

OFFICE OF THE HEADMISTRESS, KGBV PALASAGORA  
At-Palasagora, Post-Baghiabahal, Block- Kantamal, Dist- Boudh, Pin- 762030

Letter No-33

Date- 31.07.2025

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, Palasagora Dist- Boudh (Odisha). Bids should be submitted in the envelope duly marked on the top "**Tender supply of Grocery items for Palasagora KGBV**" Office of the Headmistress, KGBV Palasagora, Post- Baghiabahal Block- Kantamal, Dist:-Boudh, Pin- 762030 during office hours by 5.00 pm of Dt. 22.08.25 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. 25.08.25 in the office of the Headmistress, KGBV Palasagora / 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.opepa.in> and [www.boudh.nic.in](http://www.boudh.nic.in).

Manonee Sahy

HEADMISTRESS

KGBV, PALASAGORA  
Headmaster  
KGBV Palasagora

Postal Address for Communication of KASTURABA GANDHI  
BALIKA VIDYALAYA, Palasagora

**Office of the Headmistress, KGBV Palasagora  
At- Palasagora, Post- Baghiabahal  
Block- Kantamal  
Dist: Boudh, Pin- 762030  
Odisha**

*Manimee Sahu*  
Headmaster  
K G B.V. Palasagora

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.opepa.in](http://www.opepa.in) from dated ...1.12.2025...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 Vidyalay Palsagora** payable at Palasagora.

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...22.12.25 The tender should be sent under sealed cover marked as "TENDER FOR THE SUPPLY OF GROCERY items for Palasagora KGBV, Block-Kantamal , Dist-Boudh through registered post /speed post only. The sealed tenders will be opened in the office of the District Project Coordinator, Samagra Shiksha, Curcuit 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.

*Manoj Kumar*  
Headmaster  
KGBV Palasagora

6. The Bidder should submit his/her tender form along with the EMD amount of Rs 20000/-**(Twenty 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 favour of the concerned **Headmistress & SMC Chairperson, Kasturaba Gandhi Balika Vidyalay Palasagora** 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 the security deposit **Rs.20000/- (Twenty thousand)** only of the order value total cost in the financial year 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.**

*Manisha Sahy*  
Headmaster  
K. G. B. V. Palasagora

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 non refundable.
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. 20/- 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 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 , Palsagora to reject,

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Headmaster  
KGBV Palsagora

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**

*Maninee Sahu*

Headmistress

KGBV Palasagora  
Headmaster

**K.G.B.V., Palasagora**

*Maninee Sahu*

Headmaster  
KGBV Palasagora

**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: \_\_\_\_\_
8. Money receipt No. of tender cost \_\_\_\_\_/Demand Draft No. \_\_\_\_\_ Date. \_\_\_\_\_
9. Demand Draft No. for EMD \_\_\_\_\_, Date \_\_\_\_\_
10. Undertaking Yes/No
11. Affidavit of non- black list Yes/No

*Full Signature with seal*

*Name of the Proprietor*

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

*Manoj Sahu*  
Headmaster  
G B V Palasagora

**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, Palasagora KGBV, Block- Kantamal, Dist-Boudh (Odisha), Pin- 762030.

**Witness (Signature, Name & Address)**

1.

**Full Signature with seal**

2.

**Name of the propritier**

**Seal of the firm**

*Maninder Sahi*  
Headmaster  
KGBV Palasagora

## Financial Bid

KASTURABA GANDHI BALIKA VIDYALAYA, PALASAGORA , BLOCK- KANTAMAL, DIST- BOUDH

### Tender for Supply of Mess Articles for the session 2025-26

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	Specifications	Rate Quoted		
			Unit Price by MI Boudh (per Kg) in Rs	Rate (In figure per kg)	Rate (in words per Kg)
1	HARHAD DAL	Good quality No.1			
2	MUNG DAL (unpolished)	Good Quality no.1			
3	BIRIYANI RICE				
4	BIRI DAL	Good Quality no.1			
5	REFINED OIL (1 ltr)	Sun flower			
6	MUSTARD OIL (1 ltr)	sunflower			
7	MANDIA	Good Quality no 1			
8	CHATUA	Good Quality no 1			
9	DALIA	Good Quality no 1			
10	GREEN MUNG (GOTA MUGA)	Good Quality no 1			
11	IDDLE Rava ( Idli suji)	Good Quality no 1			
12	SUGAR	Motadana			
13	COW GHEE	Omfed			
14	KAJU ( Tukda)	Good quality no 1			
15	FRUIT JAM				
16	KISSMISS	Good quality no 1			

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17	TEJPATRA (Cleaned)	Good quality no 1			
18	DALCHINNI	Good quality no 1			
19	LABANGA	Good quality no 1			
20	JAIPHALA	Good quality no 1			
21	HENGU	Good quality no 1			
22	SALT (Iodized) (Quote Brand)	Tata			
23	RED CHILLY (500 gm)	Everest			
24	TURMERIC POWDER (500 gm)	Everest			
25	CURRY POWDER (500 gm)	Everest			
26	CHICKEN CURRY POWDER (500 gm)	Everest			
27	CHAT MASALA	Everest			
28	PANEER MASALA	Everest			
29	BIRIYANI MASALA	Everest			
30	GARAM MASALA POWDER (500 gm)	Everest			
31	PHUTON	Good quality no 1			
32	ZEERA 1 kg	Good quality no 1			
33	ZEERA POWDER	Everest			
34	DHANIA POWDER	Everest			
35	MUSTARD SEED (Saorisa)	Good quality no 1			
36	SUJI (THICK QUALITY)	Good quality no 1			
37	Match box				
38	CHUDA ( super fine)	Good quality no 1			
39	WHEAT FLOUR	Asirbad 10 kg pkt			
40	BESAN	Ashirbad			
41	VERMICELLI (SEMIYA)	Ruchi			
42	MOTOR CHANA	Good quality no 1			
43	KABULI BUTO	Good quality no 1			
44	PAMPAD	Haldi ram			
45	BISCUIT (BRANDED QULITY)	Good quality no 1			
46	MIXTURE (GOOD QUALITY)	Good quality no 1			
47	MILK POWDER	Amul spray			
48	BAKING SODA				
49	SOYA BADI (Mealmiker)	Fortune			
50	DALDA				
51	COCONUT(NADIA)	Good quality no 1			
52	DRY CHILLI	Good quality no 1			
53	JAGGERY(Gudo)	Good quality no 1			
55	VIM BAR (Dish wash)				
56	KASTURI METHI ( 500 gm )	Everest			
57	BLACK SALT				
58	ARUA RICE	Superfine seasned sortex mill rice			
59	KHIRI RICE	Basumati rice			
60	Tea Powder	TATA			
61	Pickle	Nilon Khana Khajana			
62	Wheel powder	wheel			
63	Rahad dal	Good Quality			

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u G B V Palasagora

64	Milk mad	Amul			
65	Namkeen	Good Quality			
66	Bathing Sop	Good Quality			
67	Ditergent Powder	Good Quality			
68	Tooth Brush	Good Quality			
69	Tong Clener	Good Quality			
70	Sam poo	Good Quality			
71	Tooth paste	Good Quality			
72	Ujala	Good Quality			
73	Coconut oil	Good Quality			
74	Phynile	Good Quality			
75	Bliching Powder	Good Quality			

**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 news papers/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.**

*Manine Sahy*  
Headmaster  
G. R. V. Palasagora

Annexure  
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.20,000/-
6. Xerox Copy of Certificate from food inspector/ Fssai Certificate
7. Affidavit regarding non-black listed in any tender process.
8. Income Tax returns for last two financial year (2023-24& 2024-25)
9. GST Return for Last year
10. Under taking as given at annexure-C

**Signature of the Supplier**

**Name:**

**Seal of the firm.**

*M. Anurag Sahu*  
Headmaster,  
K G B V Palasagora