

OFFICE OF THE PRINCIPAL
EKLAVYA MODEL RESIDENTIAL SCHOOL, SHAMLAJI-1
Near Dal Mill, At: Shamlaji, Ta: Shamlaji, Dist: Arvalli – 383355

TECHNICAL BID – Annexure-I TENDER FORM NO: _____

Ref. No. EMRS/SHAMLAJI-1/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 **16.06.2026 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 "**PRINCIPAL EKLAYA MODEL RESIDENCE SCHOOL**" payable at **Bank of Baroda / SBI / Nationalized Bank**, 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 fails to supply the items within the stipulated time, the **Competent Authority** 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. 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 (EMD) will be rejected.
7. The successful bidder shall furnish a Performance Security of 5% of the total estimated annual contract value within 10 working days of issuance of Letter of Award (LOA). Non-compliance shall result in cancellation of LOA and forfeiture of EMD
8. 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's Kitchen
9. 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 not been expressly stipulated in the quotation.
10. 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.
11. 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.
12. Rates per item, per K.G., etc. as applicable may be given item wise and quantity wise separately. Only fixed rate be mentioned.

13. 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.
14. The supply must strictly be according to the approved sample otherwise the items/materials will be rejected at the transportation cost of the supplier.
15. In the event of the rejection of the quotation, the E.M.D. will be returned by the crossed Cheque/RTGS/NEFT of Nationalized Bank, Shamlaji Branch or by the same D.D./Cheque submitted by the party.
16. No extra charge for packing, forwarding, loading/unloading and insurance etc. will be paid on the rates quoted.
17. 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.
18. The items sent by the Supplier should ensure the Batch No., Packing date, Expiry date, Weight & M.R.P. clearly printed over the packet. If not mentioned, the undersigned has the right to purchase the items from Open Market and the excess amount will be deducted from EMD/SD.
19. The EMRS SHAMLAJI-1/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.
20. The PASC of EMRS SHAMLAJI-1 reserves the rights of accepting or rejecting the quotation(s) without assigning the reason to the supplier and the decision is final in all matters. The jurisdiction for all related matters will be **ARVALLI** only.
21. 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.
22. Payment on the bills will be made by PFMS (Public Financial Management System)/RTGS/NEFT/Crossed Cheque of Nationalized Bank, Shamlaji Branch only, subject to availability of funds.
23. Damage/Loss of articles/items during the transportation will be borne by the supplier.
24. The rate in the quotation of the items should not exceed the printed rate/M.R.P. It may be ensured that the rates quoted by the firm are below MRP, and maximum discount is offered on MRP on packed items.
25. Any "Gift Scheme" or any other "Free Scheme" or discount declared by the manufacturer of the product shall be extended to the School without charging any amount for them.
26. The Tenderer shall submit technical bid and the financial bid duly signed, enclosed 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. The envelope should be addressed to: **The Principal, EMRS Shamlaji-1, Near Dal Mill, At: Shamlaji, Ta: Shamlaji, Dist: Arvalli – 383355.**
27. 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 Bakery material. Without valid FSSAI certificate the tender shall not be accepted.
28. 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 Bakery items. All interested bidders are advised to attend. The date, time, and venue will be communicated through official communication. Clarifications provided during the meeting shall form part of the bidding conditions. **Pre-Bid Meeting at Principal Office, EMRS Shamlaji-1, Arvalli (Guj) 383355 on 15th June 2026 (11.00 am).**
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 Shamlaji-1, Dist: Arvalli, 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 Bakery 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

EMRS Shamlaji-1, Near Dal Mill
At & Ta: Shamlaji, Dist: Arvalli – 383355

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: _____

Witness – 2.

Name: _____

Address: _____

Aadhar Card No. & Phone: _____

EKLAVYA MODEL RESIDENTIAL SCHOOL, SHAMLAJI-1
Near Dal Mill, At: Shamlaji, Ta: Shamlaji, Dist: Arvalli – 383355

Annexure – II

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

Name & Address of Tenderer:

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.....

Tel./Mob. No.:

I/We hereby submit Tender for supply of _____ as per terms & conditions of the Tender of EMRS Shamlaji-1, Dist. Arvalli (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 blacklisted or otherwise debarred from tendering/supplying from any State or Central Govt. Department/agency/undertaking.

Sr.	Details	Enclosures – Whether enclosed (Yes/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 preferred)		
8	Xerox copy of Cheque/Cancelled Cheque (for verification of Bank Details)		
9	Bank Details (in prescribed format below)		
10	FSSAI 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)		

Sr.	Details	Enclosures – Whether enclosed (Yes/No)	Remarks, if any
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. (SB/Current etc.)	
Name of Bank	
Name of Branch	
Branch Address	
IFS Code	

Signature of the Tenderer: _____

Name:

Office Seal:

EKLAVYA MODEL RESIDENTIAL SCHOOL, SHAMLAJI-1
Near Dal Mill, At: Shamlaji, Ta: Shamlaji, Dist: Arvalli – 383355

Annexure – A
UNDERTAKING

To,
The Principal,
EMRS Shamlaji-1,
Near Dal Mill, At & Ta: Shamlaji,
Dist: Arvalli – 383355

Sub: Procurement of Bakery Items for EMRS Shamlaji-1, Arvalli, 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.

We further undertake that the information provided in this tender and all supporting documents is true and correct to the best of our knowledge. Any false declaration shall render the tender liable to rejection and action as per law.

TENDERER'S FULL SIGNATURE
WITH FULL NAME & RUBBER STAMP

EKLAVYA MODEL RESIDENTIAL SCHOOL, SHAMLAJI-1
Near Dal Mill, At: Shamlaji, Ta: Shamlaji, Dist: Arvalli – 383355

Annexure – B
UNDERTAKING

To,
The Principal,
EMRS Shamlaji-1,
Near Dal Mill, At & Ta: Shamlaji,
Dist: Arvalli – 383355

Sub: Procurement of Bakery Items for EMRS Shamlaji-1, Dahod, GUJARAT.
Ref: Tender/BID ID No. _____ due on _____

Dear Sir,

I/We hereby confirm and declare that we, M/s _____, is not Blacklisted/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.

We further certify that no case of fraud, misrepresentation or criminal activity is pending against our firm in any court of law.

TENDERER'S FULL SIGNATURE WITH FULL NAME & RUBBER STAMP

EKLAVYA MODEL RESIDENTIAL SCHOOL, SHAMLAJI-1
Near Dal Mill, At: Shamlaji, Ta: Shamlaji, Dist: Arvalli – 383355

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, SHAMLAJI-1
Near Dal Mill, At: Shamlaji, Ta: Shamlaji, Dist: Arvalli – 383355

FINANCIAL BID – ANNEXURE-III

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

Part 'A'

1. Tender Notification Number: EMRS/SHAMLAJI-1/2026-27/ Dated: 05.06.2026

2. Tender Form No.: _____

3. Issued to:

M/s.
.....
.....

1. Date of Issue: _____

2. Date of Opening of Tender: **17/06/2026 at 11:00 A.M.** at Office of Principal, EMRS Shamlaji-1,
Near Dal Mill, At & Ta: Shamlaji, Dist: Arvalli – 383355

3. Tender Fee: Rs. 200/- (Receipt Number: dated: _____)

PART B (To be filled by Tenderer)

I/We _____ (Name of Party) submit financial bid for supply of Bakery Items as per terms & conditions of tender notice of EMRS Shamlaji-1, Dist. Arvalli, 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 Shamlaji-1.

I/We further declare that the rates quoted herein are the lowest rates offered to any Government institution and are in compliance with the procurement guidelines. We agree that the rates shall remain firm and binding for the entire contract period and shall not be revised upward under any circumstances.

SIGNATURE OF TENDERER: _____

Email ID: _____

Mobile No.: _____

EKLAVYA MODEL RESIDENTIAL SCHOOL, SHAMLAJI-1
Near Dal Mill, At: Shamlaji, Ta: Shamlaji, Dist: Arvalli – 383355

BAKERY ITEMS RATE SCHEDULE (2026-27) (Upto 31/05/2027)

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 Shamlaji-1, which are acceptable to me/us. **RATES 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 SHAMLAJI-1.**

SL.N O.	NAME OF THE ITEM	Qty.	Brand /Quality	Rate(Including all taxes)
1	BREAD	800gm	Amul or equivalent good & fresh	
2	PAU (BHAJI PAU)	10 PIECE	Amul or equivalent good & fresh	
3	TOASTE GOOD QUALITY	01 KG	Amul or equivalent good & fresh	
4	BUTTER	01 kg	Amul or equivalent good & fresh	
5	VEGETABLE PUFF	01 PIECE	Amul or equivalent good & fresh	
6	KHARI BSICUITS	01 KG	Amul or equivalent good & fresh	
7	NANKHATAI	01 KG	Amul or equivalent good & fresh	
8	Ice Cream cup	01 PIECE	TopTown/Vadilal/Amul – 10/- MRP	
9	CAKE PURE VEG	01 KG	Amul or equivalent good & fresh	
10	SWEET CONE or Candy-mango dolly/chocobar	01 PIECE	Amul or equivalent good & fresh	
11	SWEETS	01 KG	Amul or equivalent good & fresh	
12	NAMKEEN	01 KG	Amul or equivalent good & fresh	
13	SHRIKHAND AMUL KESHER PISTA	01 KG	Amul or equivalent good & fresh	
14	Fried Samosa / समोसा (tala hua)	01 KG	Good Quality 80 gm	
15	Fried Kachori / कचौरी (tali hui)	01 KG	Good Quality 80 gm	
16	Cream Roll / क्रीमरोल	01 KG	Fresh & Good Quality	

NOTE:

1. Please quote only ONE rate per item.
2. All rates must be entered in the Tender form prescribed by the School only.
3. All rates must be inclusive of taxes.

4. Supply of items to be made at EMRS Shamlaji-1.
5. F.O.R. EMRS Shamlaji-1.
6. Rates quoted must not exceed MRP.
7. The tenderer must hold a valid FSSAI Food License issued by FSSAI. The License must be active/valid. Tender will be rejected without valid FSSAI certificate.
8. As per norms, the rates quoted shall be compared in a Comparative Statement (CS) prepared by the PAC. The L1 (lowest) bidder satisfying technical conditions shall be awarded the contract.
9. In the event of discrepancy between figures written in words and in numbers, the rate written in words shall prevail, as per standard procurement rules.
10. The tenderer must ensure that items supplied carry proper labelling as per FSSAI norms — including MRP, batch number, date of manufacture, best before date, and net weight, failing which the consignment may be rejected.

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:

Sign. & Seal of the Party: _____

Name of the Party: _____

Address: _____

Date: _____

Phone No.: _____