

**KASTURBA GANDHI BALIKA VIDYALAYA, GOUDAGOTHA, BLOCK SORADA**  
**LT NO-18/25** **DT-17/10/25**

**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, GOUDAGOTHA, Block SORADA, District GANJAM for the year-**2025-2026**. Interested parties/firms can purchase the tender forms from office of the KGBV, GOUDAGOTHA w.e.f. **22/10/2025 to 05/11/2025** in all working day from 10 a.m. to 4 p.m. on payment of 500/- (FIVE hundred) only non refundable in cash or Bank draft payable at State Bank of India, Branch Sorada, 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** , KGBV GOUDAGOTHA payable at bank State Bank of India, Branch Sorada(Ganjam) IFSC CODE -SBIN0001337. 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](http://www.ganjam.nic.in) . Tender form should be submitted through speed / Registered post along with bank draft RS. 500/- 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 05/11/2025. The KGBV Level Purchase Committee meeting will be held on 07/11/2025 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.

HEAD MASTER/MISTRESS  
KGBV, GOUDAGOTHA

*Anjula Mallick*  
Headmistress  
K.G.B.V Goudagotha

## **TERMS & CONDITIONS**

1. The applications must be sent **through Registered Post / Speed Post only** addressed to Headmaster, KGBV Goudagotha At- Goudagotha Po- Goudagotha ,Via- Badagada Block-sorada Dist-Ganjam Pin-761109 on or before 05/11/2025 by 04.00 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 GOUDAGOTHA KGBV under SORADA Block.

**3.Particular of the materials as follows.**

<b>Sl.No</b>	<b>Name of the Items</b>	<b>Quantity &amp;Specification &amp; Price Bid</b>
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	As per Annex- E

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

<b>Sl.No</b>	<b>Activity</b>	<b>Date and Time</b>
1	<b>Issue of tender document</b>	22/10/2025 & from 10 am to 4 pm
2	<b>Last date &amp; time for receipt of tender document.</b>	05/11/2025 & up to 4 PM
3	<b>Opening of Technical Bid</b>	07/11/2025,11.00AM
4	<b>Opening of Financial Bid</b>	07/11/2025

**4. 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.500/- ( non-refundable) towards cost of tender paper purchase
- E.Demand draft of Rs.500/-(non-refundable)of any Nationalized Bank in favour of Headmaster KGBV Goudagotha,Branch-Sorada,Ganjam in case tender paper downloaded from web site.

**F. Demand Draft of any Nationalized Bank in favour of HM ,KGBV GOUDAGOTHA as follows towards EMD which is refundable without interest. The bidders can apply for one or all items as per their convenient.**

<b>Sl.No</b>	<b>Name of the Items</b>	<b>EMD i.e 2% of estimated cost of goods</b>
1	Grocery	Rs.30000/-
2	Cosmetic & Toilet Items	Rs.5000/-
3	Office & Student Stationeries	Rs.5000/-
4	Dress materials	Rs.2000/-
5	School bag, Sleeper & Sports Shoes	Rs.2000/-

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

HM, KGBV

Anjula Mallick  
 Headmistress  
 K.G.B.V Goudagotha

**UNDERTAKING BY THE SUPPLIER**

We M/s \_\_\_\_\_ agree fully that within the terms and conditions specified in Paragraph 3 to 17 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** - .....

**KASTURABA GANDHI BALIKA VIDYALAYA, GOUDAGOTHA, BLOCK -SORADA**  
**SAMAGRA SHIKSHA , GANJAM**

**Technical Bid for Supply ( Annx- F)**

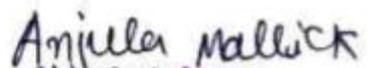
1. Name & address of the party/firm: \_\_\_\_\_
2. Registration No. of the Firm: \_\_\_\_\_ Valid up to \_\_\_\_\_
3. Earnest Money Deposited Rs. \_\_\_\_\_ Vide Bank Draft No: \_\_\_\_\_,dt \_\_\_\_\_
4. Money receipt No: and date of tender purchase:

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 & clearence.	(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.

SIGNATURE OF THE TENDERER  
WITH SEAL

  
Headmistress  
K.G.B.V Goudagotha

**KASTURABA GANDHI BALIKA VIDYALAYA, GOUDAGOTHA,BLOCK-SORADA**  
**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	Description/Specificati on of the item	Market Rate( in Rs.)	Brand Name	Rate quoted (in Rs.)
1	Toordal (Non polish)	Per kg	Ajanta,Badak etc.			
2	Biri Dall	Per kg	Good Quality			
3	Iddli Sooji	Per kg	Good Quality			
4	Dalia	Per kg	Good Quality			
5	Chatua	Per kg	Good Quality			
6	Sooji (Bada Dana)	Per kg	Good Quality			
7	Besan	Per kg	Good Quality			
8	Mandia	Per kg	Good Quality			
9	Kabuli Chana	Per kg	Good Quality			
10	Chana Dal	Per kg	Good Quality			
11	Dry peas	Per kg	Good Quality			
12	Chuda	Per kg				
13	Cooking oil(sun flower oil)	Per kg	Free dom etc.			
14	ghee	Per kg	Dalda etc.			
15	Sugar	Per kg	Good Quality			
16	Biscuit	Per pocket	Good Quality			
17	Milk Powder	Per kg	Good Quality			
18	Cashew nut	Per kg	Good Quality			
19	Vermicelly	Per kg	Good Quality			
20	Tata salt	Per kg	Good Quality			
21	Fooding soda	Per 100 gm	Good Quality			
22	Jaggery	Per kg	Good Quality			
23	Fenugreek (Methi)	Per kg	Good Quality			
24	Dry red chilly	Per kg	Good Quality			
25	Cuminseeds (Jeera)	Per kg	Good Quality			

26	Mustard seeds	Per kg	Good Quality			
27	Bay leaf (Tej Pata)	100gm	Good Quality			
28	Dania	Per kg	Good Quality			
29	Black pepper	Per kg	Good Quality			
30	Dalchini	Per kg	Good Quality			
31	Gujurati	Per kg	Good Quality			
32	Anasifula	Per kg	Good Quality			
33	Zeera powder	Per kg	Good Quality			
34	Ambula	Per kg	Good Quality			
35	Khajara	Per kg	Good Quality			
36	Atta	Per kg	Good Quality			
37	Mudhi	Per kg	Good Quality			
38	Washing powder	Per kg	Good Quality			
39	Vim bar	200 gm each	Good Quality			
40	Muga	Per kg	Good Quality			
41	Mustard oil	Per kg	Good Quality			
42	Chicken Masala	Per kg	Good Quality			
43	Turmeric powder	Per kg	Everest			
44	mixture	Per kg	Good Quality			
45	pampad	Per 100 gm	Gayatri			
46	Bread jam	Per kg	Good Quality			
47	Cornfloor powder	Per kg	Good Quality			
48	Curry powder	Per kg	Everest			
49	Chilli powder	Per kg	Everest			
50	panchaphutan	Per kg	Good Quality			

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

Signature of the tenderer  
(Seal)

*Anjula Mallick*  
Headmistress  
K.G.B.V Goudagotha

**KASTURABA GANDHI BALIKA VIDYALAYA, GOUDAGOTHA, BLOCK -SORADA**  
**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	MRP	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	White Phenyl	PER 1 lt			
6	Black Phenyl	PER 1 lt			
7	Bleaching Powder	PER 1 kg			
8	Tong. Cleaner	PER PC			
9	Harpic(500ml)	Per PC			
10	Cosmetic Box	Per PC			
11	Water bottle	Per PC			
12	Coconut Oil	PER 100ml			
13	Shampoo	Per pc			
14	Washing power- 100gm	Per PC			
15	Blue	Per PC			
16	Toilet cleaner	Per liter			
17	Toilet brush	Per PC			
18	Soap Case	Per PC			
19	Hair Band	Per PC			
20	Hand Wash	Per PC			
21	Cold Cream 50gm	Per PC			
22	Vaseline	Per PC			
23	Face Powder	Per PC			
24	Nail Cutter	Per PC			
25	Comb	Per PC			

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

Signature of the tenderer  
(seal)

*Anjula Mallick*  
Headmistress  
K.G.B.V Goudagotha

**KASTURABA GANDHI BALIKA VIDYALAYA, GOUDAGOTHA,BLOCK -SORADA**  
**SAMAGARA 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.	Teacher Attendance register	Per Pc		
2.	Staplers pin (No.10-1 m)	Per Pkt		
3.	Staplers	PER PC.		
4.	Water mug plastic	PER PC.		
5.	Plastic Bucket 15 Ltr.	PER PC.		
6.	Dust bin plastic small size	PER PC.		
7.	Gum	PER BOTTL 500 ML.		
8.	File cover (good quality)	PER PC.		
9.	File cover 4 side	PER PC.		
10.	Broom (Stick) Good quality	PER PC.		
11.	Broom(Flower) Good quality	PER PC.		
12.	Guard File(good quality)	PER PC.		
13.	Plastic cover file	Per pc		
14.	Register No-1	PER PC.		
15.	Register No-2	PER PC.		
16.	Register No-3	PER PC.		
17.	Stamp Pad (Big size)	PER PC.		
18.	Stamp pad ( Ink)	PER PC.		
19.	A4 Paper Xerox	PER Pkt		
20.	Marker pen	Per pc.		
21.	Cash Book No-3	Per Pc		
22.	Stock Register No-5	Per Pc		
23.	Ledger Book No-1	Per Pc		
24.	Whitener	Per Pc		
25.	Stock Register No-5	Per Pc		
26.	Fly Leap	Per Pc		
27.	Calculator	Per Pc		

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

Signature of the tenderer (seal)

*Anjula Mallick*  
Headmistress  
K.G.B.V Goudagotha

### STUDENT STATIONERY

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

	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	Rolled Note Book Small (120 pages) soft bound	Per pc Per pc.		
5	Geometry Box	Per Pc		
6	White chalk-Non Dust	Per pkt		
7	Ball Pen – blue / red	Per pkt. 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 pocket		
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	Student Water Colour Tube	Per pc.		
17	Fevicol	Per500 gms.		
19	Drawing sheet (White)140GSM	Per pc.		
20	Drawing sheet (Different colour)140GSM	Per pc.		
21	Double Rolled Note Book soft bound	Per Pc.		
22	Rough Note Book (300 pages) Soft bound Long	Per pc.		

Signature of the tenderer (seal)

*Anjula Mallik*  
**Headmistress**  
**K.G.B.V Goudagotha**

**KASTURABA GANDHI BALIKA VIDYALAYA, GOUDAGOTHA, BLOCK-SORADA**  
**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.	Mattress size 6 feet * 3 feet with made up of 10 kg white cotton.Border stitching good cotton covered with good quality cloth.	Per pc	
2.	Night Suit(good quality)	Per pc	
3.	Pillow cover(good quality)-40 cm X 60 cm	Per pc	
4.	Pillow With 2kg white cotton- 30 cm X 50 Cm	Per pc.	
5.	Double Bed Sheet (good quality)	Per pc.	
6.	Towel (Best Quality Brand )	Per pc.	
7.	Semiz( good quality)	Per pair	
8.	Single Bed Sheet (good quality)	Per pc	
9.	Panty( good quality)	Per pc.	
10.	Woolen Sweater( good quality)	Per pc	
11.	Woolen Muffler( good quality)	Per pc	
12.	Sports dress	Per pc	
13.	Blanket Single full size of 60"X90"(Good quality)	Per pc	

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

Signature of the tenderer  
(seal)

*Anjula Mallick*  
Headmistress  
K.G.B.V Goudagotha

**KASTURABA GANDHI BALIKA VIDYALAYA, GOUDAGOTHA, BLOCK-SORADA**  
**SAMAGARA SHIKSHA , GANJAM**

**Financial Bid for Supply 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	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.

**Signature of the tenderer**  
(seal)

*Anjula Mallick*  
**Headmistress**  
**K.G.B.V Goudagotha**