

**EKLAVYA MODEL RESIDENTIAL SCHOOL GAMNOM SAPORMEINA**

**TENDER INVITATION FORM FOR THE SESSION 2026-2027**

**REF. NO.**

**DATED:**

TO,

\_\_\_\_\_  
\_\_\_\_\_

**SUB: TENDER FOR THE SUPPLY OF \_\_\_\_\_**

1. Sealed tender for the supply of the articles shown in the attached statement is invited by the undersigned on behalf of EMRS Gamnom Sapormeina upto 02:00PM of 24.09.2026. Tender should be under strong sealed cover marked as 'tender for the supply of \_\_\_\_\_ and dropped in the **"TENDERBOX"** placed at \_\_\_\_\_. The tender will be opened in the office of the undersigned at 11:00 AM of 26.09.2026
2. The tender shall be submitted according to the terms and conditions specified in paragraphs 3 to 18 unless specified otherwise in the tender it shall be presumed that the terms and conditions stipulated here under have been agreed to.
3. The rate should be for EMRS Gamnom Sapormeina, and should include excise duty, sales tax, freight charges, VAT or any other taxes or imposition whatever liable in respect of the supply. The EMRS Gamnom Sapormeina shall not be liable to pay any tax including entry tax, freight charges, etc. which has been expressly stipulated in the tender in the event of acceptance of the tender. In no case, payment will be made higher than the MRP of any item.
4. In case after opening of tender, the lowest bidder withdraws his bids, the Earnest Money shall be forfeited of such bidders and the offer of contract will be given to the next lowest bidders after necessary negotiation or otherwise fresh tender will be called for.
5. There should not be any overwriting or corrections in the tender. If a figure is to be amended it should be neatly scored out, the revised figure should be attested with the full signature and date. In the absence of the attested signature, the tender is liable to be rejected.
6. The undersigned does not bind himself/herself to accept the lowest tender and reserves the right to accept the tender in whole/ part i.e. with respect of all articles mentioned in the attached statement or in 2 respect of any one or more than one articles specified in the attached statement as the school PAC may decide.
7. 07. On acceptance of the tender, it will become a contract and shall be bound by the terms and conditions of the tender.
8. The person/persons whose tender is accepted, here in after, called the contractor, shall deposit an earnest money of 5% along with tender which shall be refunded in the event of rejection of the tender. The security deposit @ 10% to be deposited by the Approved Firm will be forfeited in the event of failure to comply with the provision of the contract.
  - i. Earnest Money Rs. \_\_\_\_\_ Security Deposit @Rs.10%
9. If the contractor fails to supply the articles within the time stipulated in the letter of acceptance, the undersigned shall be at liberty to purchase the articles from the market to 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 deposits and in case any amount in excess of the security deposit is paid by the undersigned, the contractor shall be liable to pay this amount.

10. The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without any reason. In case an order for any articles is placed for quantity 100 or more sample shall be retained by the school and no cost will be paid for the same.
11. 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.
12. In the event of acceptance of a tender and placing of the order for purchase the articles ordered for would be subject to an inspection by the undersigned or his representatives and are liable to be rejected if the articles supplied are not according to approved samples or do not confirm to the specifications prescribed.
13. The rates quoted by the contractor shall hold up to 31.08.2026. No amendment in the rate will be accepted during the execution of the contract.
14. The contractor shall be required to fix a tin label on the furniture & equipments supplied by him, giving his name and year of manufacture.
15. The amount of security deposit shall be retained by the School for a period of two months from the date of completion of supplies as a safeguard against any defects appearing in the articles supplied within this period.
16. Tender which does not comply with the above conditions is liable to be rejected.
17. These instructions to tenders are to be signed by the tendered and returned with the tender.
18. The sealed tender should invariably contain:-
  - a) Copy of valid Dealer Ship certificate/Trading License with Tin and GST number.
  - b) Current Income Tax clearance certificate from the competent authority
  - c) Earnest Money of Rs. \_\_\_\_\_ /- in the form of DD
  - d) Lowest rate as well as term of supply, if any.
  - e) Signature of the authorized person on all the pages with date.



Principal cum Administrator

### IMPORTANT NOTE

Terms and conditions are mentioned from SL No. 3 to 18, if accepted, then signed by the tenderer with two witnesses and the same is to be submitted with the quoted rate list.

All the above conditions are accepted by me/us.

Sign. of the tenderer  
Address  
(With seal of the firm)

Station:

Date:

Witness

1. Name :  
Address :  
Occupation :

Signature

Witness

2. Name :  
Address :  
Occupation :

Signature