



## Eklavya Model Residential School,Singvad

At&Post.-Chhaparvad,Ta.-Singvad,Dist.-Dahod-389130

E-mail : [emrssingvad@gmail.com](mailto:emrssingvad@gmail.com) | Web site :- [www.emrssingvad.org.in](http://www.emrssingvad.org.in)



The Ministry of Tribal Affairs, Tribal Development Department, Gujarat State Tribal Education Society, and Shri Gujarat Rajya Ram Vanvasi Seva Yuvak Mandal,Dasa Trust invite sealed price bids for the supply of Housekeeping & Toiletries and related materials for the students of Eklavya Model Residential School, Singvad. The bidding process shall follow a two-bid system, wherein the Technical Bid and the Financial Bid must be submitted in separate sealed covers, as per the prescribed terms and conditions.

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Ministry of Tribal Affairs (Govt. of India) Tribal Development Dept. (Guj. Govt.) &  
Gujarat State Tribal Education Society, Gandhinagar, Managed by: Shri G.R.R.V.S.Y.M. Dasa



## **Eklavya Model Residential School, Singvad**

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### **(TENDER NOTICE)**

**TENDER DOCUMENTS FOR 2026-27**

**PROVIDING HOUSEKEEPING & TOILETRIES MATERIALS  
FOR STUDENTS**

**ONLINE E- TENDER**

**ACADEMIC YEAR-2026-27**

**ONLY E – TENDER PROCESS**

**TENDER FORM FEES-RS.1500/-  
(NON-REFUNDABLE)**

**APPROXIMATE TENDER VALUE: Rs 5,00,000/-**



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### Important Details

Sr.No.	Particular	Details
1	Tender Form Fees in cash (Non-Refundable)	Rs.1500/-
2	Acceptor of tender fee amount (Demand Draft of any nationalized Bank)	EMRS, Singvad
3	EMD Money	Rs.15,000/-
4	Security Deposit (5% of order value through Bank Guaranty)	valid up to 3 months after the end of the contract period
5	Acceptor of tender form fee and Earnest Money Deposit (Demand Draft of any nationalized Bank)	Eklavya Model Residential School, Singvad
6	Starting date & Time to download On-line tender	22/05/2026
7	Pre-Bid Meeting Date & Time	04/06/2026
8	Last Date & Time to download On-line tender	01/06/2026
9	Last date for submission - Online filled tender Form, - Technical Bid tender Form, - Tender fees by R.P.A.D only - E.M.D. by R.P.A.D only	03/06/2026
10	Date and time for opening Technical Bids and Commercial Bids	Approx :- 08/06/2026
11	Place for opening tender	<b>Eklavya Model Residential School, Singvad</b> At & Po. Chhaparvad, Ta- Singvad Dist.-Dahod 389130 Tele. -9427549245 Email:- <a href="mailto:emrssingvad@gmail.com">emrssingvad@gmail.com</a>



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### Public notice of Tender

- Eklavya Model Residential School inviting to participate in online tender process for providing **Housekeeping & toiletries items/Materials** for students at the school.
- All the interested firms, organizations, companies, NGOs, and individual firms are informed to get the all E-Tendering process details from the given website [www.nprocure.com](http://www.nprocure.com) and to fill online E-Tender form. After filling up the tender online, submit the Physical copy of the Tender Form and Technical Bid with demand draft of Tender fees and EMD Money both separate in sealed cover by writing "**Tender form for providing Housekeeping & toiletries items/Materials for students at Eklavya Model Residential School, Singvad**" on the cover by R.P.A.D to Eklavya Model Residential School, Singvad Near Getco Power Station, Chhaparvad. Ta. Singvad Dist. Dahod, Pin.389130
- Whether any amendment in the entire E-Tendering process or related to acceptable or unacceptable of tender and if the tender process has to be cancelled in any situation, the final decision as well as the authority will rest with the school level local procurement committee.

Sign

Eklavya Model Residential School

Singvad



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### Invitation to purchase tender

To,

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**Subject:** Eklavya Model Residential School, Singvad, District: Dahod announces Public Invitation to fill the tender form of tender process for providing Stationary & Art Material for Students.

- After filling your rate in online tender, The tenderer shall submit tender form, tender form fees, technical bid and E.M.D in sealed envelopes with heading mentioned in the tender notice at Eklavya Model Residential School, Singvad Near Getco Power Station, Chhaparvad. Ta. Singvad Dist. Dahod, Pin.389130
1. The tenderer should submit the **Tender Form Fees & EARNEST MONEY DEPOSIT(EMD)** both separate in form of Demand Draft drawn in favor of **Eklavya Model Residential School ,Singvad**
  2. The e-tender form shell be opened in the presence all contractors at Eklavya Model Residential School, Singvad, Dist. Dahod, on Date:08/06/2026 APPROX at 12:00 pm for which all eligible tenderer/ representative must remain present in the said process.
  3. Whether any amendment in the entire E-Tendering process or related to acceptable or unacceptable of tender or if the tender process has to be cancelled in any situation, the final decision as well as the authority will rest with the school level local procurement committee.

Sign

**Eklavya Model Residential School, Singvad  
Tal. Singvad Di- Dahod- 389130**



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### **Important instructions for bidders**

- Term of contract: - Up to one year or end of the academic year from issue of work order.
- The Bidder has to submit the separate D.D of Tender form fees & EMD of any nationalized bank.
- Security Deposit: 5 % of total contract value valid up to 3 months after the end of the contract period. EMD to be returned once we receive Security Deposit. If the successful bidder unable to submit security deposit within 15 days of the work order, then EMD of the bidder will be forfeited and contract will be cancelled automatically.
- Firm and price fix: - Firm and price will be fixed. Under no circumstances shall the price increase be allowed in any item after the completion of the entire tender process. There will be no changes in the quality of the item and in the bidder's approved price. And if the quality of the item is found to be inferior by the bidder, it will be cancelled immediately.
- Non-convertible: - This tender is non-convertible. Approved tenderer cannot give to any sub-contractor under him.
- Terms and Bids: - The conditions prescribed in online tender and bids must be strictly adhered to. If ignored, the bid shall be cancelled by the school local procurement committee.
- Tender process after time limit: - The bid will be considered as cancelled without any notice if bid is submitted after the submission date and time and the bidder will be automatically disqualified from the said process.
- After the bidder has filled online tender form and submits the physical copy of the tender documents along with Tender form fees & EMD after the submission date and time, the bid shall be cancelled, and the bidder cannot participate in the said process.
- Signature of Tender: -Tenderers are requested to read all the pages carefully of all the documents in the tender document. After reading it, you must send it along with the stamp and signature of your organization.
- On each page of the filled tender as well as technical bid, the responsible representative of the agency must sign and stamp the original copy of the tender.
- The school has the final authority to cancel the entire e-tendering process for any reason. The decision of the local procurement committee will be final.
- The bidder shall submit the required documents, Tender Form Fees, EMD in an envelope.
- The bidder shall participate in the said process keeping in view all the instructions given in the tender document. There is no scope for change in the terms and bids indicated in the Tender. And if this is done by the bidder then he will be disqualified from the main process and will not be allowed to participate in the further process for which the bidder himself will be responsible.



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- Tender Price: - In this tender, the price has to be written in **Indian Rupees** in figures and words. The bidder must keep in view the existing and applicable tax of the government and the entire expenses.
- Sr. No.11 in Technical Bid. the firm/institution should submit the income tax return of the financial year 2022-23,2023-24,2024-25.
- Submission of Bid: - The bidder has to submit the bid through the following procedure.
  - Envelop -01 - :Demand draft of EMD & Technical Bid with all the documents mentioned in the tender
  - Envelop -02 - :Final Prize Bid
  - Envelop -03: - Sealed Envelope -01 & envelop -02
  - Envelop 3 should be addressed as mentioned below  
**"Tender form for providing Houesekeeping & Toiletries Items /Materilas for students at Eklavya Model Residential School, Singvad " At po Chhaparvad Tal Singvad Dist Dahod 389135**
- The bidder will have to write the name, address and mobile number of his organization on all the envelopes.
- Physical copy of the Tender Must be sent by decided date and time by RPAD or personally at the address given above before the submission date and time
- No bids will be accepted after the date and time limit for submission of bids has passed. And if the firm / agency / submits its documents after the stipulated time, then that firm / agency will not be able to participate in the tender opening process.
- If for any reason the bid dates have been changed, the final decision will be taken by the local school level procurement committee. And if there is any change in the date and time during the ongoing tendering process, the participating bidders will be informed. And a new date will be announced. The decision regarding this will be taken by the local procurement committee of school level
- The bidder will be responsible for submitting the bid within the time limit.
- All the procedures related to the entire tendering will be held at Eklavya Model Residential School, Singvad, Dist. Dahod Pin no. 389130
- Incomplete tender forms will be automatically cancelled.
- In case the proprietor is not to be present at the time of tender opening, the proprietor has to provide the name and ID of the person present on the letter pad of the organization / firm. Proof must be authorized and sent along.
- Bill and Order Frequency: The Supplier shall be given the order of three month or as and when require, Contractor has to supply the items, ordered by the EMRS Singvad within the time limit (at least twice in a Month) given by the EMRS Singvad



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### Eligibility to fill the Tender

1. The trader submitting the tender should have his own PAN card as well as:
  - i. a copy of the return for the last three financial years for the basis of income tax and if there is a semi-government organization to submit the government audit report for last two years
2. Relevant merchant, organization having required license, GST number, sales tax, income tax, etc. for that business must submit with tender form
3. The tenderer has to submit the valid registration certificate of his organization.
4. The participating trader / firm / agency must have at least three years of official registration as such trader.
5. The participating trader / firm / agency should have at least three years of experience in this field
6. Agencies that do not have one or more of the qualifications listed in the technical bids or do not submit support documents will automatically be disqualified from the e-tender competition.
7. Certificates of Eligibility shown in the Technical Bid shall be deemed to have been updated on the date of renewal and attached as the same basis in case it is legally required to be renewed every year or in the prescribed years.
- 10 The above information and evidence should be presented in the table below and certified copy attached.
- 11 The bidder's average annual turnover in the same field over the last three years must be at least twice the tender value.



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### Technical Bid

Sr. No.	Particular	Details
1	Name of Agency/ organization/ Institute/ company	
2	Type of Commercial Organization: Public Limited/ Private Limited/ Co-Operative N.G.O./ Proprietorship firm (attach MoA/ AoA copy)	
3	Postal Address of Registered Office with Telephone No., Fax No., and e-mail add. of Party/Organization/ Institute/Company	
4	Sheet containing name and address of Proprietor/ owner/ Partner and Details of partnership share E-mail I'd., Fax/telephone No. And Mobile no.	
5	Registration Certificate from Corporation/ Municipality in Urban area or from Gram Panchayat in Rural area for shop/ firm	
6	Income Tax/ PAN card No (Copy Enclosed)	
7	GST No. (Goods & Service Tax No.) (Copy Enclosed)	
8	Whether organization is an Authorized Distributor/ Dealer/ Trader? If Yes, provide details.	
9	Past history is clean? To present affidavit of Rs. 100/- stamp paper (Notarized) indicating any of the partner is not defaulter of financial organization or not blacklisted by any government body or punished by any authority.	
10	Copy of Income Tax return filed for last three years.	Income Tax return attached?
11	Details of annual turnover of last three years. Submit C.A. certificate with UDAIN number indicating annual turnover of last three years, copy of audit report and balance sheet having financial status for last three years	2022-2023 : Rs. _____ 2023-2024 : Rs. _____ 2024-2025 : Rs. _____
12	Tender Fees DETAILS	D.D. NO. Date Bank Amount
13	E.M.D. DETAILS	D.D. NO. Date Bank Amount

14	Order copy if worked with government / semi-government office for items under present or earlier advertisement (Last three years)	<ol style="list-style-type: none"><li>1. Duration of contract - From which point of time to which point of time</li><li>2. Name, Address, Telephone No., Mobile No., of Government / Semi - Government office</li><li>3. Amount of annual contract</li></ol>
15	The Agency should Submitted of an affidavit of Rs. 300 stamp Describing that agency will Provide Service obey the terms and conditions mentioned in this Tender	As per Bidders Declaration mentioned in the Tender



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### Terms & Conditions of Tenders

Sr.No.	Particular
1	The rates should be inclusive of delivery charges up to EMRS Singvad Dist. Dahod (Gujarat) should be inclusive of all charges i.e. freight, packing, forwarding, Excise duty, sales tax, GST and any taxes or imposition whatever liable in respect of the supplies.
2	The rate for Stationary & Art Material in Statement should be of best quality only. For PACKED ITEMS in Statement, no rate will be accepted over and above the MRP, hence it may be ensured that rates quoted by firms are below MRP. The liberty to carryout negotiations or accept the lowest tender as such is vested with the procurement committee and may be exercised after opening and compiling the tenders.
3	Prior to acceptance of the tender/placing of order, the EMRS Singvad reserves the right to call for samples or demonstration in respect of Tender items and the contractor shall be liable to supply the samples or give the demonstration free of cost in the school.
4	The supplier is bound to produced Printed Bill s with bill No., GST No /PAN, Bank Detail if any etc. along with supply of items. The payment may not be released if the supplier fails to produce the bill as per above condition. Part payment of the bill will not be made; the payment will be made only after supply of articles as per order and specifications, subject to satisfaction of the quality.
5	If any gift scheme is available along with any items/ marked on the packing the same would be liable to be supplied with the articles free of cost and should also be shown in the bill.
6	In case of delayed of payment for the bills interest will not be paid. As far as possible payment of the bills will be done as quickly as possible subject to the availability of Government funds.
7	On acceptance of the tender, it will become a contract and the contractor shall be bound by the terms and conditions of the tender & In case the tenderer refuse to supply the items awarded to him, irrespective of the number of items, his EMD will be forfeited
8	Hiding of facts by the Bidder if revealed at any stage, would amount to forfeiture of EMD and subsequently the firm may also be blacklisted.
9	The final authority to approve or reject the tender rests with the local procurement committee of school level
10	Tender's conditional tender of any kind will not be accepted. If any condition is placed in the tender by the tenderer, then the tender will be rejected without giving any reason.
11	Under the terms of this agreement, the tenderer will not be given any price increase during his term.



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12	On the tender form, the trader will have to show the item wise competitive prices, usually in line with the market prices. If any agency pays unrealistically higher and unrealistically lower prices than the market price of any item under purchase, the Procurement Committee will decide to exclude such tender from the competition as fake tender even if the price bid of such paying agency is open which will have to be validated by the relevant price paying agency. No dispute / court case will be allowed in this matter.
13	<b>%5</b> of the total annual estimated amount of the work order as a Security Deposit will be taken from the successful bidder. This security deposit shall be valid upto1 months after the end of the contract period. The security deposit will not carry any interest.
14	In case of serious complaint of untimely delivery of ordered quantity / goods or not of good quality, the school may cancel the tender and forfeit the amount of security deposit and items may be purchased from the open market and debited from the security deposit. No complaint of the trader in this regard will be taken into consideration.
15	The procurement committee shall have the unfettered right to cancel the approved prices / tenders with immediate effect in case of any change in the procurement practice or arrangements as per any policy decision or unsatisfactory supplier
16	The selected agency / institution / person may not give or transfer his contract to any other agency / institution / person as a sub-contract. If this is done, then their contract will be automatically canceled and the deposit will be forfeited.
17	If the contractor fails to supply the articles within the time stipulated, the undersigned shall be at liberty to purchase articles from the market or get the rest of the contract completed by any other person or firm and the difference of price, if any shall be deducted from the Security Deposit and in case any amount in excess of the security deposit is paid by the undersigned, the contractor shall be liable to pay this amount.
18	Any unexcused delay by the successful bidder in the performance of its delivery obligations shall render him liable to any or all of the following penalties:- In case of non/partial supply within stipulated period , penalty @ 0.5% per week to a maximum of 5% on unsupplied part of the delivery will be levied i.e.0.5% for first week, 1% for second week, 1.5% of third week and so on penalties, if any shall be deducted from the security deposit of the Bidder. Thereafter, the bidder shall be liable for the imposition of liquidated damage, forfeiture of Security deposit and termination of the contract for default.
19	It is mandatory to have a GST registration certificate with agency if applicable.
20	School staff / officers will have all the rights regarding quality check.



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21	During the contract period, the designated agency may not sub-contract with any other agency to operate such services.
22	After checking the quality of Stationery and quantity provided by the agency, if any problem or any kind of issues come up, the agency will be fully responsible for all the legal action to be taken against it.
23	If during the audit it is found that the payment has been made at a price higher than the price approved in the tender or double, then in such circumstances such overpaid amount / double paid amount will be reimbursed to the Government by the concerned tender. And the matter will be fully binding on the successful bidder.
24	Incomplete tender forms will not be considered valid.
25	As per the conditions laid down in the tender, the price of the same items should be shown, and no amendment should be made in it. In order to accept the terms and conditions laid down in the tender, the bidder has to sign the price list.
26	In case of delay in taking a decision or change in prices after submission of tender, it will also be binding on the firm to supply goods as per the prices indicated in the tender.
27	Tenders of bidder / manufacturers who have been blacklisted in previous years and whose tenders have been filled by them and whose services have not been rendered despite the work order being given to them and whose work order has been cancelled will be considered cancelled and price bid will not be opened (blocked). Or an institution which is banned by the Government.)
28	The power to extend the term after the expiration of the contract will be vested in the school board.
29	The jurisdiction over the court proceedings / disputes in this regard will be Dahod Dist. Dahod.
30	The committee does not bind itself to accept the lowest tenders and reserves the right to accept the tender in whole or in part i.e., with respect to all the items mention attached statement or in respect of any one or more than one item specified in the attached statement as the committee may decide.
31	The supplier shall have the option to terminate this contract with 3 months prior notice period.it is mandatory to supply the items during this notice period
32	The entire decision regarding the tender process will be made by school level local procurement committee

**Stamp & Signature Organization / Agency / Merchant  
(with Name & Full Address)**



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### Price Bid

The agency shall quote prices inclusive of all taxes, duties and delivery charges for all items

Sr. No.	Name of the item	Details/ Recommended Brand	Unit in Nos/ Ltrs/ pair	BRAND	Net rate per(kg/nos/ltr s./pair)
1	Exo Round (Dish wash bar)- With Bowl	Vim or Hipoline or shine-700 Gram	1 nos		
2	Utensil powder	Arzoo or Nirma or Hipolin or Ratrani	1 kg		
3	Bath Soap	40 gram- Dettol or Lifeboy or Santoor	1 nos.		
4	Washing Soap	130-gram pkt Nirma or Wheel or Rin	1 nos.		
5	Broom	Best Quality	1 nos.		
6	Acid	1 ltr Bottle -Best Quality	1 Bottle		
7	Phenyl Cleaner-Black	5 ltr tin- Best Quality -Walker	1tin		
8	Phenyl-Tablet-Colored	Packet of 20 nos - Best Quality	1 pkt		
9	Toothpaste	50 Gram, Coalgate or Close up or Pepsodent	1 nos.		
10	Toothbrush	Coalgate or Pepsodent or Oral-B	1 nos.		
11	Tongue cleaner	Steel Base – Best Quality	1 nos.		
12	Flor Cleaner	Best quality	1 ltr.		
13	Stick Broom	Best quality	1 nos.		
14	Toilet Cleaner	1 Litter - Best quality	1 bottle.		
15	Hair Oil	50 ml Bottle -Dabur Amla or Nihar or Vatika	1 Bottle.		
16	Standing Mop with Pipe	Best Quality	1 nos.		
17	Weaving bamboo	Best Quality	1 nos.		
18	Vertical Broom-Bamboo	Best Quality	1 nos.		



Government Of India

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19	Body Lotion	90ml,Bottel Packing Vaseline or parachute or Nivea	1 nos.		
20	Toilet Plunger	Best Quality	1 nos.		
21	Toilet Brush	Best Quality	1 nos.		
22	Rubber Hand gloves	Best Quality	1 pair		
23	Sanitary Napkins-L-Size	Best Quality-pkt of 6 pcs	1 pk		
24	Shampoo	100 ml Bottle- Clinic plus or Sunsilk or Chick	1 bottle		
25	Wiper Patti with Rod	Best Quality	1 ng.		
26	Standing mop	Best Quality	1 ng.		
27	Steel scrubber	For Utensil, Best Quality	1 ng.		
28	Hand Wash	Santoor, Dettol or Equivalent-200ml	1 bottle.		
29	Dust Collector	Medium Size -Steel base	1 ng.		
30	Air Freshener	Light Fragrance	1 ng.		
31	Bathroom Air Freshener Block	Packing size: 50 Ml, Light Fragrance	1 ng.		
32	Mosquito Coil	Martin or Good Night or Equivalent	1 pkt		
33	Cotton Floor Mop	24 inch 360 Degree Rotational for wet and Dry floor	1 ng.		
34	Dustbin Small	Material: Plastic, Capacity: 30 Ltr with Cover	1 ng.		
35	Dustbin Medium	Material: Plastic, Capacity: 60 Ltr with Cover	1 ng.		
36	Dustbin Big	Material: Plastic, Capacity : 100 Ltr with Cover	1 ng.		
37	Doormat Small	Size: 3*1.5	1 ng.		
38	Doormat Medium	Size: 5.5*4	1 ng.		
39	Doormat Big	Size: 5*6.5	1 ng.		
40	Duster Wet Dry Cotton Cleaning Cloth/Mop	16 x 24-inch, Multicolor Checks	1 ng.		
41	Hair Comb	Material of comb: Plastic Size: Medium	1 ng.		



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### Bidder's Declaration

I / we certify that all the bids and terms of the above tender have been read very carefully by me / us, which I / we agree to and I / we guarantee to abide by. Any decision taken by the competent authority for breach of conditions shall be final and is / will be fully binding on me / us.

All the details filled and submitted in this tender as per my / our understanding are correct. If the information / grounds submitted by us at any stage and time of verification is found to be incorrect, our approved operation will be cancelled along with the supply contract deposit and any legal action taken will be binding on me / us.

I / we understand that the price bid will not be opened if the submitted Tender Documents are invalid/ incomplete.

We guarantee that no objection / dispute / claim will be raised by us.

#### Stamp & Signature

**Organization / Agency / Merchant  
(with Name & Full Address)**