

**OFFICE OF THE PRINCIPAL**  
**EKLAVYA MODEL RESIDENTIAL SCHOOL, LUKHADIYA,**  
**DIST. DAHOD GUJARAT - 389382.**

TECHNICAL BID

Annexure-I

TENDER FORM NO :- \_\_\_\_\_

\*\*\*\*\*

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

Date:- / / 2026

To  
M/s. \_\_\_\_\_,  
\_\_\_\_\_  
\_\_\_\_\_.

**SUB: Tender for supply of Grocery/Kirana/Mess Ration Items - reg.**

Sir,

Sealed quotation is invited by the undersigned for the Supply of **Grocery/Kirana/Mess 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 **Grocery/Kirana/Mess Items** and must reach to this office by **Registered post/hand** latest by **12.06.2026** 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. 75,000.00** for the supply of **Grocery/Kirana/Mess Items** by Demand Draft / Cheque only in favour of "**EKLAVYA MODEL RESIDENCIAL SCHOOL LUKHADIYA,**" Payable at STATE BANK OF INDIA, DHANPUR 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 Vidyalyaya 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 STAE BANK OF INDIA, DHANPUR 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 LUKHADIYA/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 PASC of EMRS LUKHADIYA 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 Naitonalised bank only subject to availability of funds in School.**
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 Vidyalaya 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, LUKHADIYA, POST NALU Ta. DHANPUR, Dist. DAHOD. PIN:389382**
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 31<sup>st</sup> May 2027 or end of academic session (whichever is earlier) excluding vacation period. However, the tender shall be valid up to 31<sup>st</sup> 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 LUKHADIYA, 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.

**Documents to be Submitted:**

**The bidder must upload the following documents duly self-attested with stamp and signature:**

36. EMD – Copy of FDR/DD/BG + physical submission.
37. Average Annual Turnover – ₹50.00 Lakhs for last 3 FYs (2022-23, 2023-24, 2024-25).
38. ITR copies – Last 3 years (AY 2024-25, 2023-24, 2022-23).
39. Shop Establishment / Udyog Aadhaar (MSME) Certificate.
40. GST Registration Certificate.
41. Latest GST Return for the last six months.
42. PAN Card.
43. Aadhaar Card
44. Experience Proof (Govt./Semi-Govt. catering orders) as specified: One order ₹23,79,000 or Two orders ₹1,89,500 each or Four orders ₹5,94,750 each (within last 3 FYs).
45. Valid FSSAI License.
46. Undertaking – Annexure A (acceptance of T&C).
47. Undertaking – Annexure B (not blacklisted).
48. Details – Annexure C (bidder/manufacturer details + photo).

**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 \_\_\_\_\_

EKLAHYA MODEL RESIDENTIAL SCHOOL, LUKHADIYA 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 LUKHADIYA, 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	<b>EMD of Rs.</b>		
	<b>DD No. &amp; Date</b>		
	<b>Bank</b>		
2	<b>Shop/Showroom/Manufacturing Unit Registration Certificate (Latest)</b>		
3	<b>Authorized Dealer / Distributor/Manufacturer Certificate (Latest)</b>		
4	<b>Income Tax Clearance Certificate (Latest)</b>		
5	<b>GST/CST/VAT Registration Certificate</b>		
6	Guaranty/Warranty period if any, years should be mentioned		
7	Time period for supply after receipt of confirm supply Order (short period will be preferred)		
8	Provision of service after Installation if any. (For Machines, Furniture etc. Items)		
9	<b>Xerox copy of Cheque/Cancelled Cheque (for verification of Bank Details</b>		
10	Bank Details (in following formate)		
11	<b>FSSI Certificate No and its validity</b>		

12	Mobile Number and Email ID		
13	Undertaking – Annexure A (acceptance of T&C)		
14	Undertaking – Annexure B (Not blacklisted)		
15	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 : .....**

Annexure–A

Undertaking

To  
The Principal  
EMRS  
LUKHADIYA

Sub: Procurement of Food Stuff for EMRS LUKHADIYA-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  
LUKHADIYA

Sub: Procurement of Food Stuff for EMRS LUKHADIYA ,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, LUKHADIYA, Dist. DAHOD**

**FINANCIAL BID- ANNEXURE-III**

**Subject: - Financial Bid for supply of Grocery/Kirana/Mess Items as per enclosed specifications.**

**Part 'A'**

1. Tender Notification Number:- EMRS- LUKHADIYA/2026-27/ Dated 22.05.2026.

2. Tender form No.:

3. Issued to

M/s.....

.....

.....

1. Date of Issue :

2. Date of Opening of Tender on 13.06.2026 at 11.00 AM.  
at Office of Principal, EMRS, LUKHADIYA, Dist-Dahod  
(Guj)

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 Grocery/Kirana/Mess Items as per terms & Conditions of tender notice of EMRS, LUKHADIYA-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 LUKHADIYA.”

**SIGNATURE OF TENDERER**

Sign. & seal of the Party

Name of the Party :

Address :

Date :

Phone No.

**EKLAVYA MODEL RESIDENTIAL SCHOOL, LUKHADIYA, DIST. Dahod, GUJARAT**

TENDER Form for **Grocery/Kirana/Mess Items** YEAR : 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 LUKHADIYA, which are acceptable to me/us. Rates quoted are inclusive of all applicable charges and taxes (Basic, Cess, GST, CST/LST), along with insurance and freight from the dispatching point to the specified destination, for delivery at EMRS LUKHADIYA.”

S.NO.	Name of the Article	Quantity	Rates Quoted by the firm	
1	WHEAT FLOUR –AASHIRWAD	PER KG		
2	WHEAT FLOUR - NATURE GOLD	PER KG		
3	SUGAR BIG Size <b>(As per Sample)</b>	PER KG		
4	RICE PUSHPAK (Valsad make)	PER KG		
5	RICE INDIAGATE MINIMOGRA	PER KG		
6	GROUND NUT OIL -FORTUNE 15 KG	PER TIN		
7	Fortune Soya Health Refined Soyabean Oil- 15 KG	Per Tin		
8	MOOGDAL SPLIT FADA PLAIN <b>(As per Sample)</b>	PER KG		
9	MOONG DAL WITHOUT SKIN (MOGER) <b>(As per Sample)</b>	PER KG		
10	TUHAR DAL <b>(As per Sample)</b>	PER KG	Rupali	
			Rajmahal	
11	CHANA DAL GOOD QUALITY <b>(As per Sample)</b>	PER KG		
12	CHOLI WHOLE <b>(As per Sample)</b>	PER KG		
13	MOOG WHOLE BIG SIZE GOOD QUALITY <b>(As per Sample)</b>	PER KG		
14	SOOJI MISHKAT -1 KG PACK	PER KG		
15	BESAN MISHKAT	PER KG		
16	KAKARA BESAN GOOD QUALITY <b>(As per Sample)</b>	PER KG		
17	KAKARA WHEAT FLOUR <b>(As per Sample)</b>	PER KG		
18	DRY PEAS GOOD QUALITY GREEN <b>(As per Sample)</b>	PER KG		
19	DRY PEAS GOOD QUALITY WHITE <b>(As per Sample)</b>	PER KG		
20	DESI CHANA GOOD QUALITY <b>(As per Sample)</b>	PER KG		
21	KABULI CHANNA GOOD QUALITY <b>(As per Sample)</b>	PER KG		
22			Nutrela	
23	SOYAVADI	PER KG	Nilons	
24	GROUNDNUT SINGDANA GOOD QULAITY <b>(As per Sample)</b>	PER KG		

25	POHA GOOD QUALITY(As per Sample)	PER KG	
26	JEERA WHOLE GM CLEANED	PER KG	
27	RAI WHOLE GOOD QUALITY CLEANED (As per Sample)	PER KG	
28	MAMARA VIJAY BASMATI 500GM	PACKET	
29	WASHING POWDER FEENA	PER KG	
30	RED CHILLY SOUS 650 GM BOTTLE	BOTTLE	
31	GREEN CHILLY SOUS 650 GM BOTTLE	BOTTLE	
32	DARK SOYA SOUS 650 GM BOTTLE	BOTTLE	
33	IMLI WITHOUT SEED (As per Sample)	PER KG	
34	GUDS DESI BROWN (As per Sample)	PER KG	
35	RED CHILLY DRY (As per Sample)	PER KG	
36	AJMA CLEANED GM	PER KG	
37	MIXED PICKLES SOUR	PER KG	
38	RAJMA BIG (As per Sample)	PER KG	
39	FRYUMS WHITE (As per Sample)	PER KG	
40	RATLAMI SEV JADI	PER KG	
41	KAJU WHOLE (As per Sample)	PER KG	
42	KISMIS BIG SIZE (As per Sample)	PER KG	
43	BADAM (As per Sample)	PER KG	
44	ELLACHI GREEN (As per Sample)	PER KG	
45	CLOVES LAVING (As per Sample)	PER KG	
46	KALI MARI (As per Sample)	PER KG	
47	TEJ PATTI (As per Sample)	PER KG	
48	COOKING SODA (As per Sample)	PER KG	
49	MAIDA MISHKAT OR BHAVYA KHUSBU	PER KG	
50	URAD DAL WITHOUT SKIN (As per Sample)	PER KG	
51	DISH SCRUBBER METAL (As per Sample)	PER PIECE	
52	TEA WAGHBAKARI	PER KG	
53	SALT IODIZED (TATA)	PER KG	
54	PANEER MASALA EVEREST	PER KG	
55	KITCHEN KING MASALA	PER KG	
56	RED CHILLY POWDER	PER KG	Everest Vasant
57	DHANIYA POWDER	PER KG	Everest Vasant
58	HALDI POWDER	PER KG	Everest Vasant
59	GARAM MASALA EVEREST	PER KG	
60	HING POWDER GAJANAD	PER KG	
61	SAMBHAR MASALA EVEREST	PER KG	
62	SABUDANA PAANCHTARA	PER KG	

63	VARIYALI (As per Sample)	PER KG	
64	KHAJOOR (As per Sample)	PER KG	
65	COCONUT POWDER Good Quality	PER KG	
66	PAPAD MOONG [LIJJAT]	PER KG	
67	PAPAD CHANA [LIJJAT]	PER KG	
68	CUSTARD POWDER GOOD QUALITY (As per Sample)	PER KG	
69	MILK OR JEERA TOAST 200 GM PKT	PER PACKET	
70	SEWAI NILONS	PER KG	
71	BOURNVITA CADBURY 1 KG	PER KG	
72	TOMATO SAUCE ZELITA OR SURBHI BRAND	PER KG	
73	GULAB JAMUN POWDER	PER KG	Gajanand
			Nilons
74	TEA MASALA EVEREST	PER KG	
75	MALAI PANEER	PER KG	Amul
			Panchamrut
76	JOWAR ATTA (As per Sample)	PER KG	
77	BAJRA ATTA (As per Sample)	PER KG	
78	RAGI ATTA (As per Sample)	PER KG	
79	JOWAR WHOLE (As per Sample)	PER KG	
80	CHHOLE MASALA EVEREST	PER KG	
81	KASTOORI METHI EVEREST	PER KG	
82	CINNAMON DAL CHINI (As per Sample)	PER KG	
83	LIMBU PHOOL (As per Sample)	PER KG	
84	POPPY SEEDS KHAS KHAS (As per Sample)	PER KG	
85	AMUL DESI GHEE	PER KG	
86	RASGULLA NAKODA SWEETS 1 KG	PER KG	
87	KASHMIRI LAL MIRCHI POWDER PUSHPA	PER KG	
88	IDLI FLOUR GAJANAND	PER KG	
89	ROASTED SEEDS BHUNA CHANNA	PER KG	
90	KHARI SING TOP QUALITY	PER KG	
91	BISCUIT KRACK N JACK -5 RS. MRP	PER PACKET	
92	GLUCOSE BISCUIT- 5 RS MRP	PER PACKET	
93	HAPPY HAPPY- 5 RS MRP	PER PACKET	
94	BISCUIT 20-20- 5 RS MRP	PER PACKET	
95	MONACCO BISCUIT- 5 RS MRP	PER PACKET	
96	Haldiram Moongdal (MRP-05/- POUCH)	Per PACKET	
97	Haldiram Alu Bhujiya (MRP-05/- Pouch)	Per PACKET	
98	Haldiram Soyastick (MRP-05/- Pouch)	Pet PACKET	

**Do not make any correction in the above mentioned specification.**

Above mentioned rates are inclusive of all taxes and for the supply of items up to the Vidyalaya. (Please attach signed terms & condition of the vidyalaya with the filled in tender form and send it in sealed envelop alongwith the tender before the prescribed time limit)

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 Grocery- Kirana Items – (2026-2027)”**

1. एक वस्तु की केवल एक ही दर भरें, अपनी तरफ से एक वस्तु की अनेक कॉलम बनाकर दरें न भरे जावे ।
2. समस्त न्दइतंदकमक सामग्रियों के नमुने पोलीथीन/प्लास्टीक जार(एयर टाइट) में सिल्ड जमा किये जाएंगे
3. पैक के अन्दर फर्म का नाम, वस्तु का नाम, वस्तु का विवरण एवं निविदा का वर्ष (2026–27) अनिवार्य रूप से उल्लेख करें ।
4. जिस कम्पनी/मार्का की सामग्री मांगी गयी है उसी की दर देवें और यदि अन्य ब्राण्ड की दर निविदा में दर्शाई जाती है तो वे निविदा में शामिल नहीं की जावेगी ।
5. एम.आर.पी. से अधिक की दरों का भूगतान नहीं किया जावेगा ।
6. वस्तुओं पर निर्माता द्वारा समय–समय पर देय योजना/उपहार की आपूर्ति वस्तुओं के साथ विद्यालय को भी देनी होगी ।
7. सप्लाइ आर्डर में लिखित सामग्री एक साथ ही आपूर्ति करनी होगी ।

Sign. & seal of the Party

Name of the Party :

Address :

Date :

Phone No.