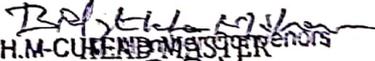


KASTURBA GANDHI BALIKA VIDYALAYA, PADMANABHAPUR, DIGAPAHANDI

TENDER CALL NOTICE

Sealed tenders are invited from the registered/reputed firms and manufacturer for supply of items like Grocery, Dress materials & Bedding Items, Cosmetic & Toilet items, Study materials & Office stationeries, Slipper & school bag to the Kasturba Gandhi Balika Vidyalaya, PADMANABHAPUR, Block DIGAPAHANDI, District GANJAM for the year-2025-26. Interested parties/firms can purchase the tender forms from office of the Headmistress KGBV, PADMANABHAPUR w.e.f. 07/08/2025 to 22/08/2025 in all working day from 10 a.m. to 4 p.m. on payment of 700/- (Seven hundred) only non refundable in cash. The Tenders completed in all respect along with requisite documents and Earnest Money (Refundable) in shape of Bank Draft in favour of the Head Master/Mistress and SMC Chairperson, KGBV PADMANABHAPUR payable at State Bank of India, Branch DIGAPAHANDI. 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 only. Tenders submitted without EMD will be summarily rejected. Last date of receipt of tender form is upto 5 PM of dated 22/08/2025. Any SMC member /official staffs rejected to KGBV are not allowed to participate as a bidder in tender process invited at KGBV level. The KGBV Level Purchase Committee meeting will be held on 23/08/2025 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.


H.M. CHANDRA MISRA
KGBV, PADMANABHAPUR
Padmanabhapur(Gm)

TERMS & CONDITIONS

1. The applications must be sent through Registered Post / Speed Post only addressed to Headmaster , KGBV Padmanabhpur, Al- Padmanabhpur Po- Padmanabhpur, Block- Digapahandi Dist- Ganjam ,Pin-761007 on or before Dt:- 22/08/2025 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 Padmanabhapur KGBV under Digapahandi 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	Office & Student Stationeries	As per Annex- C
4	Dress materials	As per Annex- D
5	Sleeper & School bag	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	07/08/2025
2	Last date & time for receipt of tender document.	22/08/2025
3	Opening of Technical Bid	23/08/2025
4	Opening of Financial Bid	23/08/2025

5. Following documents must be enclosed with the Technical Bid Application (Annx-F):-
 - a. GST Registration certificate & clearance .
 - b. PAN card and Income Tax clearance certificate for the assessment year 2024-25
 - 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 .

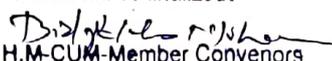

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- e. Demand Draft of any Nationalized Bank in favour of KASTRUBA GANDHI BALIKA VIDYALAYA as follows towards EMD which is refundable without interest. The bidders can apply for one or all items as per their convenient.

Sl.No	Name of the Items	EMD i.e 2% of estimated cost of goods
1	Grocery	Rs.50000/-
2	Cosmetic & Toilet Items	Rs.5000/-
3	Office & Student Stationeries	Rs.5000/-
4	Dress materials	Rs.5000/-
5	Sleeper & School bag	Rs.5000/-

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 .
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 the completion of tender paper . 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.


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K.G.B.V
 Padmanabhapur(Gm)

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
PADMANABHAPUR

UNDERTAKING BY THE SUPPLIER

We M/s _____ agree fully that within the terms and conditions specified in no.1 to no.18 and enclose the rates of items as per list and specifications given by the Headmaster/Headmistress of KGBV, _____ 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 -


H.M.-CUM-Member Convenors
K.G.B.V
Padmanabhapur(Gm)

KASTURABA GANDHI BALIKA VIDYALAYA, PADMANABHAPUR, BLOCK-DIGAPAHANDI
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 (2024-25)	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.

Bismita Mohapatra
H.M.-CUM-Member Convenors
K.G.B.V
Padmanabhapur(Gm)

SIGNATURE OF THE TENDERER
WITH SEAL

**KASTURABA GANDHI BALIKA VIDYALAYA, PADMANABHAPUR, BLOCK-DIGAPAHANDI
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	Specification	Description /Specification of the items
1	Toordal	Per kg			
2	Biri Dall	Per kg			
3	Iddli Sooji	Per kg			
4	Dalia	Per kg			
5	Chatua	Per kg			
6	Sooji	Per kg			
7	Besan	Per kg			
8	Muga	Per kg			
9	Mandia	Per kg			
10	Kabuli Chana	Per kg			
11	Chana Dal	Per kg			
12	Dry peas	Per kg			
13	Chuda	Per kg			
14	Refined Oil	Per kg			
15	Mixture	Per kg			
16	Sugar	Per kg			
17	Milk Powder	Per kg			
18	Cashew nut	Per kg			
19	Vermicelly	Per kg			
20	Jaggery	Per kg			
21	Soyabin	Per kg			
22	Papad	Per kg			
23	Panamahuri	Per kg			


H.M. CUM-Member Convenors
K.G.B.V
Padmanabhapur(Gm)

KASTURABA GANDHI BALIKA VIDYALAYA, PADMANABHAPUR, BLOCK-DIGAPAHANDI
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:

24	Fenugreek (Methi)	Per kg			
25	Dry red chilly	Per kg			
26	Cumin seeds (Jeera)	Per kg			
27	White Mustard seeds	Per kg			
28	Mustard seeds	Per kg			
29	Chat masala pd.	Per kg			
30	Bay leaf	200 gm			
31	Black pepper	100 gm			
32	Dhania	Per kg			
33	Dalchini	100 gm			
34	Gujurati	100 gm			
35	Anasifula	Per kg			
36	Fooding soda	Per kg			
37	Pickle	Per kg			
39	Ambula	Per kg			
40	Mdh Curry	Per kg			
41	Utensils washing	200 gm			
42	Washing powder	Per kg			
43	Corn flour	Per kg			
44	Dry red chili powder	Per kg			
45	Turmeric powder	Per kg			
46	Chiken masala	Per kg			
47	Biriyani masala	Per kg			
48	Paneer masala	Per kg			

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

Bidyut Mohan
H.M.-CUM-Member Convenors
K.G.B.V
Padmanabhapur(Gm)

Signature of the tenderer (seal)

**KASTURABA GANDHI BALIKA VIDYALAYA, PADMANABHAPUR, BLOCK-DIGAPAHANDI
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	Description/Specification of the item	Brand name	Rate Quoted (in Rs)
1	Tooth Brush	PER PC	Good quality		
2	Tooth Paste (50 gm)	PER PC	Good quality		
3	Washing Soap-100gm	PER PC	Good quality		
4	Bathing Soap -100gm	PER PC	Good quality		
5	Coconut Oil	PER 100 ml	Good quality		
6	Shampoo	Per PC	Good quality		
7	Washing powder-200gm	Per PC	Good quality		
8	Tong. Cleaner	PER PC	Good quality		
9	Vaseline 20gm	Per PC	Good quality		
10	Face Powder 100gm	Per PC	Good quality		
11	Nail Cutter	Per PC	Good quality		
12	Comb	Per PC	Good quality		
13	White Phenyl	PER 1 lt	Good quality		
14	Black Phenyl	PER 1 lt	Good quality		
15	Blue 200 ml	Per PC	Good quality		
16	Cosmetic box	Per PC	Good quality		
16	Bleaching powder	Per PC	Good quality		
16	Sanital acid	PER 1 lt	Good quality		
16	Toilet Brush	Per PC	Good quality		
16	Hair band	Per PC	Good quality		

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

K.G.B.V
H.M-CUM-Member Convenors
K.G.B.V
Padmanabhapur(Gm)

Signature of the tenderer
(seal)

STUDENT STATIONARY

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

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


H.M.-CUM-Member Convenors
K.G.B.V
Padmanabhapur(Gm)

Signature of the tenderer
(seal)

**KASTURABA GANDHI BALIKA VIDYALAYA, PADMANABHAPUR, BLOCK-DIGAPAHANDI
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:

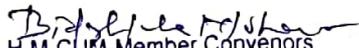
PARTICULARS OF THE ITEMS:

Quoted items should be good quality with reputed brand

OFFICE STATIONARY

Sl.No.	Name of items	Unit	Description/Specification of the item	Rate Quoted (Rs.)
1.	Gum	PER BOTTL 500 ML.	Good Quality	
2.	File cover (good quality)	PER PC.	Good Quality	
3.	File cover 4 side	PER PC.	Good Quality	
4.	Correcting fluid Pen (White) Camlin Brand	PER PC.	Good Quality	
5.	Guard File(good quality)	PER PC.	Good Quality	
6.	Register No-1	PER PC.	Good Quality	
7.	Register No-2	PER PC.	Good Quality	
8.	Register No-3	PER PC.	Good Quality	
9.	A4 Paper Xerox	PER Pkt	Good Quality	
10.	Marker pen	Per pc.	Good Quality	
11.	Cash Book No-3	Per Pc	Good Quality	
12.	Stock Register No-5	Per Pc	Good Quality	

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


H.M-CUM-Member Convenors
K.G.B.V
Padmanabhapur(Gm)

Signature of the tenderer (seal)

KASTURABA GANDHI BALIKA VIDYALAYA, PADMANABHPUR , BLOCK-DIGAPAHANDI
SAMAGARA SHIKSHA , GANJAM

Financial Bid for Supply Slipper & School bag
(Annx- E)

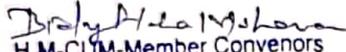
1. Name & address of the party/firm: _____
2. Registration No. of the Firm: _____ Valid up to _____
3. Earnest Money Deposited Rs. _____ Vide Bank Draft No: _____, dt _____
4. Money Receipt No: and date of tender purchase:

PARTICULARS OF THE ITEMS:

Quoted items should be good-quality with reputed brand

Sl.No.	Name of the articles	Specification	Unit	Rate quoted
1	Slipper	Good Quality	1 per	
2	School bag	Good Quality	1 per	

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


H.M-CUM-Member Convenors
K.G.B.V
Padmanabhapur(Gm)

Signature of the tenderer (seal)

KASTURABA GANDHI BALIKA VIDYALAYA, PADMANABHAPUR, BLOCK-DIGAPAHANDI
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	Specification	Rate quoted
1.	Night Suit	Per pair	Good Quality	
2.	Pillow with 2kg white Cotton- size 30 cm X 50 Cm	Per pc.	Good Quality	
3.	Pillow Cover (good quality)- 40 cm X 60 Cm	Per pc.	Good Quality	
4.	Double bed sheet (Good Quality)	Per pc.	Good Quality	
5.	Towel (Good Quality)	Per pc.	Good Quality	
6.	Semiz	Per pc.	Good Quality	
7.	Panty	Per pc.	Good Quality	
8.	Woolen Sweater	Per pc	Good Quality	
9.	Woolen Muffler	Per pc	Good Quality	

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

Signature of the tenderer (seal)


H.M-Club Member Convenors
K.G.B.V
Padmanabhapur(Gm)