

EKLAVYA MODEL RESIDENTIAL SCHOOL
AT- DHAMANAHANDI, PO-KOTPAD, BLOCK- KOTPAD
DIST-KORAPUT-764058 (ODISHA)
TENDER CALL NOTICE

Letter No 20/Tender Call Notice/26-27

Date: 07/04/26

Sealed tenders are invited from the registered and reputed firms for supply of **Grocery, Vegetables and fruits, Perishable items, Hair cutting & Vehicle Hiring** to Ekalavya Model Residential School Kotpad, District Koraput, Odisha for the session 2026-27. The tender forms with other Particulars/ list of items must be downloaded from the web site www.emrskotpad.com. Completed quotation forms along with EMD and downloaded tender form cost Rs. 500/- (Five Hundred Only) for each item in the shape of Bank Draft in favor of ORISSA MODEL TRIBAL EDUCATION SOCIETY, E.M.R.S SCHOOL, KOTPAD, DHAMNAHANDI, KORAPUT payable at SBI, Kotpad must be submitted by Speed Post / Registered Post/ by hand by 4 PM on 26/04/2026 at EMRS KOTPAD, KORAPUT. (**Bank Draft for EMD and Tender Form Cost must be made separately**). School shall not be responsible for any postal delay. The sealed tender documents will be opened in the presence of District Level Committee members and bidders or their authorized representatives in the office of the Principal, EMRS, Kotpad, Koraput at 11AM on Dt 28/04/2026. The Chairman of the school's District Level Committee reserves the right to accept/ reject the quotation in whole or in part without assigning any reason thereto. Any dispute in this process would be subject to the Court jurisdiction of the Koraput District Headquarters.


Principal
EMRS, Kotpad, Koraput

Memo No. 21/Tender Call Notice/26-27
Date: 07/04/26

Copy Submitted to Collector-cum-DM-Chairman, GM, DIC-Member, Principal Inv-Member, PA, ITDA, Jeypore-Member, Handloom & Textile officer, Koraput -Member, DWO, Koraput-Member for favour of kind information.


Principal
EMRS, Kotpad, Koraput

EKLAVYA MODEL RESIDENTIAL SCHOOL, KOTPAD, KORAPUT

To

M/s _____
_____.

Sub: Tender for the supply of _____.

- 1) Sealed tender for the supply of the articles down in the attached statement are invited by the undersigned on behalf of EMRS, Kotpad up to 4PM Dated 26/04/26. The tender should be sent under sealed cover marked as "TENDER FOR THE SUPPLY OF _____" and not by the name. The tenders will be opened in the Office of the Principal, EMRS, Kotpad, Koraput at 11 AM on dated 28/04/26
- 2) The tender should be submitted according to the terms and conditions specified in paragraphs 3 to 24 unless specified in otherwise in the tender. It shall be construed that the terms and conditions stipulated hereunder have been agreed to.
- 3) The rate should be F.O.R to school and should include excise duty, sales tax and any other taxes or imposition whatever liable in respect of the suppliers. **The school shall not pay freight etc.** The articles should be supplied to the school store.
- 4) The tenderers **should quote the price in amount not in percentage (%)**. There should not be any over-writing, corrections in the quotation. 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 full signature and date, In the absence of the attested signature the tender is liable to be rejected.
- 5) The undersigned does not bind himself to accept the lowest tender and reserve the right to accept the tender in whole or part i.e. 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 he/she may decide.
- 6) The tenderer should submit his /her tender form along with **Earnest money amounting as fixed and detailed here with** in the form of Bank Draft in favour of ORISSA MODEL TRIBAL EDUCATION SOCIETY, E.M.R.S SCHOOL, KOTPAD, DHAMNAHANDI, KORAPUT Payable at SBI, Kotpad. The earnest money will be forfeited in the event of failure to comply with the contract. If the contractor fails to supply the articles within the time stipulated in the guideline and the letter of acceptance / supply order issued 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 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 .
- 7) **The Brand /Make other than the specification given in the tender schedule will not be accepted.**
- 8) The rate quoted by the contractor shall hold good **till the approval of next tender**. 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 mention in the bill.


- 9) In the event of acceptance of the quotation 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/ brand prescribed .
- 10) The amount of EMD money shall be retained by the School for a period of six months from the date of completion of supplies as a safeguard against any defect appearing in the articles supplied within the period.
- 11) The Tenderers are requested to submit the samples at the time of submission of tender in a sealed packet. Loose articles minimum 200gms should be submitted in a transparent jar. Packet items and pieces should be submitted one in number invariably printed label of the firm.
- 12) Payment will be made only after verification of the supplied articles by the quality checking committee/ undersigned and entry in the stock register and scrutiny of bills after full supply as per the order placed with party.
- 13) Quality should be invariably maintained throughout the year /period of agreement as per the sample and specification. Materials cannot be accepted if the item is found substandard or different from the sample and specification. Articles maybe sent for the laboratory testing if required; the articles must be fresh and good in quality.
- 14) The rate should be quoted in terms of metric weight measure i.e quintal /Kg as the case may be.
- 15) 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.
- 16) No interest will be paid by the undersigned for the EMD money kept in this School.
- 17) Payment will be made in shape of A/C payee cheque only. If payment will be made in shape of Demand Draft, the Bank charges will be borne by the tenderer.
- 18) In case the date and time of opening of the tender is changed, the same will be displayed on the notice board of the School.
- 19) Only one rate should be quoted for each item. More than one rate for each item shall be rejected.
- 20) At the time of supply/distribution of materials the concerned class teacher,catering assistant, School level committee members must to be present with the bidders.
- 21) The tenderer must write the detail postal address, E-mail ID and Telephone No. of their shop in the tender paper.

- 22) In case of any document submitted by the tenderer in support of their claim are found to be false or forged, the tender is liable for cancellation and EMD deposited by the tenderer will be forfeited.
- 23) Tenderers applying for vehicle hiring must have his/ her Driving License & Fitness Certificate and valid Insurance of vehicle.
- 24) The sealed tenders should invariably contain
- I. Up to date GST Clearance Certificate.
 - II. Copy of PAN.
 - III. In case of Authorized dealers the Authorization Certificate issued by the Manufacturer /company.
 - IV. **Signature of the tenderer in all pages with date.**
 - V. These instruction to tenderers are to be signed by the tenderers and return in original with the tender with all enclosures.
 - VI. Bank Draft for cost of tender form.
 - VII. EMD in the shape of Bank Draft .

(Bank Draft for EMD and Tender form Cost must be made separately)

- 25) IF THE VENDOR FAILS TO SUPPLY ITEMS WITHIN STIPULATED PERIOD OF TIME, THE SCHOOL IS FREE TO PROCURE ITEMS FROM ANY OTHER SOURCES. IF THE MISTAKE IS REPEATED FREQUENTLY, THE VENDOR MAY BE DEBARDED AND BLACKLISTED FROM PARTICIPATION IN FURTHER TENDERS.**
- 26) The vendors are required to bring samples of the items to be supplied for producing at the time of opening of tender. Failure to do so will result in the cancellation of participation.
- 27) The bill/challan shall be submitted in the office at the time of delivery of items.**

Place: Kotpad, Koraput


Principal
EMRS, Kotpad, Koraput

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 /Mess items	5 Days	Rs.25000.00
2	Vegetables	1 Day	Rs.6250.00
3	Perishable Items (Chicken ,Egg, Fish, Milk, Paneer, Mushroom, Sweets)	1 Day	Rs.3750.00
4	Vehicle Hiring	-	Rs. 15000.00
5	Hair cutting	-	-

(Registration of firm, GST clearance and copy of PAN is mandatory except Sl. No 5)

We M/s _____ agreed to accept the terms and conditions specified in above para 03 to 27 and also enclose the rate of the items as per list and specifications given by the Principal , EMRS Kotpad, Koraput.

Witness (Signature, Name & Address)

- 1.
- 2.

Full Signature of the
Proprietor with Seal of the Firm.
Name of the Proprietor & Address of the firm

Contact Number: _____
E-mail ID: _____

EKLAVYA MODEL RESIDENTIAL SCHOOL, KOTPAD, KORAPUT

Tender for supply of Grocery/ Mess items for the Financial year -2026-27

1. Name & Address of the party /Firm: _____.
2. Earnest Money Deposited Rs. _____ Vide Bank Draft No. _____ Dt. _____.
3. Tender form cost Rs. _____ Vide Bank Draft No. _____ Dt. _____.
4. 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.
5. The brand names from the given options shall be mentioned along with rate quoted. Only items from the specified brands shall be provided during delivery. Failure to provide the specified brand at the specified price may result in penalty charges.

Sl .No	Name of the articles	Specifications	Unit	Rate quoted (Rs) with Tax + transport, along with brand name
1	Cream /butter Biscuit (MRP-5)	Sunfeast/ Unibic/Parle/Britania	Per pkt (MRP Rs. 5)	
2	Biscuit (MRP-5)	Sunfeast/ Unibic/Parle/Britania	Per pkt (MRP Rs. 5)	
3	a) Pickle SALTY	Priya/Swastik/ Prime/Nilon's	Per kg	
4	Haldi Powder	Everest/Catch/MDH/TATA sampann	Per 500g	
5	Red Chili powder	Everest/Catch/MDH/TATA sampann	Per 500g	
6	Panchphoran	Everest/Catch/MDH/TATA sampann	Per 500g	
7	Curry Masala Powder	Everest/Catch/MDH/TATA sampann	Per 500g	
8	Chicken Masala Powder	Everest/Catch/MDH/TATA sampann	Per 500g	
9	Dhania Powder	Everest/Catch/MDH/TATA sampann	Per 500g	

10	Jeera Powder	Everest/Catch/MDH/TATA sampann	Per 500g	
11	Pulav Masala	Everest/Catch/MDH/TATA sampann	Per 500g	
12	Garam Masala Powder	Everest/Catch/MDH/TATA sampann	Per 500g	
13	Jeera Gota	JK/Catch/Aashirvaad	Per 500g	
14	Paneer Masala	Everest/Catch/MDH/TATA sampann	Per 500g	
15	Kashmir Mircha Powder	Everest/Catch/MDH/TATA Sampann	Per 500g	
16	Besan	Fortune/Aashirvad	Per Kg	
17	Ghee(cow)	Amul	Per Kg	
18	Refined Sunflower Oil	Fortune	1 ltr pouch	
19	Milk Maid	Nestle /Amul	Per 500g	
20	Amul Spray	Amul	Per 500g	
21	KISHMISH	TATA Sampann/Happilo/Farmley/JK	Per kg	
22	Elaichi small	JK/ Locally available good quality	Per Kg	
23	Kaju (Gota)	TATA Sampann/Happilo/Farmley/JK	Per kg .	
24	Sugar	Fortune/Madhuri	Per Qntl.	
25	Iodised salt	TATA Salt	Per kg	
26	Meal maker soya badi	Nutrella /Fortune	Per kg	
27	Papad	Madurai Meenakshi Appalam/Ruchi/Haldiram	Per 500g	

28	White Matar	Vasad's Laxmi/Grain essence/Pearl Organic fresh/Pink delight/Organic wellness/Standard Bazar/Value life/Pure grocer/R.K. Organic/Pure Crop/Firm fresh/Ahaar/Rajdhani	Per kg	
29	Kabuli chole	Tata Sampann/Pearl Organic fresh/Roots/Pure grocer/Amul/Rajdhani/Grain essence/Pink delight/Trinetri/Bedarth	Per kg	
30	Chana Dal	Tata Sampann/VGBNP/Pearl Organic fresh/Induz/Rajdhani/Garni/Pure grocer	Per kg	
31	Moong Dal	Tata Sampann/Pearl Organic fresh/Garni/Pink delight/Grain essence/Sabtam/Induz	Per Kg	
32	Mustard Oil	Fortune/Dhara/Patanjali	Per litre	
33	Arhar Dal	Tata Sampann/Pearl Organic fresh/Garni/Pink delight/Grain essence/Sabtam/Induz	Per Qntl	
34	Masur Dal	Tata Sampann/Pearl Organic fresh/Garni/Pink delight/Grain essence/Sabtam/Induz	Per Qntl	
35	Guda (jaggery liquid)	Locally Available	Per kg	
36	Suji (chhota dana)	Fortune/Ganesh/Ashirwad	Per kg	
37	Dry Chilly Gota	Locally Available	Per Kg	
38	Groundnut	Locally Available	Per kg	
39	Semiya	Ruchi/Haldiram	Per kg	
40	Atta	Ashirwad/Fortune	Per Qntl	
41	Chuda	Locally Available	Per Qntl	
42	Basumati Kheer Rice	Fortune/Kolam	Per Kg	
43	Tej Patta	Ruchi/Swadist/Prime	Per 500g	

44	Corn flour	Weikfield	Per kg	
45	Nattichana	Tata Sampann/Pearl Organic fresh /Amul	Per kg	
46	Mustard seeds	JK/Catch/Aashirvaad/Ruchi	Per 500g	
47	Dates (Khejur)	TATA Sampann/Happilo/Farmley/Lion/Date Crown	Per kg	
48	Tomato Sauce	Kissan	Per kg	
49	Black Pepper (Gota)	Ruchi/Swadist/MDH/Everest	Per 500g	
50	Tea	Tata Premium/Red Label	Per Kg	
51	Biri (Gota)	Tata Sampann/Pearl Organic fresh/Amul	Per kg	
52	Rice Flour	Pearl Organic fresh/Organic tattva	Per kg	
53	Raggie Atta	Pearl Organic fresh/Pink delight/VGBNP/Trinetri/Organic tattva	Per kg	
54	Chowmin or Noodles	Maggie/yippe/Patanjali	Per kg	
55	Soya Sauce	Locally Available	Per pc	
56	Baking Soda	Weikfield	Per kg	
57	Arrowroot Powder	Locally Available	Per kg	
58	Kasturi methi powder	EVEREST	Per 500g	
59	Kasturi methi gota	EVEREST	Per 500g	

60	Posta (poppy seeds)	JK	Per 500g	
61	Sabji Masala Powder	EVEREST/MDH	Per 500g	
62	RICE BRAN OIL	FORTUNE/SAFFOLA	Per Ltr	
63	COCONUT COLD PRESSED OIL	FORTUNE/ SAFFOLA	Per Ltr	
64	Sabu dana	Locally available good quality	Per kg	
65	Basmati rice	Kashmiri kesar/Nizam	Per kg	
66	Lavang	Locally available good quality	Per kg	
67	Javitri	Locally available good quality	Per kg	
68	Jayfal	Locally available good quality	Per kg	
69	Black cardamom (Badi elaichi)	Locally available good quality	Per kg	
70	Saunf (Fennel)	Locally available good quality	Per kg	
71	Dhaniya Gota	Locally available good quality	Per kg	
72	Cinnamon (Dalchini)	Locally available good quality	Per kg	
73	Star Anise	Locally available good quality	Per kg	
74	Shahi jeera	Locally available good quality	Per kg	
75	Moong papad	Haldiram/Lijjat/Bikaji	Per kg	

76	Nonveg paste	Priya	Per 500g	
77	Red Chilly sauce	Chings/ Tops/Knorr	Per Lt	
78	Green chilly sauce	Chings/ Tops/ Knorr	Per Lt	
79	Pickle SWEET	Nilons	Per kg	
80	Instant Coffee	Bru/Nescafe/Tata	Per kg	
81	Tea cup	Best quality	Per 50 pieces	
82	Mineral water bottle (Rs 10)	Bisleri/Bailey	Per pc	
83	Paper bowl (small)	Best quality	Per 50 pieces	
84	Paper Plate	Best quality	Per 50 pieces	
85	Disposable Water cup	Best quality	Per 50 pieces	
86	Black salt	Catch/Tata	Per kg	
87	Dalia	Best quality	Per kg	
88	Cake (Rs. 10)	Britannia/Anmol	Per packet	
89	Oats	Kellogs/ Quaker/Saffola	Per kg	
90	Vermicelli	Tata/Haldiram/MTR	Per kg	
91	Chat masala	Catch/Everest	Per 500g	

92	Raita masala	Catch/Everest/Tops/MDH	Per 500g	
93	Raita boondi	Best quality	Per kg	
94	Mandia (Ragi) Whole	Best quality	Per kg	
95	Bhujia Sev 1kg	Haldiram	Per kg	

Note : The Sample must be submitted with proper packet (50gm to 100gm.) indicating the Firm Name on the date of opening tender.

Date : _____

Signature & Name of the firm with
Address & Seal

Phone No :

EKLAVYA MODEL RESIDENTIAL SCHOOL, KOTPAD, KORAPUT

Tender for supply of Vegetables for the Financial year -2026-27

1.Name &Address of the party /Firm:_____.

2.Earnest Money Deposited Rs._____ Vide Bank Draft No._____ Dt._____.

3.Tender form cost Rs._____ Vide Bank Draft No._____ Dt._____.

4.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 Item	Unit	Rate quoted with transport from June 2026 to November 2027	Rate quoted (Rs) with transport from December 2026 to April 2027
1	Potato Big size (Good quality)	Per KG		
2	Kahmba Aloo (Desi Aloo)	Per Kg		
3	Onion (Good quality)	Per kg		
4	Garlic (Good quality)	Per Kg		
5	Ginger (Good quality)	Per Kg		
6	Brinjal	Per Kg		
7	Pumpkin	Per Kg		
8	Bottle gourd (Louki)	Per Kg		
9	Beans	Per Kg		
10	Carrot	Per Kg		
11	Beet Root	Per Kg		
12	Cabbage (Patarkopi)	Per Kg		
13	Cauliflower (Fulkopi)	Per Kg		
14	Tomato	Per Kg		
15	Drum stick (Moringa)	Per Kg		
16	Green Papaya	Per Kg		
18	Green Leafy. Veg (Bhaji sag)	Per Kg		
19	Green Chilly	Per Kg		
22	Shimla Mircha (Capsicum)	Per Kg		
23	Parwal (Potala)	Per Kg		
24	Kunduri	Per Kg		
25	Ladies Finger (Bhendi)	Per Kg		
26	Bitter gourd (Kerala)	Per Kg		
27	Green Banana	Per Kg		

29	Cucumber (Kakudi)	Per Kg		
30	Radish (Muli) without leaves	Per Kg		

31	Coconut (Big Size)	Per Pc		
32	Dhania Patta	Per Kg		
33	Green Chilli	Per Kg		
34	Snake gourd (Chichinga)	Per Kg		
36	Green pea	Per kg		
37	Joint Cabbage (without leaves)	Per Kg		
38	Green Jack fruit	Per Kg		
39	Runner bean (Aladi)	Per Kg		
40	Ripe Banana (Big size) Good Quality	Per kg		
41	Simba (Sem)	Per kg		
42	Bel (Wood Apple)	Per kg		
43	Apple	Per Kg		
44	Orange	Per Kg		
45	Pomegranate	Per pc		
46	Lemon	Per kg		
47	Grapes	Per kg		
48	Guava	Per Kg		
49	Banana	Per Kg		
50	Water Melon	Per pc		
51	Cucumber	Per kg		

Date :-

Signature of Supplier
Address & Phone No

EKLAVYA MODEL RESIDENTIAL SCHOOL, KOTPAD, KORAPUT

Tender for supply of Perishable items for the Financial year -2026-27

1.Name &Address of the party /Firm: _____

2.Earnest Money Deposited Rs. _____ Vide Bank Draft No. _____ Dt. _____

3. Tender form cost Rs. _____ Vide Bank Draft No. _____ Dt. _____

4.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	RATE QUOTED (RS) WITH TAX + TRANSPORT
1	Dressed (Chicken without skin)	Without skin	Per Kg	
2	Dressed (Chicken with skin)	With skin	Per Kg	
3	Egg (big size)	Best quality (Locally Available)	Per Pc	
4	Rohi (fish)	Best quality (Locally Available)	Per Kg	
5	Mushroom	Button	Per Kg	
6	Paneer	Omfed/ Amul/ Milky Moo	Per Kg	
7	Dahi	Omfed/Amul/ Milky Moo	Per Kg	

8	Milk	Omfed/Amul/Dodla/Good life	Per 500 ml	
9	Sweets (Rasgulla/Gulab Jamun) Rs. 10	Best quality (Locally Available)	Per Pc	
10	Bread (MRP-20/-)	Best quality (Locally Available)	Per Pc	
11	Mudhi	Best quality (Locally Available)	Per Kg	
12	Mixture	Best quality (Locally Available)	Per Kg	
13	Dilkhush	Best quality	Per Pc	
15	Mutton	Best quality (Locally Available)	Per Kg	
16	Butter	Amul	Per Kg	
17	Frozen peas	Locally available good quality	Per Kg	
18	Gari/Bada Rs.10	Big size	Per pc	
19	Idli Rs.10	Big size	Per pc.	
20	Samosa Rs.10	Big size	Per pc.	
21	Prawn Dressed (Fresh)	Best quality (Locally Available)	Per kg	
22	Sweet corn (Frozen)	Best quality (Locally Available)	Per kg	
23	Baby corn	Best quality (Locally Available)	Per kg	

Date :-

Signature of Supplier
Address & Phone No

EKLAVYA MODEL RESIDENTIAL SCHOOL, KOTPAD, KORAPUT

Tender for VEHICLE hiring for the Financial year -2026-27

1. Name & Address of the party/Firm: _____

2. Earnest Money Deposited Rs. _____ Vide Bank Draft No. _____ Dt. _____

3. Note :- **The supplier should go through the specification very strictly before quoting the rates. The suppliers are responsible for authenticated documents, failing which the rates quoted will not be accepted.**

4. Phone No with STD Code- _____

5. Regd. No. of the Vehicle _____

6. Model _____

7. Year of Manufacture _____

8. Date of Purchase & make of the Vehicle _____

9. Seating capacity _____

10. Road permit valid upto _____

11. Insurance policy valid up to _____

12. Rate of the Vehicle _____/-per month.

Terms and conditions for hiring the school vehicle:

1. The vehicle is to be hired along with Driver from the travel agency/firm/company.
2. The rates quoted should include all forms of taxes/charges.
3. The vehicle hired **shall have valid taxi permit** for entire period of hiring.
4. The Vehicle hired shall have valid insurance coverage for entire period of hiring.
5. The ceiling limit for hiring a vehicle shall not exceed 35,000/- per month, mentioned amount of 35,000/- per month **shall be inclusive of driver remuneration.**
6. **It is further clarified that the said amount shall also include the cost of fuel subject to the following monthly kilometer limits:**
 - a. **Hilly Areas: Fuel cost up to 900 kilometers per month**
 - b. **Plain Areas: Fuel cost up to 1200 kilometers per month**
7. In case the vehicle usage exceeds the prescribed kilometer limits, additional charges shall be admissible at the following rates:
 - a. **Hilly Areas: *14/- per kilometer**
 - b. **Plain Areas: *12/- per kilometer**

8. EMRSs shall bear only the charges per kilometer as mentioned at point-8 beyond the limit mentioned at point-7 for which a log book will be maintained by the Accountant, and Principal. If the Accountant post is vacant, senior staff of office has to perform the same duty.
9. All other liabilities including wages of driver, oil and lubricants, maintenance, repair replacement of parts and servicing obligations on account of Motor Vehicle Act and other related Acts like labor laws, Road Tax, Insurance Laws (like insurance of vehicle in accident, theft, fire etc.) shall be the sole responsibility of the owner of the company.
10. The Agency should have to submit valid proof of Bank Account Number, PAN Card, GST certificate and undertaking that the firm has not been blacklisted.
11. Inter District movement of school vehicle shall be justified by the Principal.
12. A Valid **driving license of the driver** and **police character verification** shall be made available to the school.
13. The contract will be for a period of minimum two years, extendable upto 5 years, subject to satisfactory performance.
14. The vehicle should have capacity to carry upto 6 persons having a comfortable seat for carrying a sick child.
15. Payment will be made on a monthly basis after deduction of Income Tax as per rules.
16. The vehicle to be hired should be latest model vehicle preferably not more than 3 years old, which can carry up to at least 4+2 persons having a comfortable seat for carrying a sick child & Staff Members.
17. Vehicle will be parked in the Vidyalaya premises only at the risk of the owner of the company.
18. The vehicle, along with the driver, shall be made available on a 24x7 basis. The driver can be accommodated within the EMRS campus, subject to availability, and in accordance with the existing accommodation norms issued by NESTS.
19. Maximum one day per month i.e. 10 days in year shall be permitted for maintenance/servicing. The vehicle shall not be sent for repairs for more than four days at a stretch. Alternate vehicle shall be provided by the owner in case for non-availability is for the period exceeding the specified period mentioned above. Failure to provide alternate vehicle shall lead to recovery of actual hiring charges per day paid by EMRS KUNDRA for substitute vehicle of Rs. 600/- per day whichever is higher.
20. **One month's hiring cost is to be kept as Security Deposit** from the successful bidder, which will be refunded after satisfactory completion of the contract.
21. The payment shall be made on post monthly basis against a bill duly supported **with photocopies of log book signed by the users, for the said month.**
22. The payment shall be subject to deduction of TDS as per Section 194C of Income Tax Act,1961.

Documents to be produced:

1. Driving license
2. Police verification
3. Road permit
4. PUC
5. RC of vehicle

***Failure to produce any document during bidding will result in tender getting cancelled.**

Place :

Date:

Signature & Seal of the Bidder:

EKLAVYA MODEL RESIDENTIAL SCHOOL, KOTPAD, KORAPUT

Tender for hair cutting for the financial year -2026-27

1. Name of the barber _____
2. Contact _____
3. Rate quoted per student _____
4. Aadhar ID/PAN No. _____
5. Bank acc. No. _____
6. IFSC _____
7. Branch _____

The barber should maintain hygiene and ensure that the haircut is decent.