



**OFFICE OF THE HEADMISTRESS,  
KASTURABA GANDHI BALIKA VIDYALAYA, BALASINGA  
At/Po- Balasinga, Dist-Boudh, Pin-762014**



ସମଗ୍ର ଶିକ୍ଷା  
समग्र शिक्षा  
Samagra Shiksha

Letter No.....16.....

Dated....25.7.25...

**TENDER CALL NOTICE**

Sealed tenders are invited from the registered / reputed firms who having valid PAN, GST registration for supply of consumable items (Grocery) to Kasturaba Gandhi Balika Vidyalaya, Balasinga Dist- Boudh (Odisha). Bids should be submitted in the envelope duly marked on the top **"Tender supply of Grocery items for Balasinga KGBV"** Office of the Headmistress, KGBV Balasinga Post- Balasinga Block- Boudh, Dist: -Boudh, Pin- 762014 during office hours by 5.00 pm of Dt.18.08.2025 through Speed Post/Registry Post/ Courier only. No other mode of submission should be accepted. The bid document shall be opened at 11.00AM on Dt.19.08.2025. in the office of the Headmistress, KGBV Balasinga/District Project Coordinator, Samagra Shiksha, Boudh in the presence of the bidders or their authorized representatives. The terms and conditions for the tender can be downloaded from the official website <http://www.osepa.odisha.gov.in> and [www.boudh.nic.in](http://www.boudh.nic.in).

*Supata Biswal*

**Headmistress  
KGBV, Balasinga**

Postal Address for Communication of KASTURBA GANDHI  
BALIKA VIDYALAYA, Balasinga

**Office of the Headmistress, KGBV Balasinga**  
**At- Balasinga, Post- Balasinga**  
**Block- Boudh**  
**Dist: Boudh, Pin- 762014**  
**Odisha**

TERMS & CONDITIONS

DOCUMENT COST- RS.1000/-

The Tender paper along with the terms and conditions can be downloaded from the district website [www.boudh.nic.in](http://www.boudh.nic.in) or State website [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in) from dated Dt.28.07.2025 to Dt.18.08.2025 and the cost of tender paper is **Rs.1000/- (Rupees One Thousand)** only, which is to be in shape of crossed Demand Draft drawn any Nationalized bank (Non-refundable) in favor of **Headmistress & SMC Chairperson, Kasturaba Gandhi Balika Vidyalaya, Balasinga** payable at Balasinga

1. Sealed Tender for supply of the Grocery item shown in the attached statement are invited from the registered firms/ authorized dealers/ Whole sellers / Govt. stores having GST registration, PAN card and having their own existence of shop and dealing with items mentioned in the quotation items, by the undersigned up to 5.00 P.M. dated 18/8/2025. The tender should be sent under sealed cover marked as "TENDER FOR THE SUPPLY OF GROCERY items for Balasinga KGBV, Block-Boudh, Dist.-Boudh through registered post /speed post only. The sealed tenders will be opened in the office of the District Project Coordinator, Samagra Shiksha, Circuit House Campus, Boudh, PO/Dist- Boudh-762014 (Odisha) as per the date and time mentioned.
2. The rate quoted should inclusive of all taxes and transportations. The articles should be supplied at the KGBV Point.
3. There should not be any overwriting, corrections in the tender document. If a figure is to be amended it should be neatly scored out and then revised figure should be written above and the same should be attested with full signature of the party and date. In the absence of the attested signature in every page of the bid is liable to be rejected.
4. The undersigned does not bind herself to accept the lowest tender and reserves the right to accept the tender in whole or in part i.e. with respect to all the articles mentioned in the attached statement or in respect of any one or more than one article specified in the attached statement.
5. On acceptance of the tender, it will become a contract and the contractor shall be bound by the terms and conditions of the tender.
6. The Bidder should submit his/her tender form along with the EMD amount of **Rs 25000/- (Twenty Five thousand)** only. No exemption certificate will be accepted.
7. The EMD amount should be enclosed only in the form of bank draft / demand draft in favor of the concerned **Headmistress & SMC Chairperson, Kasturaba Gandhi Balika Vidyalaya, Balasinga** which will be refunded without interest in the event of rejection of the tender. The earnest money will be forfeited in the event of failure to make the agreement.
8. The successful bidder shall deposit 5% of the order value total cost in the financial year total cost as security deposit in the form demand draft (No TDS acceptable) only at the time of agreement. No exemption certificate will be accepted.
9. If the contractor fails to supply the articles within the time stipulated in the letter of acceptance/ supply order issued 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/ firm and the difference

of price, if any, shall be deducted from the earnest money/ security deposit and in case any amount in excess of the security deposit is paid by the undersigned, the contractor shall be liable to pay this amount.

10. **It is not compulsory on the part of the undersigned to purchase the items for which the tender is being called.** The supply order will be placed as per requirement. The contractor is required to supply the quantity of articles as mentioned in the supply order, as per the sample and specification. The quality should invariably be maintained throughout the contract period as per sample and specification. Materials cannot be accepted if the items being found to be of substandard or differ from the sample and specification.
11. The articles/Items other than the specification given in the bid document will not be accepted.
12. Conditional tender shall not be accepted.
13. The rate quoted by the contractor shall hold good up to one year. No **amendment in the rate** except **increase/decrease in the rate of GST** during the period of supplies will be accepted. For the branded item, if there would be some free gift schemes, marked on the packing, the same would liable to be supplied with the articles on free of cost and also it should be mentioned in the bill. Rates should not be more than the MRP. If the MRP will be less than the approved rate the payment will be made as per the MRP. **Stickering of MRP is not allowed.**
14. In the event of acceptance of the tender and placing of the order of purchase, the articles ordered for would be subject to an inspection by the undersigned or his team of representative and are liable to be rejected if the articles supplied do not confirm to the approved specification.
15. The amount of security deposit shall be retained by the KGBV for the entire contact period as a safeguard against any defect appearing in the articles supplied within the period & the same will be refunded in the shape of e-transfer only.
16. In case of authorized dealers, the authorization certificate issued by the Manufacturer / Company should be enclosed along with the tender.
17. The bidder or their authorized representative is to bring along with himself/herself the samples of the items quoted by them in their bid document at the time of opening of the tender. Presence of bidder/ authorized representative along with the sample for verification is mandatory at the time of opening of tender. The approved sample will be kept in this Vidyalaya for verification during the supply of the articles which is nonrefundable.
18. The packed items supplied must be of *fssai* mark.
19. Dealership certification in original to be produced for verification at the time of opening of tender.
20. The payment will be made in the shape of e-transfer only after verification of the supplied articles by the quality checking committee / undersigned, entry in the stock register, and scrutiny of bills and after full supply as per the order placed with the party.
21. The rate should be quoted in terms of metric weight measure i.e. quintal/KG/Liter/Pcs as the case may be.
22. The approved party will have to make an agreement on non-judicial stamp paper of Rs. 51/- as per the terms and condition within 10 days of the time given by the undersigned failing which the tender will be rejected and EMD & Security Deposit will be forfeited.

23. In case the time and date of opening of tenders is changed, the same will be displayed on the District office & KGBV Notice Board.
24. Tender which do not comply with the above conditions are liable to be rejected and all rights reserved with the Collector-cum-Chairman, Samagra Shiksha/District Project Coordinator, Samagra Shiksha, Boudh /KGBV Head Mistress, Balasinga to reject, cancel and amend any or all tenders / approved rate at any time without assigning any reason thereof. Any dispute regarding the tender process to the jurisdiction of Boudh District only
25. The sealed tender should invariably contain the following documents:
  - I. The technical bid should clearly be filled and kept in Envelope – I (Annexure – A). All the Xerox copies of the items mentioned in the technical bid are to be enclosed with seal and signature of the firm.
  - II. The financial bid (Annexure – B) containing all the specifications with rate of items be duly filled and should be kept in **Envelope- II**.
  - III. Both the envelopes should be sealed in one packet and in absence of any document the tender is liable to be rejected.
  - IV. The financial bid will be opened only for those tender whose technical bid are found in order.
  - V. Undertaking at (Annexure – C)
  - V. Check List (Annexure – D)
26. The interested party must submit tender for articles in prescribed format only otherwise the quotation/ tender so submitted will not be accepted.

**By Order of District Project Coordinator, SS, Boudh**

*Suyata Biswal*

**Headmistress  
KGBV, Balasinga**

**Technical Bid for Grocery Items (Annexure-A)**

1. **Name of the Firm** : \_\_\_\_\_.
2. **Address of the Firm** : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. **Mobile No** : \_\_\_\_\_
4. **PAN No** : \_\_\_\_\_
5. **GST Regd. No** : \_\_\_\_\_
6. **Certificate from Food Inspector** : \_\_\_\_\_
7. **Income Tax returns for last two financial year:** \_\_\_\_\_
7. **Money receipt No. of tender cost** \_\_\_\_\_ **/Demand Draft No.** \_\_\_\_\_ **Date.**  
\_\_\_\_\_
8. **Demand Draft No. for EMD** \_\_\_\_\_, **Date** \_\_\_\_\_
9. **Undertaking** Yes/No
10. **Affidavit of non-black list** Yes/No

\_\_\_\_\_  
*Full Signature with seal*

*Name of the Proprietor*

\_\_\_\_\_  
*Seal of the firm*

**UNDERTAKING BY THE BIDDER**

I/We/M/S \_\_\_\_\_, At \_\_\_\_\_,

Po, \_\_\_\_\_, PS \_\_\_\_\_ Dist \_\_\_\_\_, Telephone No \_\_\_\_\_

\_\_\_\_\_ agreed fully to accept the terms and conditions specified in above Para 01 to 26 and also enclose the rates of the items as per list and specification given by the Head Mistress, Balasinga KGBV, Block- Boudh, Dist-Boudh (Odisha), Pin- 762014.

*Witness (Signature, Name & Address)*

1.

2.

\_\_\_\_\_  
*Full Signature with seal*

*Name of the Proprietor*

\_\_\_\_\_  
*Seal of the firm*

## Financial Bid

(Annexure-B)

### KASTURABA GANDHI BALIKA VIDYALAYA, BALASINGA, BLOCK- BOUDH, DIST- BOUDH

#### **Tender for Supply of Mess Articles for the session 2025-2026**

1. Name & address of the party/firm: \_\_\_\_\_
2. GST Registration No. of the Firm: \_\_\_\_\_
3. PAN Card No. \_\_\_\_\_
4. Earnest Money Deposited ` \_\_\_\_\_ Vide Bank Draft No: \_\_\_\_\_, dt \_\_\_\_\_
5. Money receipt No/DD No: \_\_\_\_\_ and date of tender paper purchased \_\_\_\_\_

**Specification for the supply of articles of Mess items (Grocery) to be supplied during**  
**the Session 2025-2026 i.e. from- \_\_\_\_\_ to \_\_\_\_\_**

The suppliers should go through the specification carefully before quoting the rates. The suppliers are responsible to prove the quality mentioned with sample or with authenticated documents, failing which the rates quoted will not be accepted. The supplier should quote for all the items. Single rate against each item should be quoted. In case more than one rate quoted for single item in the name of quality, the same will not be considered.

#### **PARTICULARS OF THE ITEMS**

Sl. No	Name of the Commodities	Unit Price by MI Boudh (per Kg) in Rs	Rate Quoted		Remarks
			Rate (In figure per kg)	Rate (in words per Kg)	
1	HARHAD DAL (NON POLISHED) BEST QUALITY)				
2	MUNG DAL				
3	BIRIYANI RICE				
4	BIRI DAL (white clean and stone less)				
5	REFINED OIL (Sunflower Oil)				
6	MUSTARD OIL (Quote Brand)				
7	MANDIA				
8	CHATUA				
9	DALIA				
10	GREEN MUNG (GOTA MUGA)				
11	IDDLE SUJI				
12	SUGAR				
13	COW GHEE				
14	KAJU				
15	FRUIT JAM				
16	KISSISS				
17	TEJPATRA (Cleaned)				
18	DALCHINNI				

19	LABANGA				
20	JAIPHALA				
21	HENGU				
22	SALT (Iodized) (Quote Brand)				
23	RED CHILLY (Quote Brand)				
24	TURMERIC POWDER (Quote Brand)				
25	CURRY POWDER (Veg) (Quote Brand)				
26	CHICKEN CURRY POWDER				
27	CHAT MASALA (Quote Brand)				
28	PANEER MASALA				
29	BIRIYANI MASALA				
30	GARAM MASALA POWDER (Quote Brand)				
31	PHUTON				
32	ZEERA				
33	ZEERA POWDER				
34	DHANIA POWDER				
35	MUSTARD SEED (Saorisa)				
36	SUJI (THICK QUALITY) (Quote Brand)				
37	SUGAR (CRYSTAL) (THICK QUALITY)				
38	CHUDA				
39	WHEAT FLOUR				
40	BESAN				
41	VERMICELLI (SEMIYA)				
42	MOTOR CHANA				
43	KABULI BUTO				
44	PAMPAD				
45	BISCUIT (BRANDED QULITY) ARRAWROOT (Quote Brand)				
46	MIXTURE (GOOD QUALITY)				
47	MILK POWDER (Quote Brand) (Amul Spray)				
48	BAKING SODA				
49	SOYA BADI (Mealmaker)				
50	TOOTH PASTE along with free gift/scheme (100 Gm) (Quote Brand) Anchor white				
51	BATHING SOAP along with free gift/scheme (65 Gm) (Quote Brand)				
52	WASHING Soap along with free gift/scheme (150 Gm) (Quote Brand)				
53	DETERGENT POWDER (500 Gm) (Quote Brand)				
54	COCONUT HAIR OIL along with free gift/scheme (100 ml) (Quote Brand)				
55	BLUE LIQUID (125 ml) with free gift/scheme (Quote Brand)				
56	BLEACHING POWDER ISI BARAND GRADE- I				

57	TOOTH BRUSH (Quote Brand)				
58	TONGUE CLEANER				
59	TOILET BRUSH (GOOD QUALITY)				
60	SHAMPOO (Pouch) (Quote Brand)				
61	COLD CREAM				
62	SOAP CASE (Plastic)				
63	COMB (Good Quality)				
64	DETTOL				
65	NAIL CUTTER				
66	CHINA SALT				
67	DALDA				
68	COCONUT(NADIA)				
69	DRY CHILLI				
70	JAGGERY(Gudo)				
71	VIM BAR (Dish wash)				
72	GARLIC (Rasuna)				
73	GINGER(Ada)				
74	POTATO				
75	ONION(PIAJA)				
76	AMBULA (Dry Mango)				
77	KASTURI METHI				
78	BLACK SALT				
79	HAND WASHING LIQUID (Quote Brand)				
80	TOILET CLEANING LIQUID (1LTR) (Quote Brand)				
81	PHENYLE WHITE				
82	PHENYLE BLACK				
83	ARUA RICE				
84	KHIRI RICE				

**Note:**

1. The Rice, Dal and other loose articles should be cleaned, and preference will be given to the manufacturer who holds the food license, Registration of industries Department and pollution certificate. The laboratory test can be made by the undersigned at the cost of the supplier once in a year or as and when required.
2. The rates should be wholesale and not be exceeding from the market rate published in the newspapers/Civil supply department and rates should not be more than from MRP [Stickering and erasing of MRP will not be accepted].
3. Sample must be submitted for all items along with tender, (Sample of Rice, Dal, Suji must be contained not less than 250gm and other items must be 50 gm in respect of branded items) as the same is required for verification of MRP) failing which the committee may consider the rates of the other parties who have submitted the samples.
4. The approved samples will be kept in the Vidyalaya for verification at the time of supply.
5. Any other free gift/scheme provided by the company should be supplied along with the articles on free of cost and the same will be mentioned in the bill.
6. Don't quote more than one rate.
7. Quoted rates must be including of all taxes & transportation.

**Signature of the Supplier**

**Name:**

**Seal of the firm.**

CHECK LIST

1. Xerox Copy of PAN Card
2. Xerox Copy of GST Regd. No.
3. Seal and Signature of the Tenderer in all pages with date and seal along with the undertaking and signatures of witnesses given below.
4. Money receipt of tender cost/DD for the tender paper cost of Rs.1000/-
5. EMD of Rs.25,000/-
6. Xerox Copy of Certificate from food inspector
7. Affidavit regarding non-black listed in any tender process.
8. Income Tax returns for last three financial year (2021-22, 2022-23 & 2023-24).
9. Under taking as given at annexure-C

**Signature of the Supplier**

**Name:**

**Seal of the firm.**