

QUOTATION SUBMISSION FORM

Monthly Hair Cutting Services for Boys Students

**PM SHRI Eklavya Model Residential School (EMRS), Shelti
UT of Dadra & Nagar Haveli and Daman & Diu**

1. Details of the Bidder

Particulars	Details
Name of Bidder / Firm / Salon	
Name of Proprietor	
Complete Address	
Mobile No.	
Telephone No.	
E-mail ID	
GST No. (if applicable)	
PAN No.	
Aadhaar No. (Proprietor)	
Years of Experience	

2. Rate Quotation

I/We hereby quote the following rate for providing **Monthly Hair Cutting Services** to the Boys Students of PM SHRI EMRS, Shelti.

Sl. No.	Description	Unit	Rate (₹)
1	Hair Cutting Charges	Per Student Per Hair Cut	

Rate in Words: _____

3. Declaration

I/We hereby declare that:

1. I/We have carefully read and understood all the terms and conditions of the quotation.
2. The quoted rate is inclusive of all taxes, labour charges, transportation and other incidental expenses.
3. I/We agree to provide hair cutting services as per the schedule fixed by the school.
4. I/We shall maintain proper hygiene, cleanliness and use sanitized tools while providing services.
5. I/We agree that the decision of the Principal, PM SHRI EMRS, Shelti shall be final and binding in all matters relating to this quotation.

4. List of Documents Attached

- ☐ Copy of Aadhaar Card
- ☐ Copy of PAN Card
- ☐ GST Registration Certificate (if applicable)
- ☐ Experience Certificate (if any)
- ☐ Any other document: _____

Place: _____

Date: _____

Signature of Bidder: _____

Name: _____

Seal of Firm (if any): _____

Terms & Conditions

For Providing Monthly Hair Cutting Services for Boys Students

PM SHRI Eklavya Model Residential School (EMRS), Shelti UT of Dadra & Nagar Haveli and Daman & Diu

1. Scope of Work

The successful bidder shall provide **monthly hair cutting services** to the approx. 210 boys students of PM SHRI Eklavya Model Residential School (EMRS), Shelti, during the contract period.

2. Eligibility

The bidder shall:

- Possess valid identity proof (Aadhaar Card and PAN Card etc.).
- Submit GST Registration Certificate, if applicable.

3. Period of Contract

The contract shall remain valid for **one academic session (2026-27)** or for the period specified in the work order, unless terminated earlier.

4. Rate

- The bidder shall quote the rate **per student per haircut**.
- The quoted rate shall be inclusive of all taxes, labour charges, transportation, equipment, consumables and other incidental expenses.
- No additional payment shall be admissible during the contract period.

5. Service Schedule

- Hair cutting shall be carried out **once every month** or as directed by the school authorities.
- The service shall be provided only on the dates and timings fixed by the school.

6. Hygiene & Safety

The service provider shall:

- Use clean, sanitized and disinfected tools for every student.
- Maintain proper hygiene throughout the service.
- Use clean towels/aprons or disposable alternatives.
- Ensure that no unsafe or unhygienic practices are followed.

7. Conduct

- The service provider shall maintain proper discipline and professional behaviour inside the school campus.
- Smoking, consumption of alcohol, tobacco or any prohibited substance within the school campus is strictly prohibited.
- Misconduct with students or staff shall result in immediate termination of the contract.

8. Payment

- Payment shall be released on a monthly basis after satisfactory completion of the work and certification by the designated school authority.
- No advance payment shall be made.

9. Penalty

- Unsatisfactory or incomplete work may attract a penalty as decided by the competent authority.
- Repeated failure to provide services as scheduled may lead to cancellation of the contract and forfeiture of the Security Deposit.

10. School's Right

- The Principal reserves the right to accept or reject any or all quotations without assigning any reason.
- The school reserves the right to cancel the quotation process or terminate the contract at any stage in the public interest.

11. The quotations will be opened at the office of Principal, EMRS Shelti(2nd Floor Govt. Higher Secondary School, Dhodipada, Dapada, UT of Dadra Nagar Haveli and Daman & Diu **on 04/08/2026, 11:00 A.M.**

12. Jurisdiction

Any dispute arising out of the contract shall be subject to the jurisdiction of the competent courts at **Silvassa, Dadra & Nagar Haveli and Daman & Diu** only.

13 Additional Terms & Conditions

1. The rate quoted should be valid for a period of one year from the date of work order and with the Satisfactory of the Department, it can be extended for 3 years (1+2) with same rates and terms and conditions.
 2. All/Taxes/GST/Duties/Royalties Charges payable within and/or outside the state shall be payable by the Service provider.
 3. The Tenderer should enclose along with tender the Earnest Money Deposit inform of Fix Deposit Receipt from any of the Nationalized Banks in an acceptable form payable at Silvassa in favour of "**The Principal, EMRS, Shelti**". The EMD should not be forwarded by Cash and the EMD should be valid for the period of One Year. Tender received without Earnest Money Deposit and tender fees will be summarily rejected.
 4. All bills should be in TRIPLICATE and should invariably mention the number and date of order.
 5. In case, the Service provider is not able to provide the services on schedule date the EMD of the Service provider will be forfeited to the Government and the contract shall terminate with no further liabilities on either party to the contract.
 6. No separate agreement will be required to be signed by the successful tender(s) for the purpose of this contract. Rates tendered/offered in response to the concerned Tender Notice shall be considered as acceptance of all above terms and Conditions for supply for all legal purpose.
 7. Earnest Money Deposit (EMD) Rs. **2,000/-**
- a. All tenders must be accompanied by EMD as specified in schedule otherwise tender will be rejected.

- b. Any firm desires to consider exemption from payment of Earnest Money Deposit, valid and certified copies of MSME/NSIC should be attached to their tenders.
- c. EMD can be paid in the form of Fixed Deposit Receipts in favor "**The Principal, EMRS, Shelti**". from any Nationalized Banks including Public Sector Bank/ Private Sector Bank authorized by RBI to undertake Government Business.
- d. EMD should be valid up to 12 (Twelve Months) from the date of its issuance.
- e. EMD in any other forms will not be accepted.

EMD/Security Deposit shall be liable to be forfeited in the following circumstances:

1. If the tender is rejected due to failure to supply the requisite documents in the proper format, giving any misleading statement, submission of false affidavit, or fabricated documents.
2. If the supplier doesn't execute the supply order placed with them within the stipulated time, the EMD of the supplier will be forfeited to the Government, and the contract for the supply shall be terminated with no further liabilities on either party.

If the tenderer fails to provide service of standard quality or not conforming to acceptable standards or found to be decayed/spoilt

Documents to be Enclosed

1. Duly filled and signed Quotation Form (Annexure-I).
2. Copy of Aadhaar Card.
3. Copy of PAN Card.
4. GST Registration Certificate (if applicable).
5. Experience Certificate (if any).
6. EMD of **Rs 2,000/-**
7. Any other supporting document, if applicable.

Declaration

I/We have read and understood all the above terms and conditions and agree to abide by them.

Place: _____

Date: _____

Signature of Bidder: _____

Name of Bidder: _____

Seal of Firm (if any): _____

