

**OFFICE OF THE PRINCIPAL
EKLAVYA MODEL RESIDENTIAL SCHOOL KHAREDI**

DIST. DAHOD GUJARAT - 389151.

TECHNICAL BID

Annexure-I TENDER FORM NO :- _____

Ref. No. EMRS/KHAREDI/Tender/2026-27/

Date:- / /2026

To

M/s. _____,

_____.

SUB: Tender for supply of Bakery Items - reg.

Sir,

Sealed quotation is invited by the undersigned for the Supply of **Bakery Items** as per the list given in the Proforma. The quotation should be sent under strong sealed cover marked as 'quotation for the supply of **Bakery Items** and must reach to this office by **Registered post/hand latest by 09.06.2026 up to 04:00 P.M. positively.**

The terms and conditions for submission of the tender are as Under:

1. The tenderer shall have to deposit earnest money deposit of **Rs. 5000.00** for the supply of **Bakery Items** by Demand Draft / Cheque in favour of "**ACHARYA EKLAVYA MODEL RESIDENTIALKHAREDI**" Payable at BANK OF BARODA, CHAKALIYA ROAD Branch, Dahod along with the tender form.
2. In the event of the quotation being accepted, the Earnest Money Deposit will be adjusted towards Security Deposit.
3. The Security Deposit will not carry any interest. The proceeds of the security deposits shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete its obligation under the contract, if required.
4. There should not be any overwriting or correction in the quotation. if figure is to be amended, it should be neatly scored out : the revised figure written above and the same attested with full signature and date. In the absence of attested signature the quotation is liable to be rejected, the rates must be quoted in the prescribed Proforma only. No Xerox copy of it would be allowed.
5. If the supplier fail to supply the items within the stipulated time, the PAC shall be at liberty to Purchase the items from the Open Market to get the rest of the contract/Tender completed by any other person/firm and the difference of price, if any shall be deducted from the EMD/Security deposit and in case any amount in excess of the EMD/SD/bill is paid by the undersigned , the

supplier shall be liable to pay this amount, and the Security deposit will be forfeited. Such suppliers will be blacklisted.

6. Tenders without Earnest Money Deposit/Security Deposit will be rejected.
7. The rates quoted will be applicable for the period of one year from the date of signing the contract with the condition that the delivery of the material should be made up to the store room of the School.
8. **The Rate should be F.O.R.** and should include Excise duty, Sales Tax, V.A.T., Freight charges, GST and other taxes rates or imposition whatever liable in respect of the supply. The School shall not be liable to pay any tax, freight etc. which has been expressly stipulated in the quotation in the event of the acceptance of the quotation.
9. The supplier is bound to produce "Pacca-Bill" (Printed) with machine printing Bill No., Sales Tax no., C.S.T./TIN No./GST etc. The payment will not be made in any circumstances if the supplier fails to produce the bill as per condition.
10. Part payment of the bill will not be made. The payment will be made only after the supply of articles as per order and specifications subject to verification of the quality.
11. Rates per item, per K.G., etc. as applicable may be given item wise and quantity wise separately. Only fixed rate be mentioned. Rates should not contain from—to example 5=00—15=00.
12. **Sample for each item should be brought at the time of opening of tender free of cost. In case the supply is made of either inferior quality or the supplier fails to supply the goods in the stipulated period as per specification, his E.M.D./S.D. will be forfeited.**
13. The Supply must strictly be according to the approved sample otherwise the items/ materials will be rejected at the transportation cost of the supplier.
14. In the event of the rejection of the quotation, the E.M.D. will be returned by the crossed Cheque of Bank of Baroda , Chakaliya Road Branch, Dahod or by the same D.D. / Cheque submitted by the party.
15. No extra charge for packing, forwarding, loading/unloading and insurance etc. will be paid on the rates quoted.
16. Where specification/mark/brand/manufacture are not specified by this Office, the rates should be quoted only for the standard, good quality and the brand of each item should be mentioned in the tender.
17. The items send by the Supplier should ensure the Batch No., Packing date, Expiry date, Weight & M.R.P. clearly Printed Over the Packet, if is not mentioned then the undersigned have the right to purchase the items from Open Market and the excess amount will be deducted from EMD/SD.
18. The EMRS KHAREDI/PAC reserves the right to reject any items at any time and Purchase through other sources i.e. from Manufacturing Co./ Wholesale Dealer/ Govt. Agency/retailer etc.

19. The PAC of EMRS KHAREDI reserves the rights of accepting or rejecting the quotation(s) without assigning the reason to the supplier and the decision is final in all matter. The jurisdiction for all related matters will be DAHOD only.
20. Quotation(s) which do not comply with the above condition(s) and without necessary documents like Shop License / Registration, Last Income Tax returns, PAN, CST/TIN/GST are liable to be rejected.
21. **Payment on the bills will be made by PFMS (Public Financial Management System)/RTGS/NEFT/Crossed Cheque of Bank of Baroda , Chakaliya Road Branch, DAHOD/ Naitonalise bank only subject to availability of funds.**
22. Damage/Loss of articles /items, during the transportation will be borne by the supplier.
23. The rate in the quotation of the items should not exceed the printed rate / M.R.P. , hence it may be ensured that the rates quoted by firm are below MRP , And Maximum discount is offered on M.R.P on packed items like chilly powder, Tea, Bournvita,Haldi Powder etc.
24. Any "Gift Scheme" or any other "Free Scheme" or discount declared by the manufacturer of the product shall have to be supplied to extended to the School without charging any amount for them.
25. The Tenderer shall submit Technical bid and the Financial bid duly signed enclosing in a cover. The envelope should be super scribed with the name of the Item tendered, name of the bidder and should be duly sealed. Tender Notification Number and Date, name & address of the tenderer should also be mentioned on the envelope. The envelop should be addressed to the **Principal, EMRS KHAREDI PO, Ta. DAHOD, Dist. DAHOD. PIN:389151**
26. **Technical Specifications should be as per the sheet attached. It should be noted that valid FSSAI Certificate Number is essential to quote the rates for supply of Grocery/Ration/Kirana material without valid FSSI certificate the tender should not be accepted.**
27. A Pre-Bid Meeting will be conducted by the buyer to clarify the requirements, specifications, delivery schedule, and other terms related to the procurement of mess ration items. All interested bidders are advised to attend the pre-bid meeting to clearly understand the scope of supply and quality requirements of the department. The date, time, and venue of the Pre-Bid Meeting will be communicated through the official communication. During the meeting, bidders may raise queries regarding specifications, supply conditions, or contractual terms. Clarifications provided during the meeting shall form part of the bidding conditions.
28. Before finalizing the technical evaluation, bidders are required to submit samples of selected ration items as specified by the buyer for quality verification.
29. The decision of the evaluation committee regarding acceptance or rejection of samples, Shall be final and binding on the bidders

30. The work/supply order will be issued on a monthly basis or whenever needed up to 31st May 2027 or end of academic session (whichever is earlier) excluding vacation period. However, the tender shall be valid up to 31st May 2027 from the date of issue of work order or until a new tender procedure is completed, whichever is earlier.
31. Two months prior notice should be submitted to the Principal, EMRS Kharedi, Dahod, if the supplier wishes to discontinue the contract.
32. If the bidder withdraws, amends, or alters the tender during the validity period, the bidder may be suspended and will not be allowed to participate in new tenders for the next one year.
33. In case of delay in supply of ration items as per the required schedule, a penalty of 0.5% of the order value per week or part thereof may be imposed, subject to a maximum of 10% of the contract value.
34. Repeated supply of substandard items may result in cancellation of the contract and forfeiture of performance security.
35. The buyer reserves the absolute right to cancel or terminate the tender process or the awarded contract at any stage without assigning any reason.

PRINCIPAL

All the above conditions are accepted by me/us.

Signature of the tenderer with Seal of the firm

Witness – 1.

Name: _____

Address: _____

Aadhar Card no.& Phone number _____

Witness – 2.

Name: _____

Address: _____

Aadhar Card no.& Phone number _____

EKLAVYA MODEL RESIDENTIAL SCHOOL, KHAREDI DIST. DAHOD (GUJARAT)

Annexure – II

Subject : **Technical bid** for Supply of _____ items as per enclosed specifications.

Name & Address of Tenderer

.....

Tel./ Mob. No.

I/We hereby submit Tender for supply of _____ as per terms & conditions of the Tender of EMRS Kharedi, Dist. Dahod (Gujarat), which are acceptable to us. I/We are aware that while evaluating the Tender, if any, of the items mentioned below is not found as per the requirement of the Tender Conditions, the Tender will not be accepted. I/We am/are not black listed or otherwise debarred from tendering/supplying from any State or Central Govt. Department/agency/undertaking.

Sr. No.	Details Enclosures	Whether enclosed or not, write 'Yes' OR NO'	Remarks, if any
1	EMD of Rs.		
	DD No. & Date		
	Bank		
2	Shop/Showroom/Manufacturing Unit Registration Certificate (Latest)		
3	Authorized Dealer / Distributor/Manufacturer Certificate (Latest)		
4	Income Tax Clearance Certificate (Latest)		
5	GST/CST/VAT Registration Certificate		
6	PAN CARD		
7	Time period for supply after receipt of confirm supply Order (short period will be preferred)		
8	Xerox copy of Cheque/Cancelled Cheque (for verification of Bank Details		
9	Bank Details (in following format)		
10	FSSI Certificate No and its validity		
11	Mobile Number and Email ID		
12	Undertaking – Annexure A (acceptance of		

	T&C)		
13	Undertaking – Annexure B (Not blacklisted)		
14	Undertaking – Annexure C (bidder/manufacturer details and photo)		

Bank Detail for payment by PFMS/NEFT/RTGS

Name of A/c.	
A/c. No.	
Type of A/c. No. (SB/Current etc.)	
Name of Bank	
Name of Branch	
Branch Address	
IFS Code	

Signature of the Tenderer

Name :

Office Seal :

Undertaking

To
The Principal
EMRS
Kharedi

Sub: Procurement of Food Stuff for EMRS Kharedi-DAHOD,GUJARAT.

Ref:-Tender/BID ID No._____due on _____

Dear Sir,

We have read and understood all the terms and conditions mentioned in your above referred Tender and we have no doubts whatsoever regarding the same.

We undertake that all the terms & conditions mentioned in your above referred tender are acceptable and binding on us and if the information/declaration/scanned documents furnished in respect of eligible criteria are found to be wrong or misleading at any stage, our firm/agency will be liable to punitive action.

TENDER'S FULL SIGNATURE
WITH FULL NAME & RUBBER STAMP

Annexure-B

UNDERTAKING

To,
The Principal
EMRS
Kharedi

Sub: Procurement of Food Stuff for EMRS Kharedi ,Dahod, GUJARAT.

Ref:-Tender/BID ID No._____due on _____

Dear Sir,

I/We here by confirm and declare that we, M/s-----, is not Black listed/De-registered/debarred by any Government department/ Public Sector Undertaking/Private Sector/or any other agency for which we have Executed/Undertaken the works/ Services during the last 5 years.

TENDER'S FULL SIGNATURE

WITH FULL NAME & RUBBER

Annexure-C

Affix duly attested
PP size colour
recent photograph
of the bidder or his
authorized
representative

1.Name of bidding firm/Agency	
2.Bidder/Firm/Agency Registration Number	
3.Address of bidder/firm/Agency	
4.Name,Designation,Address and Telephone No of Authorized person of Firm/Agency to deal with	
5. Please specify as to whether Bidder is sole proprietor/Partnership firm, Name and Address, Telephone No.	
6.Name of Manufacturer(if bidder is authorized firm/agency)	
7.Name,Designation, Address and Telephone No and Mail ID of Authorization issued on behalf of Manufacturer.	

(Name and Signature of the Bidder along with seal of the Agency)

(Address of the Agency, contact no. &valid email-id)

TENDER FORM (Financial Bid)
EKLAVYA MODEL RESIDENTIAL SCHOOL, KHAREDI DIST. DAHOD (GUJARAT)

FINANCIAL BID- ANNEXURE-III

Subject: - Financial Bid for supply of Bakery as per enclosed specifications.

Part 'A'

1. Tender Notification Number:- EMRS/KHAREDI/2026-27/

Dated 20.05.2026.

2. Tender form No.:

3. Issued to

M/s.....

.....

.....

1. Date of Issue :

2. Date of Opening of Tender on 10.06.2026 at 11.00 PM.

at Office of Principal, EMRS, Kharedi, Dahod, Distt-Dahod (Guj)

3. Tender fee Rs. 200/- (Receipt Numberdated :-_____.

PART B (To be filled by Tenderer)

I/We _____ (Name of Party) submit financial bid for supply of Grocery/Kirana/Mess Items as per terms & Conditions of tender notice of EMRS, Kharedi- DAHOD which are acceptable to me/us. Rates quoted are inclusive of all applicable charges and taxes (Basic, Cess, GST, CST/LST etc), along with insurance and freight from the dispatching point to the specified destination, for delivery at EMRS Kharedi.”

SIGNATURE OF TENDERER

Email ID : _____

Mobile No. _____

EKLAVYA MODEL RESIDENTIAL SCHOOL, KHAREDI DIST. DAHOD (GUJARAT)

BAKERY ITEMS (2026-27) (upto 31/5/2027)

I/We _____ (Name of the Party) submit financial bid for the supply of Below mentioned items as per terms & conditions of Tender notice of EMRS Kharedi, which are acceptable to me/us. RATE QUOTED ARE INCLUSIVE OF ALL (BASIC, CESS, GST, CST/LST IF APPLICABLE FROM THE POINT OF DESPATCH, INSURANCE, FREIGHT FROM DESPATCHING POINT TO SPECIFIED DESTINATION) FOR DELIVERY AT EMRS, Kharedi.

क्र०	वस्तु का नाम	क्वालिटी	औसतन प्रति नग वजन आपूर्ति हेतु	मात्रा	दर
1	बेक समोसा	गुड क्वालिटी	100 gm	प्रति किलो	
2	बेकरी बिस्किट	गुड क्वालिटी	-	प्रति किलो	
3	समोसा (तले हुए)	गुड क्वालिटी	80 gm	प्रति किलो	
4	कचोरी (तले हुए)	गुड क्वालिटी	80 gm	प्रति किलो	
5	आलू वडा (तले हुए)	गुड क्वालिटी	80 gm	प्रति किलो	
6	ब्रेड (स्लाइसड)	आटा ब्रेड ताजी व गुड क्वालिटी		प्रति किलो	

क्र०	वस्तु का नाम	क्वालिटी	औसतन प्रति नग वजन आपूर्ति हेतु	मात्रा	दर
7	पाव	ब्रेड ताजी व गुड क्वालिटी	-	प्रति किलो	
8	बन मीठा	देशी घी में बना हुआ	-	प्रति किलो	
9	आईस्क्रीम कप	टॉप एण्ड टाउन / वाडिलाल	Amul-10/- MRP	% Less on MRP	
10	माज़ा / फ्रुटी	(टेद्रा पैक)	10/- MRP	% Less on MRP	
11	क्रीमरोल	Fresh & Good Quality		Per Kg.	

12	पेस्ट्री (Good Quality)	Fresh & Good Quality		Per Kg.	
13	केक (Good Quality)	Fresh & Good Quality		Per Kg.	
14	मफिन केक (Good Quality)	Fresh & Good Quality		Per Kg	
15	पेपर बोट जूस सभी फेलेवर	180 ML to 200 ML		% Less on MRP	

Note :

1. कृपया प्रति सामग्री की केवल एक ही दर अंकित करें।
2. समस्त दरें विद्यालय द्वारा निर्धारित निविदा प्रपत्र में ही अंकित करें।
3. समस्त दरें कर सहित होनी चाहिए।
4. सामग्री की आपूर्ति EMRS KHAREDI तक किया जाना होगा।
5. F.O.R. EMRS KHAREDI होगा।
6. अंकित दरें MRP से अधिक नहीं होनी चाहिए।
7. निविदाता को FSSAI द्वारा जारी फूड लाईसेंसधारी होना आवश्यक है। एवं लाईसेंस जीवित होना आवश्यक है। उक्त प्रमाण-पत्र के बिना निविदा निरस्त कर दी जावेगी।

NOTE : The envelope containing the tender must clearly mention the name of the item for which the tender is submitted. For example:

“Tender for supply of Bakery Items – (2026-2027)”

FSSAI License No. Valid upto.....

Date :

Sign. & seal of the Party
Name of the Party :
Address :
Phone No.