

# OFFICE OF THE HEAD MASTER KGBV, GUDIALI, GANJAM

Letter No: - 30 /2024

DT:- 18 / 10 /2024

KASTURBA GANDHI BALIKA VIDYALAYA GUDIALI, BLOCK -KABISURYANAGAR,PIN-761104

## TENDER CALL NOTICE

Sealed Tenders are invited from the registered/reputed firms and manufacturers for supply of the following items like Grocery, Cosmetics & Toilet items, Office and student's stationeries, Dress materials , sleeper, sport shoes & school Bag , to the Kasturba Gandhi Balika Vidyalaya, GUDIALI, KABISURYANAGAR Block, District-GANJAM for the Year-2024-25 interested parties/firms can purchase The Tender form from the Office of the KGBV, GUDIALI ,KABISURYANAGAR BLOCK w.e.f. 20/ 10/ 2024 to 28 / 10/2024 in working days from 10:00 am to 05:00 p.m. on payment of 500/- (Five hundred Rupees only) non refundable in cash or Bank draft payable in the Bank State Bank of India, kabisuryanagar ,GANJAM The tenders completed in all respect along with requisite documents and Earnest Money(Refundable) in shape of Bank Draft in favour of the HM KGBV GUDIALI payable at State Bank of India KABISUYANAGAR, IFSC-SBIN0002073. The tender forms along with other particulars,the list of items and details instructions can also be down loaded from the dist web site [www.ganjam.nic.in](http://www.ganjam.nic.in) .Tender form should be submitted with out EMD will be summarily rejected. Last date of receipt of Tender form is upto 05:00 PM dated 29 /10 /2024.The KGBV Level Purchase committee meeting will be held on 30 / 10 /2024 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.

**For more details please contact H.M PH NO-9861380494**

**HEADMISTRESS, KGBV,GUDIALI**

  
**Headmaster Cum Convenor**  
**School Management Committee**  
**Nodal Upper Primary School**  
**Gudiali, Kabisuryanagar,Ganjam.**

## TERMS & CONDITIONS

1. The applications must be sent **through Registered Post / Speed Post only** addressed to Headmaster , KGBV GUDIALI **At- GUDIALI Po- GUDIALI Dist- GANJAM** on or before Dt- 29 / 10 /2024 by 5.00 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 **GUDIALI KGBV** under **KABISURYANAGAR** 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	Sleeper Sports shoes & school Bag	As per Annex- E

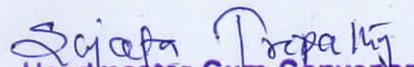
4. **The date and time schedule relating to tender are cited as under.**

SI.No	Activity	Date and Time
1	Issue of tender document	20/10/24 to 28/10/24 (10 am to 5 pm)
2	Last date & time for receipt of tender document.	29/10/24 by 5 pm
3	Opening of Technical Bid	30/10/24 at 11 am
4	Opening of Financial Bid	30/10/24 at 11 am

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

- a. GST Registration certificate & clearance .
- b. PAN card and recent Income Tax clearance certificate. (2023-24)
- 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.500/- ( non-refundable) towards cost of tender paper purchase.
- e. Demand Draft of Rs. 500/- ( non-refundable) any Nationalized Bank in favour of HM KGBV GUDIALI
- f. Demand Draft of any Nationalized Bank in favour of HM KGBV GUDIALI as follows towards EMD which is refundable without interest. The bidders can apply for one or all items as per their convenient.

SI.No	Name of the Items	EMD i.e 2% of estimated cost of goods
1	Grocery	Rs.30,000/-
2	Cosmetic & Toilet Items	Rs10000/-
3	Office & Student Stationeries	Rs.5000/-
4	Dress material	Rs.5000/-
5	School bag ,Sleeper & Sports Shoes	Rs.3000/-

  
**Headmaster Cum Convenor**  
**School Management Committee**  
**Nodal Upper Primary School**

**All the above documents and sample items will be verified at the time of opening of tender, falling 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, , VAT, 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 the **completion of tender period**. 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, 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.
15. The bidder or his authorized representative to be present at the time of opening of tender. No other person will be allowed.
16. The committee will ensure the best quality with minimum rate . Accordingly the tender will be finalized.
17. 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.
18. The authority reserves the rights to accept or reject any or all tender papers without assigning any reason thereof.

HM, KGBV

*Sujata Dasgupta*  
**Headmaster Cum Convenor**  
**School Management Committee**  
**Nodal Upper Primary School**  
**Gudiali, Kabisuryanagar, Ganjam**

**KASTURABA GANDHI BALIKA VIDYALAYA, GUDIALI, K.S NAGAR-BLOCK**  
**SARVA SHIKSHA ABHIYAN, GANJAM, YEAR (2024-25)**

**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 GUDIALI which are acceptable to us. I/We are aware that while evaluating the Technical bid, if any/part (as decided by KGBVGUDIALI) 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 (2023-24)	Income Tax PAN No. .... Copy enclosed : Yes/No
3.	GST Registration clearance Certificate from the competent Authority.	(a) Tin No. – , GST No.- (b) Issuing authority: (c) Period of Validity:
5	Submitting of Product Prospectus/ Brochures/Samples of _____ as per list & specifications. (Where applicable).	Yes / No
6	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 TENDERER WITH  
SEAL

*Sujata Prapaty*  
**Headmaster Cum Convener**  
**School Management Committee**  
Nodal Upper Primary School  
Gudiali, Kabisuryanagar, Ganjam.

**KASTURABA GANDHI BALIKA VIDYALAYA, GUDIALI, BLOCK- KABISURYANAGAR**  
**SAMAGRA SHIKSHA ABHIYAN, GANJAM FINANCIAL YEAR 2024-25**

**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  
(TWO OR THREE BRAND NAME WRITE GIVEN PLACE)**

Sl. No.	Name of the articles	Unit	Rate quoted (in Rs.)	Description/Specification of the item
1	Toor dal (non polish)	Per kg		
2	Khajara	Per kg		
3	Biri dal	Per kg		
4	Chana Dal	Per kg		
5	Dry peas	Per kg		
6	Atta	Per kg		
7	Besan	Per kg		
8	Kabuli buta	Per kg		
9	Suji(bada dana)	Per kg		
10	Iddli Sooji	Per kg		
11	Chuda	Per kg		
12	Cooking oil (fortune)	Per kg		
13	sugar	Per kg		
14	Biscuit T/A	Per kg		
15	Amulspray	Per kg		
16	Tata salt	Per kg		
17	papad	Per kg		
18	jaggery	Per kg		
19	Cashew nut	Per kg		
20	vermicelly	Per kg		
21	cuminseeds	Per kg		
22	Mustard seeds	Per kg		
23	fenugreek	Per kg		
24	Curry powder( Everest )	Per kg		

*Sujata Prapally*  
**Headmaster Cum Convenor**  
**School Management Committee**  
**Nodal Upper Primary School**  
**Gudiali, Kabisuryanagar, Ganjam.**

	Chilly powder	Per kg		
26	Dry red chilly	Per kg		
27	Turmeric powder	Per kg		
28	Bay leaf	Per kg		
29	Fennel seeds	Per 100gm		
30	Match box	Per doz		
31	Black pepper	Per kg		
32	Mudhi	Per pic		
33	Mixture	Per kg		
34	Fooding soda	Per Kg		
35	Vim bar	Per Kg		
36	Washing powder	Per Pic		
37	Soyabeen Badi(Fortune)	Per Kg		
38	Mustard Oil	Per Kg		
39	Utensil steel jali	Per doz		
40	Chatuya (keshari)	Per dozen		
41	Mandiya chuna	Per kg		
42	Daliya(Ruchi)	Per kg		
43	Muga	Per kg		
44	Garam masala	Per kg		
45	vanaswati	Per kg		
46	ambula	Per kg		
47	Dalchin	Per 100 gm		
48	Star anasi	Per kg		
49	Bread jam (kisan)	Per kg		
50	ilaichi	100 gm		
51	Corn flour	Per kg		

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

Signature of the tenderer (Seal)

*Sujata Prapalky*  
**Headmaster Cum Convenor**  
**School Management Committee**  
**Nodal Upper Primary School**  
**Gudiali, Kabisuryanagar, Ganjam**

**KASTURABA GANDHI BALIKA VIDYALAYA, GUDIALI, BLOCK- KABISURYANAGAR**  
**SAMAGRA SHIKSHA ABHIYAN, GANJAM(2024-25)**

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.

Two or Three Brand name write in given place

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	White Phenyl	PER 1 lt		
6	Black Phenyl	PER 1 lt		
7	Bleaching Powder	PER 1 kg		
8	Tong. Cleaner	PER PC		
9	Sanitary pad	PER Packet		
10	Sanital Acid	PER 1 lt		
11	Gamacin Powder	PER PC		
12	Coconut Oil	PER 175ml		
13	Shampoo	Per pc		
14	Washing power-100gm	Per PC		
15	Blue 100 ml	Per PC		
16	Toilet cleaner	Per liter		
17	Toilet brush	Per PC		
18	Soap Case	Per PC		
19	Hair Band	Per PC		
20	Bindi	Per Pkt		
21	Cold Cream 50gm	Per PC		
22	Vaseline 20gm	Per PC		
23	Ponds(Talcum) Powder 100gm	Per PC		
24	Nail Cutter	Per PC		
25	Comb	Per PC		
26	Hand wash dettol(200ml)	Per PC		
27	Cosmatic box	Per bt		
28	Harpic	Per box		
29	Water bottel	Per btl		

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

Signature of the tenderer (seal)

*Sujata Prapally*  
**Headmaster Cum Convenor**  
**School Management Committee**  
**Nodal Upper Primary School**  
**Gudiali, Kabisuryanagar, Ganjam**

**KASTURABA GANDHI BALIKA VIDYALAYA, GUDIALI, BLOCK- KABISURYANAGAR  
SAMAGRA SHIKSHA ABHIYAN, GANJAM 2024-25**

**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.	Teacher Attendance reg	Per Pc		
2.	Staplers & stapler pin (No.10-1 m)	Per Pkt		
3.	Student Attendance Reg	Per pc		
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 BOTTL 500 ML.		
11.	File cover (good quality)	PER PC.		
12.	File cover 4 side	PER PC.		
13.	Wifer Good quality	PER PC.		
14.	pocha Good quality	PER PC.		
15.	Tala Broom	PER PC.		
16.	Correcting fluid Pen (White) Camlin Brand	PER PC.		
17.	Guard File(good quality)	PER PC.		
18.	Envelop(Big) (size 10"x6")	Per Thousand		
19.	Envelop(Big) Printed with Vidyalaya name and emblem (size 12"x16")	Per Thousand		
20.	Envelop(Small) Printed with Vidyalaya name and emblem 8' X 12'	Per Thousand		
21.	Register No-1	PER PC.		
22.	Register No-2	PER PC.		
23.	Index file (Punch guard)	PER PC.		
24.	Stamp Pad (Big size)	PER PC.		
25.	Stamp pad ( Ink)	PER PC.		
26.	A4 Paper Xerox	PER Pkt		
27.	Marker pen (WHITE BOARD)	Per pc.		
28.	Cash Book No-4	Per Pc		
29.	Pay acqudance Register	Per Pc		
30.	Ledger Book No-1	Per Pc		
31.	Letter Received Register No-3	Per Pc		
32.	Letter Despatch Register No-2	Per Pc		
33.	Stock Register No-5	Per Pc		
34.	Marker pen	PER Pkt.		
35.	Two way cello tap 2 Inch	Per Pc		
36.	Display file cover	Per Pc		

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

Signature of the tenderer (seal)

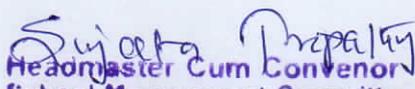
*Sujata Prapaty*  
**Headmaster Cum Convener**  
**School Management Committee**  
**Nodal Upper Primary School**  
**Gudiali, Kabisuryanagar, Ganjam.**

**STUDENT STATIONARY**

No.	Name of items	Unit	Rate Quoted (Rs.)	Description/Specification of the item
1	Long exercise & short note book-Rolling (172 pages) soft bound	Per pc Per pc.		
2	Long exercise & short 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	Science practical Note Book Small (120 pages) soft bound	Per pc Per pc.		
6	Four roll note book (172 page)	Per pc.		
7	Double Rolled Note Book soft bound	Per Pc.		
8	Rough Note Book (300 pages) Soft bound Long	Per pc.		
9	Drawing Note Book	Per pc.		
10	Use and trough pen – blue ,black,red	Per pkt. Per pkt. Per pkt.		
11	Geometry Box	Per Pc		
12	Duster(white board)	Per pc.		
13	Pencil	Per pc.		
14	Eraser(Non dust)-	Per 100pc.		
15	scapner	Per 100 pic		
16	Sketch Pen	Per pocket		
17	Refile	Per pkt.		
18	Wax Crayon Colour	Per Pkt		
19	Camel gum	Per 200gm btl		
20	Camel stick gum	Per pc.		
21	Fevicol	Per500 gms.		
22	Drawing sheet (White)140GSM	Per pc.		
23	Drawing sheet (Different colour)140GSM	Per pc.		
24	Colour chalk	Per pkt		
25	Ball Pen	Per pkt		
26	White chalk-Non Dust	Per pkt		
27	Scale(big)	Per pic		

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

Signature of the tenderer  
(seal)

  
**Sujata Prapaty**  
 Headmaster Cum Convenor  
 School Management Committee  
 Nodal Upper Primary School  
 Gudiali, Kabisuryanagar, Ganjam.

**KASTURABA GANDHI BALIKA VIDYALAYA, GUDIALI, BLOCK- KABISURYANAGAR ,**  
**SAMAGRA SHIKSHA ABHIYAN, GANJAM(2024-25)**

**Quotation for Supply of NIGHT DRESS / SPORTS DRESS MATERIALS AND BEDDING ITEMS for financial year**  
**2024-25**  
**PARTICULARS OF THE ITEMS (Annx-D)**

**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 2 to 2.5 Kg. weight (Lalimli)	Per pc.	
2.	Mattress size 6 feet x 3 feet with made up of 10 kg whitecotton.border stiching good cotton covered with good quality cloth as shown by vidhyalaya	Per pc	
3.	Godda cover cloth(printed)size 6 feetx3 feet	Per mtr	
4.	Godda cover size 6 feetx 3 feet	Per pc	
5.	Pillow with 2kg white cotton- size 30cm x50 cm	Per pc	
6.	Pillow Cover (good quality)- 30 cm X 50 Cm	Per pc.	
7.	Bed Sheet Double	Per Pic	
8.	Bed Sheet Single (115 Cm X 225 Cm) Printed with good quality chicory cotton	Per pc.	
9.	Towel (Best Quality Brand )- 69 Cm X 135 Cm as per sample shown by vidyalaya	Per pc.	
10.	Night Suit (Cotton Good Quality)	Per pc.	
11.	Sports Dress (Good Quality)	Per pc.	
12.	Semiz(good quality)	Per pc	
13.	Panty (Good Quality)	Per pc.	
14.	shale	Per pc.	
15.	inner	Per pc	
16.	Woolen Sweater	Per pc.	
17.	Woolen maffler	Per pc.	

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

Signature of the tenderer(seal)

*Sujata Prapally*  
Headmaster cum Convener  
School Management Committee  
Nodal Upper Primary School  
Gudiali, Kabisuryanagar, Ganjam

KASTURABA GANDHI BALIKA VIDYALAYA, GUDIALI, BLOCK- KABISURYANAGAR  
SAMAGRA SHIKSHA ABHIYAN, GANJAM(2024-25)

Quotation for Supply of SLIPPER & SPORTS AND BAGS ITEMS for financial year 2024-2025

- 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 (Annx-E)

Quoted items should be good quality with reputed Brand  
Two or Three Brand Name write in the given Place

Sl.No.	Name of the articles	unit	Brand Name	Rate quoted
1	Slipper	1 Per		
2	Sports Shoes	1 Per		
3	Socks	1 Per		
4	School Bag	1 per		

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

Signature of the tenderer

(Seal)

*Sujata Prapal*  
Headmaster cum Convenor  
School Management Committee  
Nodal Upper Primary School  
Gudiali, Kabisuryanagar, Ganjam.