

KASTURBA GANDHI BALIKA VIDYALAYA, PATHARA, KHALLIKOTE
TENDER CALL NOTICE

Notice No-1/25-26

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, Pathara, Khallikote 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 Pathara from 10:00 a.m. to 4:00 p.m. in all working day w.e.f. 17/09/2025 to 24/09/2025 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 24.09.2025. 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 4:00 P.M. of dated 24/09/2025. The KGBV Level Purchase Committee meeting will be held on dt 25/09/2025 at 11.00 AM. AT Block Education Officer, Khallikote, Ganjam 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.

Savitabala Parida
HEADMISTRESS / SUPERINTENDENT
KGBV, PATHARA
Khallikote, Ganjam

TERMS & CONDITIONS

1. The applications must be sent through **Registered Post / Speed Post only** addressed to Headmaster , KGBV At- Pathara, Po-Khallikote, Dist-Ganjam on or before 24.09.2025 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 Pathara, KGBV under Khallikote 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	17.09.2025
2	Last date & time for receipt of tender document.	24.09.2025 by 4 PM
3	Opening of Technical Bid	25.09.2025 at 11.00 AM
4	Opening of Financial Bid	25.09.2025

5. **Following documents must be enclosed with the Technical Bid Application (Annx-F):-**
 - a. Upto 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 .
 - f. Demand draft of Rs.500/-(non-refundable) of any Nationalized Bank in favour of HM,KGBV, Pathara,, EPFin case tender paper downloaded from web site.


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

- g. Demand Draft of any Nationalized Bank in favour of HM , KGBV, Pathara EPF 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
1	Grocery	Rs.40,000/-
2	Cosmetic & Toilet Items	Rs.5,000/-
3	Office & Student Stationeries	Rs.5,000/-
4	Dress materials	Rs.2,000/-
5	School Bag, Slippers	Rs.2,000/-

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.

6. The financial bid will be opened only those tenderers whose technical bids are found in order. Conditional tender shall not be considered.
7. The approved sample of materials will be kept in the KGBV for verification during supply of items till expire of the agreement period.
8. 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.
9. The agreement will be executed with the successful firm with the HM of KGBV on non- judicial stamp paper worth Rs.20/- .
10. 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 .
11. Delivery will be made at the KGBV point within 07 days from receipt of supply order.
12. In the event of the tender being accepted the earnest money will be adjusted towards security deposit .
13. If the successful firm fails to execute the contract or withdraw the tender paper, the EMD of the firm will be forfeited.
14. 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.
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.


Headmistress / Superintendent
K.G.B.V. PATHARA

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.


9/c Headmistress
KGBV Patna
Headmistress, KGBV Patna
Khalikote, Ganjam
Khalikote, Ganjam
Khalikote, 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:
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.


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

SIGNATURE OF THE TENDERER
WITH SEAL

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	Rice	Per kg		
2	Toordal	Per kg		
3	Biri Dal	Per kg		
4	Chana Dal	Per kg		
5	Whole Green Gram(Gota Muga)	Per kg		
6	Dry peas	Per kg		
7	Kabuli Buta	Per kg		
8	Desi Buta	Per kg		
9	Atta	Per kg		
10	Besan	Per kg		
11	Dalia	Per kg		
12	Chatua	Per kg		
13	Sooji (Bada Dana)	Per kg		
14	Idli Sooji	Per kg		
15	Chuda	Per kg		
16	Refined Oil	Per kg		
17	Mustard Oil	Per kg		
18	Pure Ghee	Per kg		
19	Vanaspati	Per kg		
20	Vermicelly	Per kg		
21	Sugar	Per kg		
22	Mandia Chuna	Per kg		
23	Corn flour Powder	Per kg		
24	Ambula	Per kg		
25	Mudhi	Per kg		

C&D
Headmistress / Superintendent
K.G.B.V. PATHARA

KASTURABA GANDHI BALIKA VIDYALAYA, PATHARA
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	Tong. Cleaner	PER PC		
3	Tooth Paste (50 gm)	PER PC		
4	Bathing Soap -100gm	PER PC		
5	Washing Soap-150gm	PER PC		
6	Washing powder-200gm	Per PC		
7	Shampoo	Per pc		
8	Coconut Oil	PER 175ml		
9	Talcum Powder 100gm	Per PC		
10	Soap Case	Per PC		
11	Hair Band	Per PC		
12	Bindi	Per Pkt		
13	Cold Cream 50gm	Per PC		
14	Vaseline 20gm	Per PC		
15	Nail Cutter	Per PC		
16	Comb	Per PC		
17	Water Bottle	Per Pc		
18	Blue 100 ml	Per PC		
19	Harpic	PER 1 lt		
20	Toilet brush	Per PC		
21	Sanital Acid	PER 1 lt		
22	Bleaching	Per kg		
23	Hand Wash Liquid-200ml	Per PC		
24	Dishwash Bar	Per PC		
25	Dishwash Scrubber	Per PC		
26	Black Phynile	PER 1 lt		
27	White Phynile	PER 1 lt		
28	Wiper	Per PC		
29	Pocha Stick	Per PC		

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


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

Signature of the tenderer
(seal)

KASTURABA GANDHI BALIKA VIDYALAYA,PATHARA

BLOCK-KHALLIKOTE

SAMAGRA SIKSHA , 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.	Gum	PER BOTTL 500 ML.		
8.	File cover (good quality)	PER PC.		
9.	File cover 4 side	PER PC.		
10.	Teachers Attendance	PER PC.		
11.	Students Attendance	PER PC.		
12.	Correcting fluid Pen (White) Camlin Brand	PER PC.		
13.	Guard File(good quality)	PER PC.		
14.	Envelop(Small) Printed with Vidyalaya name and emblem 8' X 12'	Per PC.		
15.	Register No-1	PER PC.		
16.	Register No-2	PER PC.		
17.	Register No-3	PER PC.		
18.	Stamp Pad (Big size)	PER PC.		
19.	Stamp pad (Ink)	PER PC.		
20.	A4 Paper Xerox	PER Pkt		
21.	Marker pen	Per pc.		
22.	Cash Book No-4	Per Pc		
23.	Cash Book No-5	Per Pc		
24.	Ledger Book No-1	Per Pc		
25.	Letter Received Register No-3	Per Pc		
26.	Letter Despatch Register No-2	Per Pc		
27.	Stock Register No-5	Per Pc		
28.	Push Plastic Pin	PER Pkt.		
29.	Two way cello tap 2 Inch	Per Pc		
30.	Fly Leaf	Per Pc		

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

Signature of the tenderer (sea)


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 (172page)	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	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.


 headmistress / Super. ntendent
K.G.B.V. PATHARA
 Khallikote, Ganiam

Signature of the tenderer
(seal)

KASTURABA GANDHI BALIKA VIDYALAYA,PATHARA
BLOCK -KHALLIKOTE
SAMAGRA SIKSHA, 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	Mattress (6 feet X 3 feet)	Per pc.	
2	Mattress Cover(Cloth)	Per pc.	
3	Blanket single Full size of 60" X 90" of good quality	Per pc.	
4	Pillow with 2kg white Cotton- size 30 cm X 50 Cm	Per pc.	
5	Pillow Cover (good quality)- 30 cm X 50 Cm	Per pc.	
6	Single Bed Sheet	Per pc.	
7	Double Bed Sheet	Per pc.	
8	Night Suit(Cotton)	Per Pair	
9	Sports Dress	Per Pair	
10	Towel (Best Quality Brand)	Per pc.	
11	Semiz	Per pair	
12	Panty	Per pc	
13	Woolen Sweater	Per pc	
14	Woolen Muffler	Per pc	

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


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

Signature of the tenderer

KASTURABA GANDHI BALIKA VIDYALAYA, PATHARA
BLOCK -KHALLIKOTE
SAMAGRA SIKSHA, 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.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.

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

Signature of the tenderer
(seal)