QUOTATION SUBMISSION FORM

Supply of Daily Evening Snacks to Students

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

1. Details of the Bidder

Particulars	Details
Name of Bidder / Firm / Agency	
Name of Proprietor	
Complete Address	
Mobile No.	
Telephone No.	
E-mail ID	
GST No. (if applicable)	
PAN No.	
Aadhaar No. (If Proprietor)	
Years of Experience in Catering/Food Supply	

2. Rate Quotation

I/We hereby quote the following rates for providing **daily evening snacks to 414 students** of PM SHRI EMRS, Shelti, for the period from **October 2026 to 31 March 2027**.

Sl. No.	Description	Unit	Rate (₹)
1	Makkai Chiwda – 3 days per week	Per Student Per Day	
2	Tea & Biscuits – 3 days per week	Per Student Per Day	
3	Bhel – 1 day per week	Per Student Per Day	

Rate in Words: _____

Note: The quoted rates shall be inclusive of all applicable taxes, transportation, labour, preparation, packing/serving and other incidental expenses.

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 rates are inclusive of all applicable taxes, labour charges, transportation, preparation, serving and other incidental expenses.
3. I/We agree to supply evening snacks to the students as per the menu and schedule prescribed by the school.
4. I/We shall ensure that all food items supplied are fresh, hygienic, safe for consumption and of good quality.
5. I/We shall maintain proper cleanliness and hygiene during preparation, transportation and serving of food.
6. 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
☐ FSSAI Registration/License, if applicable
☐ Experience Certificate, if any
☐ EMD
☐ Any other supporting document: _____

Place: _____

Date: _____

Signature of Bidder: _____

Name: _____

Seal of Firm (if any): _____

TERMS & CONDITIONS

For Supply of Daily Evening Snacks to Students

1. Scope of Work

The successful bidder shall supply **daily evening snacks to approximately 414 students** of PM SHRI Eklavya Model Residential School, Shelti, during the contract period from **October 2026 to 31 March 2027**, as per the menu and schedule prescribed by the school.

2. Menu and Frequency

The evening snacks shall be supplied as follows:

Sn	**Day**	**Item Name**
1	Monday	Makkai Chiwda
2	Tuesday	Tea & Biscuits
3	Wednesday	Makkai Chiwda
4	Thursday	Tea & Biscuits
5	Friday	Makkai Chiwda
6	Saturday	Tea & Biscuits
7	Sunday	Bhel

The total estimated value of this procurement is Rs. 6,70,680/- (Rupees Six Lakh Seventy Thousand Six Hundred Eighty Only), inclusive of GST and all other taxes.

The school may specify the serving time and weekly schedule as per its academic and hostel requirements.

3. Eligibility

The bidder shall:

- Possess valid identity proof such as Aadhaar Card and PAN Card.
- Submit GST Registration Certificate, if applicable.
- **Possess valid FSSAI Registration/License, wherever applicable.**
- Have adequate experience/capacity to provide food/snack supply services.

4. Period of Contract

The contract shall remain valid from **October 2026 to 31 March 2027**, unless terminated earlier in accordance with the terms and conditions.

The rate quoted should remain valid for the contract period. Extension, if considered necessary by the Department, shall be subject to satisfactory performance and approval of the competent authority.

5. Rate

- The bidder shall quote the rate **per student per day** for each snack item.

- The quoted rate shall be inclusive of all applicable taxes, labour charges, transportation, preparation, packing, serving, equipment, consumables and other incidental expenses.
- No additional payment shall be admissible beyond the accepted rates.
- Payment shall be calculated based on the actual number of students for whom snacks are supplied and accepted by the school.

6. Quality and Hygiene

The service provider shall:

- Supply fresh and hygienically prepared food items.
- Use good-quality ingredients and materials.
- Ensure that all food items are fit for human consumption.
- Maintain proper hygiene during preparation, transportation and serving.
- Use clean and suitable utensils/containers for transportation and serving.
- Ensure that food is protected from dust, contamination and other unhygienic conditions.
- Follow applicable food safety and hygiene requirements.

7. Quantity and Service

- Evening snacks shall be supplied for **414 students per day**, subject to actual attendance/requirement communicated by the school.
- The service provider shall ensure sufficient quantity for all students.
- The snacks shall be delivered/served at the place and time specified by the school authorities.
- Any shortage in quantity or failure to supply as per schedule shall be treated as non-performance of service.

8. Conduct

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

9. Payment

- Payment shall be released on a monthly basis after satisfactory completion of the services and certification by the designated school authority.
- Payment shall be made against proper bills/invoices and supporting records.
- No advance payment shall be made.

- Payment shall be subject to applicable statutory deductions.

10. Penalty

- Supply of substandard, stale, contaminated or otherwise unacceptable food may attract appropriate penalty as decided by the competent authority.
- Short supply or failure to provide snacks as per the approved schedule may result in deduction from the payment.
- Repeated failure to provide satisfactory services may lead to cancellation of the contract and forfeiture of the EMD/Security Deposit, as applicable.

11. 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.
- The school may inspect the quality and quantity of food supplied at any time during the contract period.

12. Opening of Quotations

The quotations will be opened on 03/10/2026 at the **Office of the Principal, PM SHRI EMRS Shelti, 2nd Floor, Government Higher Secondary School, Dhodipada, Dapada, UT of Dadra & Nagar Haveli and Daman & Diu**.

13. Additional Terms & Conditions

1. The rate quoted should remain valid for the entire contract period and shall not be increased during the contract period.
2. All taxes, GST, duties, royalties and other charges payable within and/or outside the State/UT shall be borne by the Service Provider.
3. The Service Provider shall comply with all applicable food safety, hygiene and statutory requirements.
4. In case the Service Provider fails to provide the required snacks on the scheduled date without prior approval of the school, appropriate action may be taken, including forfeiture of EMD/Security Deposit and termination of the contract.
5. No separate agreement will be required to be signed by the successful tenderer, unless otherwise directed by the competent authority. Submission of the quotation shall be treated as acceptance of the terms and conditions.
6. The Service Provider shall arrange all necessary manpower, transportation, utensils, containers and other resources required for satisfactory supply of snacks.
7. The Service Provider shall not subcontract the work without prior written permission of the competent authority.

13. Earnest Money Deposit (EMD)

3% EMD of the Total Estimated Cost of the Tender, i.e. Rs. 20,120/- (Rupees Twenty Thousand One Hundred Twenty Only), is required to be submitted by the bidders other than those exempted as mentioned below. EMD should either be in the form of Demand Draft or Pay Order or Bank Guarantee issued only from approved banks.

If a bidder submits EMD either through any mode other than DD/Pay Order/BG, or submits it in the form of DD/Pay Order/BG from non-approved banks, his bid will be outrightly rejected. The bidder has to submit the scanned copy of the Demand Draft/Pay Order at EMRS Shelti Office and must submit the DD/Pay Order in original to this office.

Note: Bidders claiming exemption from paying/submitting EMD must submit proof of belonging to an exempted category in support of their claim. However, the bidder must ensure that he belongs to one of the exempted categories. If he neither submits documentary evidence in support of his claim nor submits EMD, his bid shall be rejected during technical evaluation. Bidders claiming exemption from paying EMD on grounds of being an MSE should note that only MSEs which hold a Udyam Certificate and CSPO/NSIC certificate are eligible to claim exemption from paying EMD.

14. Forfeiture of EMD/Security Deposit

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

1. If the tender is rejected due to failure to submit the requisite documents, submission of misleading statements, false declarations or fabricated documents.
2. If the successful bidder fails to execute the work order.
3. If the Service Provider repeatedly fails to supply snacks as per the approved schedule.
4. If the Service Provider supplies food that is found to be unsafe, stale, spoiled, contaminated or not conforming to the prescribed quality standards.

15. Tenderer's Security Money Deposit (Security Deposit) Conditions

Security Deposit: The successful tenderer shall deposit the prescribed Security Deposit/Performance Security within the stipulated time after receipt of the Work Order.

Amount: The Security Deposit shall be **5% (Rs. 33,534/-)** of the total contract value or such amount as specified in the tender/GeM bid conditions.

Mode of Deposit: The Security Deposit shall be deposited through the mode prescribed by the Purchase Team/EMRS Shelti, such as Demand Draft, Bank Guarantee, Fixed Deposit Receipt, or any other acceptable mode, as applicable.

Failure to Deposit: If the successful tenderer fails to deposit the Security Deposit within the prescribed time, the Work Order/contract may be cancelled, and further action may be taken as per the tender conditions.

Validity: The Security Deposit shall remain valid until the successful completion of the supply/work and fulfilment of all contractual obligations.

Forfeiture: The Security Deposit may be forfeited, wholly or partly, in case the tenderer:

- fails to supply the items within the stipulated time;
- fails to comply with the terms and conditions of the tender/work order;
- supplies substandard or non-conforming items;
- abandons or refuses to complete the supply/work; or
- commits any breach of the contract.

Recovery of Additional Expenses: Any additional expenditure incurred by EMRS Shelti due to the default of the successful tenderer may be recovered from the Security Deposit, without prejudice to any other action permissible under the rules.

Refund/Release: The Security Deposit shall be refunded/released after satisfactory completion of the supply/work and fulfilment of all contractual obligations, subject to verification and approval by the competent authority.

No Interest: No interest shall be payable by EMRS Shelti on the Security Deposit.

Final Decision: The decision of the Purchase Team/Competent Authority of PM SHRI EMRS Shelti regarding the forfeiture, adjustment, or refund of the Security Deposit shall be final and binding, subject to applicable Government rules conditions.

15. Documents to be Enclosed

1. Duly filled and signed Quotation Submission Form.
2. Copy of Aadhaar Card.
3. Copy of PAN Card.
4. GST Registration Certificate, if applicable.
5. FSSAI Registration/License, if applicable.
6. Experience Certificate, if any.
7. EMD of ₹20,120/-.
8. Any other supporting document, if applicable.

16. 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): _____