

PM SHRI Eklavya Model Residential School, Indu

Ta. Vyara, Dist. Tapi (Gujarat)

General Terms & Conditions of Tender Form

Name of Firm: _____

Full Address: _____

For Tender of: _____

1. PM SHRI Eklavya Model Residential School, Indu, Ta. Vyara, Dist. Tapi invites sealed offline tenders up to 28.03.2026 till 4:00 PM for the supply of various materials and services required for the students and school for the Academic Session 2026–27.
2. It is mandatory to clearly mention on the tender envelope the name of the item/service for which the tender is being submitted. For example: “Tender for Supply of Fruits & Vegetables, Milk Products, Hair Cutting Services, Newspaper & Magazine Supply and AMC for Computer / Printer / RO / CCTV Systems – 2026–27”
3. The received tenders will be opened on 28.03.2026 at Eklavya Model Residential School, Indu in the presence of the School Purchase Advisory Committee.
4. The rates for supply of materials must be filled strictly as per the conditions mentioned in the tender form, and the bidder must sign the tender form as a token of acceptance of all terms and conditions.
5. The quoted rates should be inclusive of all taxes such as GST and other applicable taxes and should be For EMRS Indu, Ta. Vyara, Dist. Tapi.
6. The tender form should be filled neatly and clearly. No overwriting or cutting should be done. If any correction is unavoidable, it must be properly corrected and authenticated with signature and date. Overwriting will not be accepted.
7. The undersigned reserves the right to accept or reject any or all tenders without assigning any reason and is not bound to accept the lowest tender.
8. The approved tender rate will remain valid for one year for the academic session 2026-27. After acceptance of the tender, it will be considered as a contract between the bidder and the school, and the supplier will supply materials as per the approved terms and conditions.
9. The Earnest Money Deposit (EMD) must be submitted through Bank Demand Draft in favour of Principal, EMRS Indu, Ta. Vyara, Dist. Tapi. The EMD of unsuccessful bidders will be returned within one month after finalization of the tender. If a bidder seeks exemption from EMD, they must attach the relevant government order or certificate supporting such exemption.
10. If any Government organization / department wishes to participate in the tender, it must attach a certificate confirming that it is authorized to supply the concerned items.

11. The successful bidder must deposit a security amount equal to 10% of the total estimated tender value. The EMD deposited by the bidder will be adjusted in the security amount, and the remaining amount must be deposited within three months. No interest will be payable on the security deposit.
12. The security deposit will remain with the school for six months after completion of the contract for security purposes. In case of any loss to the school due to non-supply or defective supply, the loss will be recovered from the security deposit. Otherwise, it will be released after six months.
13. The bidder whose tender is accepted shall supply the materials within the time period mentioned in the Supply Order issued by the school. If the approved supplier fails to supply the materials within the stipulated time, the undersigned shall have the right to procure the materials from the open market or from another supplier. Any extra expenditure incurred will be recovered from the security deposit of the authorized supplier. If the amount exceeds the security deposit, the supplier will be responsible for paying the remaining amount. Such a supplier may also be blacklisted for future tenders.
14. If the manufacturer provides any free gift, scheme or promotional item along with the supplied goods, the same shall be the property of the school and must be handed over by the supplier at the time of delivery.
15. The quantity mentioned in the tender is only approximate and may be increased or decreased as per the requirement of the school without assigning any reason.
16. Payment will be made on the basis of printed MRP or approved tender rate, whichever is lower.
17. Whenever there is a change in the printed MRP, the Principal has the authority to verify the revised rate through the committee from the open market. If any discrepancy is found between the supplier's quoted MRP and the actual market rate, the school reserves the right to cancel the tender agreement, procure the materials from other sources, and recover the loss from the supplier's security deposit.
18. For items where samples are required, the bidder must submit the samples along with the tender or produce them at the time of opening of the tender. In case of machinery or equipment, the bidder must install the machine as per the instructions of the School Purchase / Advisory Committee, demonstrate its functioning, and provide free training to the concerned staff.
19. The supplied materials will be inspected by the undersigned or by an authorized committee. If the supplied materials are not found as per the approved tender specifications or quality standards, the school reserves the right to reject the supply. In such cases, the supplier will replace or take back the materials at their own cost.
20. Tenders will be accepted from firms that are authorized to deal in the specific category of goods. The bidder should provide valid documents such as GST Registration Certificate, GST Number, and other relevant licenses indicating that the firm is authorized to supply the respective goods.

21. The supplier will be responsible for proper packing of materials so that they are not damaged during transportation by road, rail, air or any other mode. In case of any damage, leakage, breakage, loss or accident during transit, the supplier shall be fully responsible for the loss and the school will not bear any liability.
22. Any charges related to Bank Draft, RTGS, NEFT or other banking transactions for making payments to the supplier shall be borne by the concerned supplier / firm.
23. In case of any disputed items, the payment may be withheld until the dispute is resolved. The matter will be settled by the Principal or by a committee nominated by the Principal, which will also include a representative of the supplier firm. The decision taken by the committee through mutual discussion will be final.
24. Detailed specifications of the items to be procured such as size, make, sample, quality, quantity and other tender conditions can be obtained from the office of PM SHRI Eklavya Model Residential School, Indu during working days. Bidders are advised to examine these specifications before submitting the tender. In case of any doubt regarding the meaning of any part of the tender document, the bidder should seek clarification from the concerned officer before signing and submitting the tender form.
25. In addition to these general conditions, the list of items and specific conditions related to particular materials are attached with this tender form.
26. For items where samples are required, the cost of the sample submitted by the bidder will be paid as per the tender provisions. The samples will be signed by the members of the School Purchase / Advisory Committee and the bidder. The samples will be kept safely in the school and will not be returned to the bidder under any circumstances.
27. In case of any dispute, the jurisdiction will be Tapi District, Gujarat.
28. The bidder must attach the following documents along with the tender:
 - a) Self-attested copy of PAN Number and TAN Number issued by the Income Tax Department.
 - b) Earnest Money Deposit (EMD) as prescribed.
 - c) If the bidder is an authorized distributor, a certificate issued by the concerned company authorizing the firm as a distributor.
 - d) Copy of GST Registration Certificate, wherever applicable.
 - e) Bank details of the firm including Bank Name, Account Number and IFSC Code.
29. In case of any extraordinary situation where the school is ordered to remain closed, the supplier will be bound to take back the ration materials supplied to the school, if required.
30. The supplier must deliver the materials up to the designated store/stock room of the school. No labour will be provided by the school for unloading or handling of goods.
31. The school reserves the right to procure any goods or services through the Government e-Marketplace (GeM) Portal or any other authorized government platform.

32. If the bidder is registered under MSME, the bidder must attach valid proof showing that the firm is engaged in the trade of the same items for which the tender is being submitted. If such proof is not attached, the tender will not be considered.
33. As per GFR 2017, MSME registered firms whose tenders are accepted must deposit 5% of the total value of materials as Performance security. If the firm fails to deposit the required amount, it may be deducted from the bills.
34. Firms that are not registered under MSME will be required to deposit 10% of the total estimated annual value as Security Deposit after acceptance of the tender. Otherwise, the amount may be deducted from their bills.
35. The School Purchase Committee may approve the tender of a single firm by considering the lowest rates (L-1) offered for various items, and the entire supply may be awarded to one bidder after matching the lowest rates for all items.

Earnest Money Deposit (EMD)

The Earnest Money Deposit of ₹ _____ (Rupees _____ only) through Bank Demand Draft No. _____ dated _____ issued by _____ Bank in favour of Principal, PM SHRI Eklavya Model Residential School, Indu, Ta. Vyara, Dist. Tapi (Gujarat) is enclosed herewith along with this tender form.

It is understood that the above-mentioned Earnest Money Deposit is liable to be forfeited by the Principal, PM SHRI Eklavya Model Residential School, Indu in case of any violation of the terms and conditions mentioned in the tender document.

All the terms and conditions mentioned in the tender document from Condition No. 01 to 35 are fully acceptable to us.

Date: _____

Place: _____

Name & Address of the Bidder / Firm: