

KASTURBA GANDHI BALIKA VIDYALAYA, GOPINATHPUR, BLOCK HINJILI

TENDER CALL NOTICE

Sealed tenders are invited from the registered/reputed firms and manufacturer for supply of items like **Grocery, Cosmetic & Toilet items, Dress materials, Slipper & School bag, study materials & office stationery** to the Kasturba Gandhi Balika Vidyalaya, GOPINATHPUR, Block HINJILI, District GANJAM for the year-2024-2025. Interested parties/firms can purchase the tender forms from office of the KGBV, GOPINATHPUR w.e.f. 27/07/2024 to 08/08/2024 in all working day from 10 a.m. to 4 p.m. on payment of 700/- (Three hundred) only non refundable in cash or Bank draft payable at State Bank of India, Branch Ankushpur, 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 HEADMASTER CUM MEMBER CONVENOR, KGBV GOPINATHPUR payable at bank State Bank of India, Branch Ankushpur. The tender form along with other particulars, the list of the items and details instruction can also be downloaded from the district website www.ganjam.nic.in. Tender form should be submitted through speed / Registered post along with bank draft RS. 700/- towards cost of tender document (non-refundable) if downloaded from the website. Tender form should be submitted through Speed/Registered. Tenders submitted without EMD will be summarily rejected. Last date of receipt of tender form is upto 4 PM of dated 08/08/2024. The KGBV Level Purchase Committee meeting will be held on 09/08/2024 at 11 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.

HEAD MASTER/MISTRESS
KGBV, GOPINATHPUR

Pedini Damayanti
Headmaster-cum-Convenor
KGBV, Gopinathpur
Hinjilicut

TERMS & CONDITIONS

1. The applications must be sent **through Registered Post / Speed Post only** addressed to Headmaster , KGBV, Gopinathpur At- Gopinathpur Po- Gopinathpur Dist- Ganjam on or before 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 **Gopinathpur KGBV under Hinjili Block.**
3. **Particular of the materials as follows.**

Sl.No	Name of the Items	Quantity & Specification & Price Bid
1	Grocery	As per Annex- A
2	Cosmetic & Toilet Items	As per Annex- B
3	Dress materials	As per Annex- C
4	Slipper & School bag	As per Annex- D
5	Office & students stationery items	As per Annex- E

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

Sl.No	Activity	Date and Time
1	Issue of tender document	27/07/24 & from 10 am to 4 pm
2	Last date & time for receipt of tender document.	08/08/24 & upto 4 pm
3	Opening of Technical Bid	09/08/24 & at 11.30 am
4	Opening of Financial Bid	09/08/24

4. Following documents must be enclosed with the Technical Bid Application (Annx-F):-

- a. GST Registration certificate & clearance .
- b. PAN card and 2023-2024 Income Tax clearance certificate.
- c. Sample materials of each item must be produced as per our specification before the Committee at the time of opening of tender.
- d. Money Receipt of Rs.700/- (non-refundable) towards cost of tender paper purchase

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- e. Demand Draft of any Nationalized Bank in favour of **HEADMASTER CUM MEMBER CONVENOR** 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.40,000/-
2	Cosmetic & Toilet Items	Rs.5,000/-
3	Dress materials	Rs.2,000/-
4	Slipper & School bag	Rs.2,000/-
5	Office & students stationery items	Rs.5,000/-

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

5. The financial bid will be opened only those tenderers whose technical bids are found in order. Conditional tender shall not be considered.
6. The approve sample of materials will be kept in the KGBV for verification during supply of items till expire of the agreement period.
7. 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.
8. The agreement will be executed with the successful firm with the HM of KGBV on non- judicial stamp paper worth Rs.20/- .
9. The rate against each item in the quotation form must be quoted clearly including , GST , 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** .
10. Delivery will be made at the KGBV point within 07 days from receipt of supply order.
11. In the event of the tender being accepted the earnest money will be adjusted towards security deposit .
12. If the successful firm fails to execute the contract or withdraw the tender paper, the EMD of the firm will be forfeited.
13. The rate quoted by the contractor shall hold good up to 31st aug25. 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.

14. In case of Tender for vegetables

The participants of the tenderer in response to advertisement published are elligible to participate the tender for the vegetable Half yearly (September to February and March to August) it will continue till 31 AUG,24. The committee has reserved the righth to accept fully or partially or to cancell at any time. The tenderer will quote the rates of the vegetables for six months(as winter season rate & summer season rate) with terms and condition will apply except GST Certificate .

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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. Market price must be mentioned in financial bid.
20. The authority reserves the rights to accept or reject any or all tender papers without assigning any reason thereof.

HM, KGBV -----

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UNDERTAKING BY THE SUPPLIER

We M/s _____ agree fully that within the terms and conditions specified in no.1 to no.20 and enclose the rates of items as per list and specifications given by the Headmaster/Headmistress of KGBV, Gopinathpur in printed letters head or form of the firm.

Signature _____
 Name of the Proprietor _____
 Seal of the Firm _____

Witness (Signature, Name & Address)

1. _____

2. _____

PLACE -

DATE -

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 Headmaster-cum-Convenor
 KGBV, Gopinathpur

KASTURABA GANDHI BALIKA VIDYALAYA, GOPINATHPUR, BLOCK-HINJILI
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	Specification	Unit	MRP	Rated quoted
1	Toordal (non polish)	Ajanta, Badak ,etc.	Per kg		
2	Kabuli Chana	Good quality	Per kg		
3	Biri	Bada Dana (Good quality)	Per kg		
4	Chana Dal	Good quality	Per kg		
5	Muga	Good quality	Per kg		
6	Dry peas	White- good quality	Per kg		
7	Atta	Aashirvaad ,etc.	Per kg		
8	Besan	Gruhasti ,etc.	Per kg		
9	Chatua	Good quality	Per kg		
10	Chuda	Good quality (without stone or paddy)	Per kg		
11	Sooji (Bada Dana)	Good quality	Per kg		
12	Iddli Sooji	Good quality	Per kg		
13	Dalia	Good quality	Per kg		
14	Cooking Oil (Sun flower oil)	Freedom, etc.	Per kg		
15	Ghee	Dalda ,etc.	Per kg		
16	Sugar	Bada dana (good quality)	Per kg		
17	Salt	Iodized	Per kg		
18	Amulspray	Refil pack	Per kg		
19	Payes rice	Ruchi	Per kg		
20	Jaggery	Best quality	Per kg		
21	Cashew nut	Broken – good quality	Per kg		
22	Vermicelly	Mtr ,Bombino ,etc.	Per kg		
23	Papad	Gayarti	100 gm		
24	Ambula	Good quality	Per kg		

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25	Turmeric powder	Everest	Per kg		
26	Chilly powder	Everest	Per kg		
27	Curry powder	Everest	Per kg		
28	Mustard seeds	Good quality	Per kg		
29	Cuminseeds	Good quality	Per kg		
30	Dry red chilly	Good quality	Per kg		
31	Mandia	Good quality	Per kg		
32	Pickle	Mixed pickle	Per kg		
33	Milk maid	Good quality	100 gm		
34	Bio soda	Good quality	100 gm		
35	Dhania	Good quality	100 gm		
36	Gujurati	Good quality	100 gm		
37	Black pepper	Good quality	100 gm		
38	Anasiphula	Good quality	100 gm		
39	panamahuri	Good quality	100 gm		
40	Methy	Good quality	100 gm		
41	Tejpatri	Good quality	100 gm		
42	Dalchini	Good quality	100 gm		
43	Vim bar	Vim			
44	Washing powder	Wheel			

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

Signature of the tenderer (Seal)

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 KGBV, Gopinathpur
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KASTURABA GANDHI BALIKA VIDYALAYA, GOPINATHPUR, BLOCK-HINJILI
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

S.No	Name Of Items	Specification	Unites	MRP	Rate Quated	Description/S pecification of the item
1	WATER BOTTEL	GOOD QUALITY	PER PC			
2	WHITE PHENYL	SANITOL PER 5 LIT	PER PC			
3	BLACK PHENYL	SANITOL PER 4 LIT	PER PC			
4	BLEACHING POWER	GOOD QUALITY	PER KG			
5	TONG CLEANER	GOOD QUALITY	PER PC			
6	SANITAL ACID	GOOD QUALITY	PER LIT			
7	TOILET CLENER	HARPIC -500 ML	PER PC			
8	TOILET BRUSH	GOOD QULITY	PER PC			
9	TOOTH BRUSH	GOOD QULITY	PER PC			
10	TOOTH PASTE (50 gm)	COLGATE, PEPSODENT, etc.	PER PC			
11	WASHING SOAP-100gm	SURF EXELL , RIN , etc.	PER PC			
12	BATHING SOAP -100gm	GOOD QUALITY	PER PC			
13	BLUE	UJALLA , RIN , etc.	PER PC			
14	COCONUT OIL -100 ML	GOOD QUALITY	PER PC			
15	SHAMPOO	GOOD QUALITY	PER PC			
16	NAIL CUTTER	GOOD QUALITY	PER PC			
17	COSMETIC BOX	GOOD QUALITY	PER PC			
18	HAIR BAND	GOOD QUALITY	PER PC			
19	WASHING POWDER- 100gm	SURF EXECEL , RIN, etc.	PER PKT			
20	FACE POWDER	GOOD QUALITY	PER PC			
21	VASLIN	GOOD QUALITY	PER PC			
22	COMB	GOOD QUALITY	PER PC			
23	SEPTIPIN	GOOD QUALITY	PER DOZZON			
24	ELASTIC PKT	GOOD QUALITY	PER PC			

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

Signature of the tenderer
(seal)

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KGBV, Gopinathpur
Hinjilicut

KASTURABA GANDHI BALIKA VIDYALAYA, GOPINATHPUR, BLOCK-HINJILI
SAMAGRA SHIKSHA, GANJAM

Financial Bid for Supply Dress Materials & Bedding
(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

Sl.No.	Name of the articles	Unit	MRP	Rate quoted
1	Night Suit	PER PC		
2	Towel (Best Quality Brand)- 69 Cm X 135 Cm	PER PC		
3	Panty	PER PC		
4	Semiz	PER PC		
5	Woolen Muffler	PER PC		
6	Woolen Sweater	PER PC		

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

Signature of the tenderer
(seal)

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KASTURABA GANDHI BALIKA VIDYALAYA, GOPINATHPUR, BLOCK-HINJILI
SAMAGRA SHIKSHA, GANJAM

Financial Bid for Supply Slipper & Sports Shoe
(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	Slipper	1 per	
2	School Bag	1 per	

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

Signature of the tenderer
(seal)

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KASTURABA GANDHI BALIKA VIDYALAYA, GOPINATHPUR, BLOCK-HINJILI
SAMAGRA SHIKSHA , GANJAM

Financial Bid for Supply Study materials & Office Stationery
(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

OFFICE STATIONARY

Sl.No.	Name of items	Unit	MRP	Rate Quoted (Rs.)	Description/Specification of the item
1.	Register -120 page	PER PC.			
2.	Register -172 page	PER PC.			
3.	A4 Paper Xerox	PER Pkt			
4.	Marker pen	Per pc.			
5.	Gum	PER BOTTL 500 ML.			
6.	Stapler	Good quality			
7.	Stamp Pad (Big size)	PER PC.			
8.	File cover (good quality)	PER PC.			
9.	File cover 4 side	PER PC.			
10.	White chalk(Non dust)-	Per pkt			
11.	Fevicol	Per500 gms.			
12.	Duster	Per pc.			

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

Signature of the tenderer (sea)

STUDY MATERIALS

Pedini Damayanti
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KGBV, Gopinathpur
Hinjlicut

Sl.No.	Name of items	Unit	MRP	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	Pencil	Per pc.			
8	Eraser(Non dust)-	Per 100pc.			

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9	Ball Pen – blue / red	Per pkt.			
10	Four roll note book (172 page)	Per pc.			
11	Double Rolled Note Book soft bound	Per Pc.			
12	*Rough Note Book (300 pages) Soft bound Long	Per pc.			
13	Wax Crayon Colour	Per Pkt			
14	Sketch Pen	Per pocket			
15	Drawing Note Book	Per pc.			
16	Poster Colour- 6 colour	Per Pkt			
17	Drawing sheet (Different colour)140GSM	Per pc.			
18	Drawing sheet (White)140GSM	Per pc.			

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

Signature of the tenderer
(seal)

Pedini Damayanti
Headmaster-cum-Convenor
KGBV, Gopinathpur
Hinjiicut

KASTURABA GANDHI BALIKA VIDYALAYA, GOPINATHPUR, BLOCK-HINJILI
SAMAGRA SHIKSHA , GANJAM

Technical Bid for Supply (Annx- F)

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 _____ - which are acceptable to us. I/We are aware that while evaluating the Technical bid, if any/part (as decided by KGBV, _____) 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 & IT return of last year(2023-2024).	Income Tax PAN No. Copy enclosed : Yes/No
3. GST Registration certificate & clearance	(a) Tin No. - (b) GST No. - (c) Period of Validity: (d) Issuing authority:
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 : Yes/No

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

SIGNATURE OF THE TENDERER
WITH SEAL

Pedini Damayanti
Headmaster-cum-Convener
KGBV, Gopinathpur
Hinjilicut