



**Eklavya Model Residential School
(EMRS) Shamlaji-2**
Village- Mondhari, Post- Nandoj
Block- Bhiloda, Distt- Arvalli (Gujarat)
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REGISTRATION OF FIRMS AS APPROVED
MANUFACTURERS/SUPPLIERS/VENDORS
FOR FY 2026-27 AND 2027-28

EKLAVYA MODEL RESIDENTIAL SCHOOL SHAMLAJI-2

Terms and Conditions

1. Application submitted by the firm(s) in the prescribed "Application Form" for each group only will be accepted.
2. All pages of "Application Form" shall be signed by the authorized representative of the Firm.
3. EMRS Shamlaji-2 reserves the right to reject any application.
4. Preference will be given to those firms who are on the approved list of State Government/ Union Government Departments and Public sector Undertakings or ISO Certificate holders or dealers authorized by manufacturers.
5. Intimation with regard to registration of the firm as "Approved Supplier" or otherwise will be communicated to each firm.
6. The registration as "Approved Supplier" will be kept valid for a period of two years. However, it will be reviewed, once in a year, eliminating firms which may have gone out of business, or whose performance has been found to be unsatisfactory.
7. EMRS Shamlaji-2 prescribed "Application Form" may be obtained from website: **www.emrsshamlaji2.org.in** and School office as well.
8. In case of Accredited Agents and Authorized Dealers/Stockiest, satisfactory evidence from their Manufacturers shall be submitted along with the completed application form.

9. If EMRS Shamlaji-2 registers any Firm as approved Supplier, the Firm has to supply the material at EMRS Shamlaji-2 location and it has to accept the EMRS Shamlaji-2 payment terms.

10. Firms/Manufacturers/Authorized dealers/ Agencies are requested to submit their e-mail address, in order to start e-procurement.

11. Any change in address, phone number, Fax N o. s hall be informed to EMRS Shamlaji-2 immediately, so as to have proper communication with these Firms/Manufacturers.

12. The following documents are to be submitted along with the application form for the registration of Firm:-

- (a) Registration Certificate of Firm (Certificate issued to the Firm by the Competent Authority)
- (b) Duplicate Copy of PAN Number
- (c) Copies of Last three Financial Years' Income Tax returns, i.e., FY 2024-25, FY 2023-24 & FY 2022-23
- (d) Copies of GST/TIN Numbers
- (e) GEM Registration Details (if registered on GeM)
- (f) Copies of Registrations with State/Central Government departments/ PSUs

13. The Registration Form and the list of goods and services for which the services are required are given at Annexures 1 and 2 respectively.

EMRS SHAMLAJI-2

Manufacturer/Supplier/ Service Provider's Registration Form
Financial Years 2026-27 And 2027-28

Ser No	Particulars	Details
1.	Name of the Firm	(photocopy of Registration to be enclosed)
2.	Name of the Owner	
3.	Full Postal Address	
4.	E-mail	
5.	Website	
6.	Name of Contact Person	
7.	Contact No.	(a) Landline No.:
		(b) Mobile No.:
8.	<u>GST/CST/TIN/TAN Details</u>	
	(a) GST No.	(Photocopy to be enclosed)
	(b) CST/TIN No.	(Photocopy to be enclosed)
	© TAN No.	(Photocopy to be enclosed)
	(d) PAN No. of Owner/Firm	(Photocopy to be enclosed)
9.	GeM Registration Details (if available)	(Photocopy to be enclosed)

Ser No	Particulars	Details	
10.	Details of Registrations with State/Central Govt Departments & PSUs	(Photocopy to be enclosed)	
11.	Details of Income Tax paid in Last three years	FY 2022-23 :	
		FY 2023-24 :	
		FY 2024-25 :	
12.	<u>Bank Details</u>		
	Name of Bank		
	Branch		
	Bank IFSC		
	Account Name		
	Account No.		
13. Product/Items/Services/ Category for which Registration is applied for:-			
S No.	Name of Product/Items/Services/ Category	Whether Original Manufacturer/Authorized Agent or Distributor/ GeM Registered Firm/ Dealer	Remarks

(In case of supplier please enclose authorization of your manufacturer/Authorized dealer/Supplier/Contractor Certificate)

14. Details of Experience & Place of Work during the last 3 Years:-				
S. No.	Department/ Organisation where rendered services/ supplied articles	Period	Name of supplies/ services	Remarks if any (Enclose Certificate if any)

NOTE: Without TIN/PAN and GST number, no firm will be registered. The School reserves the right to cancel the name of the supplier/firm/service provider from its approved lists at its absolute discretion without assigning any reason.

Check List:

1.	Copy of registration of firm/ company/ shop	YES	NO
2.	Copy of GST/ TIN (VAT) number copy	YES	NO
3.	PAN NUMBER copy	YES	NO
4.	List of articles that we can supply to the School	YES	NO
5.	Proof of 3 years performance of the company/ shop	YES	NO
6.	Copy of GeM Registration	YES	NO
7.	Copies of Three Years' Income Returns	YES	NO

Undertaking

I, Mr./Ms. _____ Proprietor of
M/S _____ do hereby
undertake that the above furnished information is correct to the best of my knowledge
and belief. In case of any information / supporting document furnished by me found
to be incorrect / false, the offer of my contract will be cancelled automatically and
action may be taken as per NESTS and GFR rules. I assure you to provide the best
service to the School.

Place: _____

Signature _____

Date: _____

Name of Proprietor _____

Seal of the Firm _____

Tick the areas in which the firm wishes to provide the service

Goods

- Providing Furniture items (for Classrooms , Labs, Offices , Library almiraahs etc.)
- Providing Computer and Peripherals.
- Providing E-Classroom equipment.
- Providing Electronics goods.
- Providing Electrical items,
- Providing Stationeries items (Students, Office & Examination)
- Grocery Items
- Providing Books for library.
- Providing Teaching Aids.
- Providing Games and Sports equipment, jersey, shoes etc.
- Providing Bedding Items
- Providing Prizes (Trophies, Mementos etc.).
- Providing Water Purifiers, RO systems etc.
- Providing Air Conditioners.
- Providing Xerox Machine.
- Lab equipment (Physics, Chemistry, Biology, Maths & Social Studies).
- Providing Fire fighting equipment (Fire extinguishers , buckets etc), Refilling of extinguishers
- Providing First Aid Medicines.
- Providing civil and plumbing related goods
- Providing Musical instruments
- Sound System (Amplifier, Speaker, Mic etc.)
- Any Other (Specify)

Services

- Providing Security and Conservancy services.
- Transport Services (For Local and outstation journey (Bus,Tempo etc)

- Providing Catering Services.
- Providing Milk and Dairy products
- Fresh vegetables and fruits
- Providing AMC/ Repair and maintenance of
 - AC
 - Computers
 - Printers
 - Intercom
 - Xerox machines
 - Any Other (Specify)
- Providing Civil Maintenance Works.
- Supply of Tent items on rent.
- Providing Catering services (Mess /refreshments)
- Providing Printing services (Teacher Diary, Student Diary etc.)
- Providing Inks for Printers & refilling of Tonners
- Carpenter services
- Maintenance and repairs of Solar systems
- Cleaning of Septic Tanks and pits