

KASTURBA GANDHI BALIKA VIDYALAYA, RIKAPALLI, CHATRAPUR
TENDER CALL NOTICE

Notice No-01/2025

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 to the Kasturba Gandhi Balika Vidyalaya, Rikapalli, Chatrapur District GANJAM for the Year-2025-26. The Tender form with other particulars and list of items can be obtained from the Office of the KGBV Rikapalli from 10:00 a.m. to 4:00 p.m. in all working day w.e.f. 10/09/2025 to 23/09/2025 on payment of 500/- (Five hundred only) non refundable in cash or Bank draft payable at State Bank India, Chatrapur, 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 HM CUM Convenor, KGBV, Rikapalli payable at State Bank of India, Branch Chatrapur would only be received upto 4:00P.M. of dt 23/09/2025. 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. Tender form should be submitted without EMD will be summarily rejected. Last date of receipt of tender form is upto 4:00P.M. of dated 23/09/2025. The KGBV Level Purchase Committee meeting will be held on dt 24/09/2025 at 11.00AM. 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.

Rita Rathi
07.09.25
H.M. HEADMISTRESS,
KGBV, RIKAPALLI,
CHATRAPUR, GANJAM

TERMS & CONDITIONS

1. The applications must be sent **through Registered Post / Speed Post only** addressed to Headmistress, Kasturaba Gandhi Balika Vidyalaya, At- Rikapalli, Po-Chatrapur, Dist-Ganjam on or before 23.09.2025 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 Rikapalli, KGBV under Chatrapur 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	School Bag, Slippers & Sports shoes	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	23.09.2025
2	Last date & time for receipt of tender document.	23.09.2025 by 4 PM
3	Opening of Technical Bid	24.09.2025 at 11.00 AM
4	Opening of Financial Bid	24.09.2025

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 recent 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 Cum Convenor,KGBV, Rikapalli, Chatrapur in case tender paper downloaded from web site.

Rita Rath
23.09.25
H.M CUM CONVENOR
KGBV, RIKAPALLI
CHATRAPUR (G.M)

- g. Demand Draft of any Nationalized Bank in favour of HM Cum Convenor, KGBV, Rikapalli, Chatrapur, 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.40000/-
2	Cosmetic & Toilet Items	Rs.5000/-
3	Office & Student Stationeries	Rs.5000/-
4	Dress materials	Rs.5000/-
5	School Bag, Slippers	Rs.2000/-

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 30th Sept.2026. 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.

R. Raha
09.09.25
H.M CUM CONVENOR
KGBV, RIKAPALLI

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.

Rita Rathi
9.09.25

Headmistress
KGBV, Rikapalli
Chatrapur, Ganjam

KASTURABA GANDHI BALIKA VIDYALAYA,RIKAPALLI
BLOCK CHATRAPUR
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, Rikapalli, Chatrapur which are acceptable to us. I/We are aware that while evaluating the Technical bid, if any/part (as decided by KGBV, Rikapalli, Chatrapur) 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:
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 : Yes/No

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

Rita Rath
27.07.25
H.M CUM CONVENOR
KGBV, RIKAPALLI
CHATRAPUR (G.M)

SIGNATURE OF THE TENDERER
WITH SEAL

KASTURABA GANDHI BALIKA VIDYALAYA,RIKAPALLI,CHATRAPUR
BLOCK-CHATRAPUR
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	Rice	Per kg		
2	Toordal	Per kg		
3	Biri Dal	Per kg		
4	Idli sooji	Per kg		
5	Chana Dal	Per kg		
6	Dry peas	Per kg		
7	Atta	Per kg		
8	Besan	Per kg		
9	Dalia	Per kg		
10	Chatua	Per kg		
11	Sooji (Bada Dana)	Per kg		
12	Whole Green Gram(Gota Muga)	Per kg		
13	Chuda	Per kg		
14	Refined Oil	Per kg		
15	Pure Ghee	Per kg		
16	Amul Spray	Per kg		
17	Sugar	Per kg		
18	Biscuit	Per packet		
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		

H.M. C. *Rela Rath*
 KGBV, RIKAPALLI
 09.09.25

26	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 100 gm		
36	Dhania	Per 100 gm		
37	Black pepper	Per 100 gm		
38	Mudhi	Per kg		
39	Mustard Oil	Per Kg		
40	Cardamom(Gujurati)	Per Kg		
41	Raisin(Kissmiss)	Per Kg		
42	Ambula	Per Kg		
43	Anasi Phula	Per 100 gm		
44	Pana Mahuri	Per 100 gm		
45	Sambar Powder	Per 100 gm		

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

Rizla Rath
09.09.25
H.M CUM CONVENOR
KGBV, RIKAPALLI
CHATRAPUR (G.M)

Signature of the tenderer
(Seal)

KASTURABA GANDHI BALIKA VIDYALAYA, RIKAPALLI,CHATRAPUR
BLOCK-CHATRAPUR
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-100gm	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	Sanital Acid	PER 1 lt		
9	Gamacin Powder	PER 1 KG		
10	Coconut Oil	PER 100 mi		
11	Shampoo	PER pouch		
12	Washing powder-200gm	Per pc		
13	Blue	Per pc		
14	Toilet cleaner	Per PC		
15	Toilet brush	Per PC		
16	Soap Case	Per PC		
17	Hair Band	Per PC		
18	Bindi	Per PC		
19	Cold Cream 50gm	Per PC		
20	Vaseline 20gm	Per PC		
21	Talcum Powder 100gm	Per PC		
22	Nail Cutter	Per PC		
23	Comb	Per PC		
24	Hand Wash Liquid-100ml	Per PC		
25	Dishwash Bar	Per PC		
26	Dishwash Scrubber	Per PC		

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

Rita Rath.
 09.09.25
 H.M CUM CONVENOR
 KGBV, RIKAPALLI
 CHATRAPUR (G.M)

Signature of the tenderer
 (seal)

KASTURABA GANDHI BALIKA VIDYALAYA,RIKAPALLI,CHATRAPUR,
BLOCK-CHATRAPUR
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.	A4 Paper Xerox	Per Pkt		
2.	Staplers pin (No.10-1 m)	Per Pkt		
3.	Stamp pad (Ink)	PER PC.		
4.	Gum	PER PC.		
5.	Register-120 pg	PER PC.		
6.	Register-172pg	PER PC.		
7.	Cash Book	PER PC.		
8.	Buttom File	PER PC.		
9.	Folding File(4Side)	PER PC.		
10.	Box File	PER PC.		
11.	White Chalk	PER BOTTL 500 ML.		
12.	Fevicol	PER PC.		
13.	Duster	PER PC.		
14.	Broom(Flower) Good quality	PER PC.		
15.	Water mug (plastic)	PER PC.		
16.	Plastic Bucket 15 Ltr.	PER PC.		
17.	Dust bin plastic (small size)	PER PC.		
18.	Dust bin plastic (Big size)	PER PC.		

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

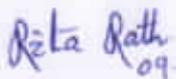
Signature of the tenderer (seal)

Rita Rath
H.M DUM CONVENOR
KGBV, RIKAPALLI
CHATRAPUR (G.M)

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	Ball Pen – blue	Per pkt.		
8	Four roll note book (172 page)	Per pc.		
9	Pencil	Per pc.		
10	Eraser(Non dust)-	Per 100pc.		
11	Sketch Pen	Per pkt		
12	Drawing Note Book	Per pc.		
13	Thermo Cole	Per pc.		
14	Wax Crayon Colour	Per Pkt		
15	Poster Colour- 6 colour	Per Pkt		
16	Drawing sheet (White)140GSM	Per pc.		
17	Drawing sheet (Different colour)140GSM	Per pc.		
18	Double Rolled Note Book soft bound	Per Pc.		
19	Rough Note Book (300 pages) Soft bound Long	Per pc.		

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


 09.09.25
H.M CUM CONVENOR
KGBV, RIKAPALLI
CHATRAPUR (G.M)

Signature of the tenderer
(seal)

KASTURABA GANDHI BALIKA VIDYALAYA,RIKAPALLI,CHATRAPUR
BLOCK -CHATRAPUR

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	Single Bed Sheet	Per pc.	
4	Double Bed Sheet	Per pc.	
5	Towel (Best Quality Brand)	Per pc.	
6	Semiz	Per pair	
7	Panty	Per pc	
8	Woolen Sweater	Per pc	
9	Woolen Muffler	Per pc	
10	Mosquito Net	Per pc	

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

Rizla Rathi
09.09.25

Signature of the tenderer

H.M CUM CONVENOR
KGBV, RIKAPALLI
CHATRAPUR (G.M)

KASTURABA GANDHI BALIKA VIDYALAYA, RIKAPALLI, CHATRAPUR
BLOCK - CHATRAPUR
SAMAGRA SHIKSHA, GANJAM

Financial Bid for Supply of School Bag, Slipper & Sports Shoe
(Annex- 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	Unit	Rate quoted
1	School Bag	1 pc	
2	Slippers	Per pair	

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

Rizla Rathi
09.09.25

H.M CUM CONVENOR
KGBV, RIKAPALLI
CHATRAPUR (G.M)

Signature of the tenderer
(seal)