	
9	Track-Suit (with school logo) (Size 28-42) school name on back	200	
10	Socks (Size 03-09)	400 pairs	

**Terms and 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 31/03/2021.
3. All items are subject to the inspection.
4. All items should be of good quality.
5. Samples of item no. 1 to 5 should be submitted in the sealed packets along with the tender form indicating item name on the concerned packet.
6. Quantities to be supplied are subject to actual demand.
7. All the disputes shall be subject to the jurisdiction of the District Magistrate, Kinnaur at Reckong Peo.

Signature of the Party with date  
Name & Full Address:

**Eklavya Model Residential School, NICHAR  
District Kinnaur, H.P.**

**TENDER FORM**

**For Supply of Dress Material FOR THE YEAR 2020-21**

<b>S.No.</b>	<b>Name of Item</b>	<b>Quantity required (Approx)</b>	<b>Rate (Rs.)</b>
1	Trouser/ Pant (Size 28-42)	400	
2	Shirts (Size 28-42)	400	
3	Suits (Salwar, Kamiz, Dupatta) Size 28-42	As per requirement	
4	Pullover embroided with school logo (Size 30-42)	400	
5	Coat (Blazer) with school logo (Size 26-40)	As per requirement	
6	Tie	As per requirement	
7	Belt	As per requirement	
8	School Shoes (Size 1-9)	200 pairs	
9	Track-Suit (with school logo) (Size 28-42) school name on back	200	
10	Socks (Size 03-09)	400 pairs	

**Terms and 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 31/03/2021.
3. All items are subject to the inspection.
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6. Quantities to be supplied are subject to actual demand.
7. All the disputes shall be subject to the jurisdiction of the District Magistrate, Kinnaur at Reckong Peo.

Signature of the Party with date  
Name & Full Address:

**Eklavya Model Residential School, NICHAR**  
**District Kinnaur, H.P.**

TENDER FORM

**STATIONERY FOR THE YEAR 2020-21**

**Students Stationery:**

S.No.	Name of article	Rate	Quantity (Approx.)	Rate
1.	Text Books 6th to 12th standard CBSE including optional subjects	Per Set	30 Set for each class (as per requirement)	
2.	a) Long Book (Register) good quality paper	Per Register	2000	
	i) 144 page	Per Register		
	ii) 192 page	Per Register		
	iii) 240 page	Per Register		
	b) Exercise Note Book Laminated Cover(Rough Copy)		2000	
	i) 144 page	Per Copy		
	ii) 192 page	Per Copy		
	iii) 240 page	Per Copy		
3.	Drawing File Super Quality	Per File	60	
4.	Drawing copy (Per Copy)	Per Copy	60	
5.	Drawing Sheets			
	i) Small (24 sheets in one bundle)		200	
	ii) Big (12 sheets in one bundle)			
6.	Poster Colour	a) 12 Colours		
		b) 6 colours	Per Pkt. Per Pkt.	100
7.	Drawing Brush	a) 2 No.	Per Piece	
		b) 4 No.	Per Piece	90
		c) 6 No.	Per Piece	
8.	Geometry Box: - a) Natraj b) Camel	Per Box	200	
9.	Practical Note Book	i) Erima - Science (XI-XII)	Per Pc.	As per requirement
		ii) Dinesh - Science (XI-XII)	Per Pc.	As per requirement
10.	All Outline Maps of different countries / Continents without state boundaries	Per Pkt. (100 Pcs.)	10 pkts	
11.	Graph Paper a) Sheet full size	Per Pc	500 sheets	
12.	Drawing Pin a) Standard	Per Pkt	As per requirement	
13.	Pencil H.B. (Natraj)		1000	
14.	Pencil eraser i) Natraj	Per Pkt.	200	
15.	Sharpener	Per Pc.	200	
16.	Long Scale 30cm.	Per Pc.	200	
17.	Ball Pen	Per Pc.	As per requirement	
18.	Gel Pen	Per Pc.	200	
19.	Thread roll	Per Pc.	As per requirement	
20.	Cello Tape	Per Pc.	As per requirement	
	1 inch 2 inch		As per requirement	

21.	White Board Marker	Per Piece	200	
22.	Board marker Ink (for refilling)	Per bottles 20ml	50	
23.	Wooden Duster (White Board)	Per Pc.	20	
<b>Office Stationery</b>				
1)	Noting Pad 1. Medium Size	Per Pc.	As per requirement	
	2. Big size	Per Pc.	As per requirement	
2)	Stamp Pad Medium Size	Per Pc.	As per requirement	
	i) Kores	Per Pc.		
3)	Tags i) Small Size (Bundle)	Per Pc.	As per requirement	
	ii) Long laces – Green	Per Pc.	As per requirement	
4)	White fluid with diluter (Kores)	Per Pc.	As per requirement	
5)	Stamp pad ink i) Supreme	Per Pc.	As per requirement	
	ii) Apollo	Per Pc.		
6)	Envelop laminated yellow cover paper super quality A4	Per Pc.	As per requirement	
7)	Attendance Register for Students 'Saraswati' Ledger paper	Per Pc.	As per requirement	
8)	Teacher Attendance Register	Per Pc.	As per requirement	
9)	Noting Sheet 8.5" x 14"	Per 100	As per requirement	
10)	Photostat Paper			
	Size: i) A-3	Per Rim	As per requirement	
	ii) A-4	Per Rim	As per requirement	
	iii) A-5	Per Rim	As per requirement	
11)	Typing Paper	Per Rim	As per requirement	
12)	Fevi stick 21 gm.	Per Pcs.	As per requirement	
13)	Office Pins steel plated.	Per Pkt.	As per requirement	
14)	Ball Pens - Cello	Per Pcs.	As per requirement	
	Max Writer, Jetter			
15)	Refills – Cello Max writer, Jetter	Per Pcs.	As per requirement	
16)	i) Printer cartridge HP 1022, 36A, Canon 88, Toshiba-2809	Per Pc.	As per requirement	
	ii) Re-filling of cartridge		As per requirement	
<b>Printed Material:</b>				
1)	<b>Printed Answer sheets:</b>	Per sheet		
	i) Answer sheet 8 pages printed: - ii) Answer sheet 12 pages printed: iii) Answer sheet 16 pages printed: iv) Answer sheet 24 pages printed: v) Continuation sheet 4 pages:		As per requirement	

**Terms and 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 31/03/2021.
3. All items are subject to the inspection.
4. Paper and ink should be of good quality.
5. Printing of books should be neat and clean, visible.
6. All items should be branded (brand given)/ as mentioned in the tender form.
7. Quantities to be supplied are subject to actual demand.
8. All the disputes shall be subject to the jurisdiction of the District Magistrate, Kinnaur at Reckong Peo.

**Signature of the Party with date  
Name & Full Address:**



**Eklavya Model Residential School, NICHAR**  
**District Kinnaur, H.P.**

TENDER FORM

Fresh Vegetable, Fruits and Mutton etc. FOR THE YEAR 2020-21

S. No.	Item Name	Approx. Qty. per month	Rates (per Unit)
<b>1. Vegetables</b>	Beans per kg.	1500kg.	
	Cabbage per kg.		
	Carrots per kg.		
	Radish per kg.		
	Cauli-flower per kg.		
	Brinjal per kg.		
	Arbi/Arum (Kachalu) per kg.		
	Bottle Gou -rd/Louki per kg.		
	Lady Finger/ Bhindi per kg.		
	Green Pease per kg.		
	Pumpkin per kg.		
	Spinach per kg.		
	Shimla Mirch per kg.		
	Tomatoes per kg.		
	Turnips per kg.		
	Garlic per kg.		
	Ginger per kg.		
Green Chillies per kg.			
Cucumber			
<b>2.</b>	Potatoes per kg.	200kg.	
<b>3.</b>	Onion per kg.	200kg.	
<b>4.</b>	Paneer (Cheese) per kg.	25kg.	
<b>5.</b>	Curd (Dahi) per kg.	40kg.	
<b>6.</b>	Bread per Pkt. 400gm.	150 pkt.	
<b>7.</b>	Mutton per kg.	20kg.	
<b>8.</b>	Chicken per kg.	20kg.	
<b>9.</b>	Eggs per egg	80 dzn.	
<b>10. Fruits</b>	Apples: per kg. Golden, Royal	200kg.	
	Orange per piece		
	Mussambies per piece		
	Mangoes per kg.		
	Pears per kg.		
	Banana per piece		
	Guava per kg.		

**Terms and conditions:**

1. The rates should be quoted for F.O.R. at **EMRS Nichar**.
2. No. of times of Fresh vegetables supply-twice a week.
3. Cheese supply - Every **Friday**.
4. Mutton/ Chicken Supply - Every **Friday**.
5. Eggs-Twice a week.
6. Fruits should be fresh and delicious in taste.
7. All items are subject to the inspection.
8. The competent authority reserves the right to reject any or all the tenders without assigning any reason.
9. Quantities to be supplied are subject to the actual demand.
10. All the quoted rates will be valid / applicable up to 31/03/2021.
11. All the disputes shall be subject to jurisdiction of the District Magistrate, Kinnaur at Reckong Peo.

<b>Signature of the Party with date Name &amp; Full Address:</b>
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**Specifications:**

**\*Potatoes:** They should be clean and free from earth. They should be free from depressed dark spots, 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 a 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.

**Signature of the Party with date  
Name & Full Address:**

Tender Form Issued to .....

Ref. No. EMRS/Tender/2020:

Date: / / 2020

Form for tendering the rates for **washing and ironing of clothes** of students, boarding in

**Eklavya Model Residential School, Nichar, District Kinnaur, H.P.**

1. Name of the tenderer/ firm:

.....

2. Address

.....

.....  
.....

3. Rates Quoted-

Sr. No.	Name of Item	Approximate No. of items per month	Rates Per piece	Remarks
1	Trouser	400		
2	Shirt	600		
3	Girls dress suit	200		
4	Pullover	400		
5	Towel	400		
6	Bed sheet	200		
7	Quilt cover	200		
8	Pillow covers	200		
9	Civil dress	600		
10	Chair cover	100		
11	Track suit	600		

Earnest money detail Rs. .... draft no. .... Dated  
..... in favour of ..... Name of  
issuing bank branch .....

Signature of tenderer

I ..... hereby undertake to abide by the terms and conditions as specified in the tender notice and the earnest money Rs. Five Thousand only will be deposited by me soon after allotment of work to me.

Signature of tenderer

**Terms and Conditions**

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 recommendation of washing 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 he 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 be used for washing.
6. The school will not allow any kind of facility 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 will be vary in each month due to holidays or other reason. Only the payment be made for actual work done.
9. No payment will be paid during the vacation i.e. short break and vacation.

The terms and conditions are accepted to me.

Signature of the tenderer