



**OFFICE OF THE HEADMISTRESS,
KASTURABA GANDHI BALIKA VIDYALAYA, PURUNAKATAK
At/Po- Purunakatak, Dist-Boudh, Pin-762013**



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Samagra Shiksha

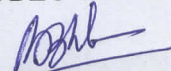
Letter No. 27/25.....

Dated. 30/12/2025

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, Purunakatak Dist- Boudh (Odisha). Bids should be submitted in the envelope duly marked on the top "Tender supply of Grocery items for Purunakatak KGBV" Office of the Headmistress, KGBV Purunakatak Post- Purunakatak Block- Boudh, Dist: -Boudh, Pin- 762013 during office hours by 5.00 pm of Dt. 27/01/26 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 Dtd. 28/01/26 in the office of the Headmistress, KGBV Purunakatak/District Project Coordinator, Samagra Shiksha, Boudh in the presence of the bidders or their authorized representatives and KGBV Procurement Committee. 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.

By the Order of DEO-cum-DPC

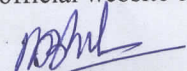

Headmistress

KGBV, Purunakatak

Dated 30 / 12 / 25

Memo No. 28/25

Copy to the e-Governance Manager, Boudh for information and necessary action. He is requested to publish the Notice Inviting Tender and the Bid Document in the official website of Boudh district.


Headmistress

KGBV, Purunakatak

Dated 30 / 12 / 25

Memo No. 29/25

Copy to the Programmer, MIS Boudh for information with a request to upload the enclosed Notice Inviting Tender and the Bid Document in the official website of OSEPA for information of all concern.


Headmistress

KGBV, Purunakatak

Dated 30 / 12 / 25

Memo No. 30/25

Copy submitted to the Director, Information & Public Relations Department, Govt. of Orissa / the D.I.P.R.O, Boudh for information and necessary action. You are requested to publish the Notice Inviting Tender for one instance only in 02 widely circulated Odia daily newspapers within a financial limit of Rs.5000/- (five thousand only) each under intimation to this office.


Headmistress

KGBV, Purunakatak

Dated 30 / 12 / 25

Memo No. 31/25

Copy submitted to the BEO Harabhanga/DEO-cum-DPC, SS, Boudh for favour of kind information and necessary action.


Headmistress

KGBV, Purunakatak

HEADMISTRESS
KGBV, PURUNAKAT

Postal Address for Communication of
KASTURBA GANDHI BALIKA VIDYALAYA, Purunakatak

Office of the Headmistress, KGBV Purunakatak
At- Purunakatak, Post- Purunakatak
Block- Boudh
Dist: Boudh, Pin- 762013
Odisha

TERMS & CONDITIONS

DOCUMENT COST- RS.1000/-

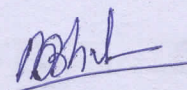
The Tender paper along with the terms and conditions can be downloaded from the district website www.boudh.nic.in or State website www.osepa.odisha.gov.in from dated Dt. 30/12/25 to Dt. 27/01/26 and the cost of tender paper is **Rs.1000/- (Rupees One Thousand)** only, which is to be in shape of crossed Demand Draft drawn any Nationalized bank (Non-refundable) in favor of **Headmistress & SMC Chairperson, Kasturaba Gandhi Balika Vidyalaya, Purunakatak** payable at Purunakatak

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 27/01/26. The tender should be sent under sealed cover marked as **"TENDER FOR THE SUPPLY OF GROCERY"** items for Purunakatak 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-762013 (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 **30000/- (Thirty 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, Purunakatak** 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.

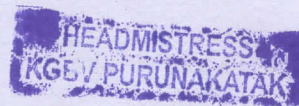
9. If the contractor fails to supply the articles within the time stipulated in the letter of acceptance/ supply order issued by the undersigned, the undersigned shall be at liberty to purchase the articles from the market or get the rest of the contract completed by any other person/ firm and the difference 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, Purunakatak 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



Headmistress
KGBV, Purunakatak



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 (Annexure-C)

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, Purunakatak
KGBV, Block- Boudh, Dist-Boudh (Odisha), Pin- 762013.

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, PURUNAKATAK, BLOCK- HARABHANGA, 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		
			Rate (In figure per kg)	Rate (in words per Kg)	Remarks
1.	HARHAD DAL (NON-POLISHED) BEST QUALITY)	120			
2.	MUNG DAL	120			
3.	BIRIYANI RICE	100			
4.	BIRI DAL (white clean and stone less)	140			
5.	REFINED OIL (Sunflower Oil)	160			
6.	MUSTARD OIL (Quote Brand)	200			
7.	MANDIA	80			
8.	CHATUA	160			
9.	DALIA	160			
10.	GREEN MUNG (GOTA MUGA)	100			
11.	IDDL SUJI	50			
12.	SUGAR	50			
13.	COW GHEE	700			
14.	KAJU	600			
15.	FRUIT JAM	250			
16.	KISMISS	600			
17.	TEJPATRA (Cleaned)	100			
18.	DALCHINNI	600			
19.	LABANGA	1500			
20.	JAIPHALA	900			
21.	HENGU	3000			
22.	SALT (Iodized) (Quote Brand)	30			
23.	RED CHILLY (Quote Brand) 500gm power	250			
24.	TURMERIC POWDER (Quote Brand)	200			
25.	CURRY POWDER (Veg) (Quote Brand)	700			
26.	CHICKEN CURRY POWDER	900			
27.	CHAT MASALA (Quote Brand)	600			
28.	PANEER MASALA	800			
29.	BIRIYANI MASALA	1600			
30.	GARAM MASALA POWDER (Quote Brand)	900			
31.	PHUTON	150			

32.	ZEERA	300			
33.	ZEERA POWDER	600			
34.	DHANIA POWDER	120			
35.	MUSTARD SEED (Saorisa)	100			
36.	SUJI (THICK QUALITY) (Quote Brand)	40			
37.	matchbox	10			
38.	CHUDA	45			
39.	WHEAT FLOUR	40			
40.	BESAN	65			
41.	VERMICELLI (SEMIYA)	60			
42.	MOTOR CHANA	60			
43.	KABULI BUTO	120			
44.	PAMPAD	100			
45.	BISCUIT (BRANDED QULITY) ARRAWROOT (Quote Brand)	140			
46.	MIXTURE (GOOD QUALITY)	160			
47.	MILK POWDER (Quote Brand) (Amul Spray)	460			
48.	BAKING SODA	100			
49.	SOYA BADI (Mealmiker)	100			
50.	dalda	150			
51.	DETERGENT POWDER (500 Gm) (Quote Brand)	75			
52.	Milk Made	750			
53.	Bathing Soap per 75 gm	10			
54.	Tooth paste 50gm	20			
55.	Sampo per pouch	2			
56.	BLUE LIQUID (125 ml) with free gift/scheme (Quote Brand)	25			
57.	Coconut Oil per 100 ml	50			
58.	BLEACHING POWDER ISI BARAND GRADE- I	100			
59.	TOILET BRUSH (GOOD QUALITY)				
60.	DETTOL				
61.	CHINA SALT				
62.	COCONUT(NADIA)	50			
63.	DRY CHILLI	200			
64.	JAGGERY(Gudo)	60			
65.	VIM BAR (Dish wash)	300			

66.	GARLIC (Rasuna)				
67.	GINGER(Ada)				
68.	POTATO				
69.	ONION(PIAJA)				
70.	AMBULA (Dry Mango)				
71.	KASTURI METHI	600			
72.	BLACK SALT	100			
73.	HAND WASHING LIQUID (Quote Brand)				
74.	TOILET CLEANING LIQUID (1LTR) (Quote Brand)				
75.	PHENYLE WHITE	40			
76.	PHENYLE BLACK	50			
77.	ARUA RICE	40			
78.	KHIRI RICE	80			
79.	BREAD				
80.	BUTA DALI	120			
81.	CORN FLOUR				
82.	MILK				
83.	CURD				
84.	CROWN DATES				
85.	UTENCIAL STELL SCRUBBER				
86.	TEA POWER	300			
87.	COFFEE POWDER				
88.	MANDIA FLOUR				
89.	MUG				
90.	MUDHI				
91.	WIPER				
92.	BROOM (PLASTIC)				
93.	BROOM				
94.	PICKLE	150			
95.	SWEETS				
96.	ELAICHI				

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.

Annexure – D

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.30,000/-
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 (2022-23, 2023-24 & 2024-25).
9. Under taking as given at annexure-C

Signature of the Supplier

Name:

Seal of the firm.