

**KASTURBA GANDHI BALIKA VIDYALAYA, PATHARA, KHALLIKOTE**  
**TENDER CALL NOTICE**

Lt.No-01/22.04.2023

Sealed Tenders are invited from the registered/reputed firms and manufacturer for supply of the following items like Grocery, Dress materials and Bedding Items, Cosmetic & Toilet items, Office & Students stationaries ,School Bag ,Slipper & Sports Shoes to the Kasturba Gandhi Balika Vidyalaya, Pathara, Khallikote ,District GANJAM for the Year-2023-24. The Tender form with other particulars and list of items can be obtained from the Office of the KGBV Pathara, Khallikote from 10:00 a.m. to 4:00 p.m. in all working day w.e.f. 24/04/2023 to 02/05/2023 on payment of 500/- (Five hundred only) non refundable in cash or Bank draft payable at State Bank India, Keshpur, Khallikote, Ganjam District. The tenders completed in all respect along with requisite documents and Earnest Money (Refundable) in shape of Bank Draft in favour of the H.M, KGBV, Pathara, EPF payable at State Bank of India ,Branch Keshpur would only be received upto 4:00 P.M. of dt 02/05/2023. The tender forms along with other particulars, the list of items and detail instruction can also be downloaded from the district website [www.ganjam.nic.in](http://www.ganjam.nic.in). Tender form should be submitted without EMD will be summarily rejected. Last date of receipt of tender form is upto 4:00 P.M. of dated 02/05/2023. The KGBV Level Purchase Committee meeting will be held on dt 03/05/2023 at 11.00 AM. in this KGBV for opening of the tender. The KGBV Purchase Committee reserves the right to accept or reject the tender in whole or in part without assigning any reason thereof.

*Sailebala Panida*  
HEADMISTRESS  
KGBV, PATHARA, KHALLIKOTE  
Headmistress / Superintendent  
K.G.B.V. PATHARA  
Khallikote, Ganjam

## TERMS & CONDITIONS

1. The applications must be sent **through Registered Post / Speed Post only** addressed to Headmaster , KGBV <sup>RS</sup> At- Pathara, <sup>PO</sup> Khallikote, Dist-Ganjam on or before 02.05.2023 by 4.00 PM during the office working hours. Sending of quotations by hand and courier services is not allowed.
2. The tender has been invited **under two bid system** i.e Technical Bid and Financial Bid. The interested agencies/firms/suppliers are advised to submit two separate sealed envelopes super scribing " Technical bid for supply of \_\_\_\_\_ items for KGBV" and "Financial Bid for Supply of \_\_\_\_\_ items for KGBV". Both sealed envelopes should be kept in a third envelope super scribing "Tender for supply of \_\_\_\_\_ items for Pathara , KGBV under Khallikote Block.
3. **Particular of the materials as follows.**

SI.No	Name of the Items	Quantity & Specification & Price Bid
1	Grocery	As per Annex- A
2	Cosmetic & Toilet Items	As per Annex- B
3	Office & Student Stationeries	As per Annex- C
4	Dress materials	As per Annex- D
5	School Bag, Slippers & Sports shoes	As per Annex- E

4. **The date and time schedule relating to tender are cited as under.**

SI.No	Activity	Date and Time
1	<b>Issue of tender document</b>	24.04.2023
2	<b>Last date &amp; time for receipt of tender document.</b>	02.05.2023 by 4 PM
3	<b>Opening of Technical Bid</b>	03.05.2023 at 11.00 AM
4	<b>Opening of Financial Bid</b>	03.05.2023

5. **Following documents must be enclosed with the Technical Bid Application (Annx-F):-**
  - a. Up to date GST clearance certificate.
  - b. GST Registration Certificate.
  - c. PAN card and Income Tax clearance certificate.
  - d. Sample materials of each item must be produced as per specification before the Committee at the time of opening of tender failing which the tender application will liable to be rejected.
  - e. Money Receipt of Rs.500/- ( non-refundable) towards cost of tender paper purchase
  - f. Demand draft of Rs.500/-(non-refundable) of any Nationalized Bank in favour of HM,KGBV, Pathara, EPF ,Khallikote in case tender paper downloaded from web site.

*Satibala Parida*  
headmistress / Superintendent  
K.G.B.V. PATHARA

- g. Demand Draft of any Nationalized Bank in favour of HM,KGBV, Pathara, EPF ,Khallikote , Ganjam as follows towards EMD which is refundable without interest. The bidders can apply for one or all items as per their convenient.

Sl.No	Name of the Items	EMD i.e 2% of estimated cost of goods
1	Grocery	Rs.30000/-
2	Cosmetic & Toilet Items	Rs.3000/-
3	Office & Student Stationeries	Rs.2000/-
4	Dress materials	Rs.2000/-
5	School Bag, Slippers & Sports Shoes	Rs.1000/-

**All the above documents and sample items will be verified at the time of opening of tender, failing which tender application will liable to be rejected.**

- The financial bid will be opened only those tenderers whose technical bids are found in order. Conditional tender shall not be considered.
- The approved sample of materials will be kept in the KGBV for verification during supply of items till expire of the agreement period.
- Payment will be made by HM, KGBV after delivery of materials & obtaining no objection certificate from the warden .The bills should be submitted in duplicate.
- The agreement will be executed with the successful firm with the HM of KGBV on non- judicial stamp paper worth Rs.20/- .
- The rate against each item in the quotation form must be quoted clearly including packing and transporting charges as per the prescribed Price Bid ( Annex- A,B,C,D,E ). Only single rate is to be quoted for each items .
- Delivery will be made at the KGBV point within 07 days from receipt of supply order.
- In the event of the tender being accepted the earnest money will be adjusted towards security deposit .
- If the successful firm fails to execute the contract or withdraw the tender paper, the EMD of the firm will be forfeited.
- The rate quoted by the contractor shall hold good up to 31<sup>th</sup> March 2024. No amount amendment in the rate except increase/decrease in the rate of sales tax during the period of supplies will be accepted. If the contractor fails to supply the articles within the time stipulated in the letter of acceptance by the undersigned, the undersigned shall be at liberty to purchase the articles from the market or get the rest of the contract completed by any other person of firm and the difference of price, if any, shall be deducted from the earnest money/security deposit and incase any amount in excess of the security deposit is paid by the undersigned the contractor shall be liable to pay this amount.

*Saitabala Parida*

Headmistress / Superintendent

15. In case, more than one tenderer quote the same lowest rate, all the tenderers who have quoted the same lowest rates shall be called for and decision will be taken by Block Level KGBV Purchase/Tender Committee or through public lottery.
16. The bidder or his authorized representative to be present at the time of opening of tender. No other person will be allowed.
17. The committee will ensure the best quality with minimum rate . Accordingly the tender will be finalized.
18. All disputes relating to and arising out of supply of materials, shall be mutually sorted out by both the parties failing which decision of the Chairman of Committee ( BEO) on the points of dispute shall be accepted by both the parties.
19. The authority reserves the rights to accept or reject any or all tender papers without assigning any reason thereof.

*Saibala Parida*

**Headmistress  
KGBV, Pathara  
Khallikote, Ganjam**

Headmistress / Superintendent  
K. G. B. V. PATHARA  
Khallikote, Ganjam

**KASTURABA GANDHI BALIKA VIDYALAYA, PATHARA**  
**BLOCK KHALLIKOTE**  
**SAMAGRA SHIKSHA , GANJAM**

**Technical Bid for Supply OF \_\_\_\_\_ ( Annx- )**

1. Name & address of the party/firm: \_\_\_\_\_
2. Registration No. of the Firm: \_\_\_\_\_ Valid up to \_\_\_\_\_
3. Earnest Money Deposited Rs. \_\_\_\_\_ Vide Bank Draft No: \_\_\_\_\_, dt \_\_\_\_\_
4. Money receipt No: and date of tender purchase:

I/We hereby submit Technical bid for supply of \_\_\_\_\_ as per terms, conditions and specifications of the above mentioned notification of KGBV, Pathara, Khallikote which are acceptable to us. I/We are aware that while evaluating the Technical bid, if any/part (as decided by KGBV, Pathara, Khallikote) of the terms/items mentioned below is not found meeting the requirement of the tender notice, the bid will not be accepted.

1.	Earnest Money	(a) Bank ..... (b) Draft No. .... dated ..... (c) Amount Rs.....
2.	Income Tax Registration details	Income Tax PAN No. .... Copy enclosed : Yes/No
3.	GST clearance Certificate from the competent Authority.	(a) GST No.: (b) Issuing authority: (c) Period of Validity:
4	Submitting of Product Prospectus/ Brochures/Samples of _____ as per list & specifications. (Where applicable).	Yes / No
5	Registration Certificate of Firm	Number and date of certificate (a) Certificate No. .... Dt. .... (b) Designation of certificate issuing officer : ..... (c) Attested copy of the certificate Annexed : <b>Yes/No</b>

7. Any other information as mentioned in the terms & Conditions.

SIGNATURE OF THE TENDERER  
WITH SEAL

*Saitabala Parida*

Headmistress / Superintendent  
K.G.B.V. PATHARA  
Khallikote, Ganjam

**KASTURABA GANDHI BALIKA VIDYALAYA, PATHARA, KHALLIKOTE,**

**BLOCK-KHALLIKOTE**

**SAMAGRA SHIKSHA , GANJAM**

**Financial Bid for Supply Grocery ( Annx- A)**

1. Name & address of the party/firm: \_\_\_\_\_
2. Registration No. of the Firm: \_\_\_\_\_ Valid up to \_\_\_\_\_
3. Earnest Money Deposited Rs. \_\_\_\_\_ Vide Bank Draft No: \_\_\_\_\_, dt \_\_\_\_\_
4. Money Receipt No: and date of tender purchase:

**PARTICULARS OF THE ITEMS:**

**Quoted items should be good quality with reputed brand**

Sl. No.	Name of the articles	Unit	Rate quoted (in Rs.)	Description/Specification of the item
1	Toordal	Per kg		
2	Biri Dal	Per kg		
3	Idli sooji	Per kg		
4	Chana Dal	Per kg		
5	Dry peas	Per kg		
6	Atta	Per kg		
7	Besan	Per kg		
8	Dalia	Per kg		
9	Chatua	Per kg		
10	Sooji (Bada Dana)	Per kg		
11	Whole Green Gram(Gota Muga)	Per kg		
12	Chuda	Per kg		
13	Refined Oil	Per kg		
14	Pure Ghee	Per kg		
15	Vanaspati	Per kg		
16	Sugar	Per kg		
17	Milk Powder	Per kg		
18	Biscuit	Per pocket		
19	Mandia Chuna	Per kg		
20	Corn flour Powder	Per kg		
21	Kabuli Buta	Per kg		
22	Iodised salt	Per kg		
23	Papad	Per kg		
24	Jaggery	Per kg		
25	Cashew nut	Per kg		

	Vermicelly	Per kg		
27	Cuminseeds (Jeera)	Per kg		
28	Mustard seeds	Per kg		
29	Fenugreek (Methi)	Per kg		
30	Pickle	Per kg		
31	Soya bean Badi	Per kg		
32	Dry red chilly	Per kg		
33	Chat masala pd.	Per kg		
34	Bay leaf (Tej Patra)	Per kg		
35	Fooding Soda	Per pc		
36	Dhania	Per kg		
37	Black pepper	Per kg		
38	Mudhi	Per kg		
39	Mustard Oil	Per Kg		
40	Cardamom(Gujurati)	Per Kg		
41	Raisin(Kissmiss)	Per Kg		
42	Ambula	Per Kg		
43	Khajara	Per Kg		
44	Anasi Phula	Per Kg		
45	Pana Mahuri	Per kg		

We undertake to abide by the terms & conditions of tender notice along with Annexure.

*Saibabala Parida*

Headmistress / Superintendent  
K.G.B.V. PATHARA  
Khallikote, Ganjam

**Signature of the tenderer**

(Seal)

**KASTURABA GANDHI BALIKA VIDYALAYA,PATHARA,KHALLIKOTE,**  
**BLOCK-KHALLIKOTE**  
**SAMAGRA SHIKSHA , GANJAM**

***Financial Bid for Supply Cosmetic & Toilet items( Annx- B)***

1. Name & address of the party/firm: \_\_\_\_\_
2. Registration No. of the Firm: \_\_\_\_\_ Valid up to \_\_\_\_\_
3. Earnest Money Deposited Rs. \_\_\_\_\_ Vide Bank Draft No: \_\_\_\_\_,dt \_\_\_\_\_
4. Money Receipt No: and date of tender purchase:

**PARTICULARS OF THE ITEMS:**

**Quoted items should be good quality with reputed brand**

Sl.No	Name Of Items	Unites	Rate Quoted (in Rs)	Description/Specification of the item
1	Tooth Brush	PER PC		
2	Tooth Paste (50 gm)	PER PC		
3	Washing Soap-150gm	PER PC		
4	Bathing Soap -100gm	PER PC		
5	Black Phenyl	PER 1 lt		
6	Bleaching Powder	PER 1 kg		
7	Tong. Cleaner	PER PC		
8	Sanitary pad	PER Packet		
9	Sanital Acid	PER 1 lt		
10	Gamacin Powder	PER PC		
11	Coconut Oil	PER 175ml		
12	Shampoo	Per pc		
13	Washing powder-200gm	Per PC		
14	Blue 100 ml	Per PC		
15	Toilet cleaner	Per litre		
16	Toilet brush	Per PC		
17	Soap Case	Per PC		
18	Hair Band	Per PC		
19	Bindi	Per Pkt		
20	Cold Cream 50gm	Per PC		
21	Vaseline 20gm	Per PC		
22	Talcum Powder 100gm	Per PC		
23	Nail Cutter	Per PC		
24	Comb	Per PC		
25	Hand Wash Liquid-200ml	Per PC		
26	Dishwash Bar	Per PC		
27	Dishwash Scrubber	Per PC		

**I/We undertake to abide by the terms & conditions of tender notice along with Annexure.**

*Sateebala Parida*

Headmistress / Superintendent

K.G.B.V. PATHARA

Khallikote, Ganjam

Signature of the tenderer  
(seal)

**KASTURABA GANDHI BALIKA VIDYALAYA,PATHARA,KHALLIKOTE,**

**BLOCK-KHALLIKOTE**

**SAMAGRA SHIKSHA , GANJAM**

**Financial Bid for Supply Office & Students Stationery**

**( Annx- C)**

1. Name & address of the party/firm: \_\_\_\_\_
2. Registration No. of the Firm: \_\_\_\_\_ Valid up to \_\_\_\_\_
3. Earnest Money Deposited Rs. \_\_\_\_\_ Vide Bank Draft No: \_\_\_\_\_,dt \_\_\_\_\_
4. Money Receipt No: and date of tender purchase:

**PARTICULARS OF THE ITEMS:**

**Quoted items should be good quality with reputed brand**

**OFFICE STATIONARY**

Sl.No.	Name of items	Unit	Rate Quoted (Rs.)	Description/Specification of the item
1.	Alpine	Per Pkt		
2.	Staplers pin (No.10-1 m)	Per Pkt		
3.	Tag	Per bundle 50pcs		
4.	Cello Tap ½ Inch	PER PC.		
5.	Cello Tap 1 Inch	PER PC.		
6.	Cello Tap 2 Inch	PER PC.		
7.	Water mug plastic	PER PC.		
8.	Plastic Bucket 15 Ltr.	PER PC.		
9.	Dust bin plastic small size	PER PC.		
10.	Gum	PER BOTTLE 500 ML.		
11.	File cover (good quality)	PER PC.		
12.	File cover 4 side	PER PC.		
13.	Broom(Flower) Good quality	PER PC.		
14.	Tala Broom	PER PC.		
15.	Correcting fluid Pen (White) Camlin Brand	PER PC.		
16.	Guard File(good quality)	PER PC.		
17.	Envelop(Small) Printed with Vidyalaya name and emblem 8' X 12'	Per PC.		
18.	Register No-1	PER PC.		
19.	Register No-2	PER PC.		
20.	Register No-3	PER PC.		
21.	Stamp Pad (Big size)	PER PC.		
22.	Stamp pad ( Ink)	PER PC.		
23.	A4 Paper Xerox	PER Pkt		
24.	Marker pen	Per pc.		
25.	Cash Book No-4	Per Pc		
26.	Cash Book No-5	Per Pc		
27.	Ledger Book No-1	Per Pc		
28.	Letter Received Register No-3	Per Pc		
29.	Letter Despatch Register No-2	Per Pc		
30.	Stock Register No-5	Per Pc		
31.	Push Plastic Pin	PER Pkt.		
32.	Two way cello tap 2 Inch	Per Pc		
33.	Fly Leaf	Per Pc		

We undertake to abide by the terms & conditions of tender notice along with Annexure.

**Signature of the tenderer (sea)**

*Sailabala Parido*

Headmistress / Superintendent

K.G.B.V. PATHARA

Khallikote, Ganjam

## STUDENT STATIONARY

Sl.No.	Name of items	Unit	Rate Quoted (Rs.)	Description/Specification of the item
1	Long exercise note book-Rolling (172 pages) soft bound	Per pc Per pc.		
2	Long exercise note book – Plane (172 pages) soft bound	Per pc Per pc.		
3	Science Practical Note book (160page)	Per pc.		
4	Graph note book – 20 pages	Per pc		
5	Rolled Note Book Small (120 pages) soft bound	Per pc Per pc.		
6	Geometry Box	Per Pc		
7	White chalk-Non Dust	Per pkt		
8	Ball Pen – blue	Per pkt.		
9	Four roll note book (172 page)	Per pc.		
10	Duster	Per pc.		
11	Pencil	Per pc.		
12	Eraser(Non dust)-	Per 100pc.		
13	Sketch Pen	Per pkt		
14	Drawing Note Book	Per pc.		
15	Thermo Cole	Per pc.		
16	Wax Crayon Colour	Per Pkt		
17	Poster Colour- 6 colour	Per Pkt		
18	Student Water Colour Tube	Per pc.		
19	Fevicol	Per500 gms.		
20	Drawing sheet (White)140GSM	Per pc.		
21	Drawing sheet (Different colour)140GSM	Per pc.		
22	Double Rolled Note Book soft bound	Per Pc.		
23	Rough Note Book (300 pages) Soft bound Long	Per pc.		
24	Colour chalk	Per pkt		

I/We undertake to abide by the terms & conditions of tender notice along with Annexure.

*Sailabala Parida*  
Headmistress / Superintendent  
K.G.B.V. PATHARA  
Khallikote, Ganjam

Signature of the tenderer  
(seal)

**KASTURABA GANDHI BALIKA VIDYALAYA, PATHARA, KHALLIKOTE,**  
**BLOCK-KHALLIKOTE**  
**SAMAGRA SHIKSHA , GANJAM**

**Financial Bid for Supply Dress Materials & Bedding**  
**( Annx- D)**

1. Name & address of the party/firm: \_\_\_\_\_
2. Registration No. of the Firm: \_\_\_\_\_ Valid up to \_\_\_\_\_
3. Earnest Money Deposited Rs. \_\_\_\_\_ Vide Bank Draft No: \_\_\_\_\_,dt \_\_\_\_\_
4. Money Receipt No: and date of tender purchase:

**PARTICULARS OF THE ITEMS:**

**Quoted items should be good quality with reputed brand**

Sl.No.	Name of the articles	Unit	Rate quoted
1	Blanket single Full size of 60" X 90" of good quality	Per pc.	
2	Night Suit	Per pair	
3	Pillow with 2kg white Cotton- size 30 cm X 50 Cm	Per pc.	
4	Pillow Cover (good quality)- 40 cm X 60 Cm	Per pc.	
5	Single Bed Sheet	Per pc.	
6	Double Bed Sheet	Per pc.	
7	Towel (Best Quality Brand )	Per pc.	
8	Semiz	Per pair	
9	Panty	Per pc	
10	Woolen Sweater	Per pc	
11	Woolen Muffler		

I/We undertake to abide by the terms & conditions of tender notice along with Annexure.

**Signature of the tenderer**

*Sallabala Parida*  
Headmistress / Superintendent  
K.G.B.V. PATHARA  
Khallikote, Ganjam

**KASTURABA GANDHI BALIKA VIDYALAYA, PATHARA, KHALLIKOTE**  
**BLOCK -KHALLIKOTE**  
**SAMAGRA SHIKSHA , GANJAM**

**Financial Bid for Supply of School Bag,Slipper & Sports Shoe**  
**( Annx- E)**

1. Name & address of the Party/firm: \_\_\_\_\_
2. Registration No. of the Firm: \_\_\_\_\_ Valid up to \_\_\_\_\_
3. Earnest Money Deposited Rs. \_\_\_\_\_ Vide Bank Draft No: \_\_\_\_\_,dt \_\_\_\_\_
4. Money Receipt No: and date of tender purchase:

**PARTICULARS OF THE ITEMS:**

**Quoted items should be good quality with reputed brand**

Sl.N o.	Name of the articles	Unit	Rate quoted
1	School Bag	1 pc	
2	Slippers	Per pair	
3	Sports Shoe	Per pair	
4	Socks	Per pair	

I/We undertake to abide by the terms & conditions of tender notice along with Annexure.

*Saitebala Parida*  
Headmistress / Superintendent  
K.G.B.V. PATHARA  
Khallikote, Ganjam

**Signature of the tenderer**  
(seal)