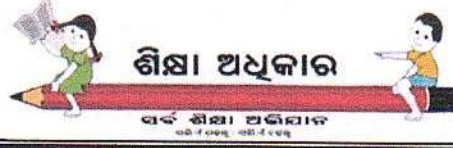




**OFFICE OF THE HEADMISTRESS  
KASTURABA GANDHI BALIKA VIDYALAYA, KOILARY  
BLOCK- DABUGAON, DIST- NABARANGPUR, PIN- 764072**



Cell- 8018386342 (HM)



E-mail: kgbvkoilary@rediffmail.com

Letter No. 106/2018

Dated: 29/10/2018

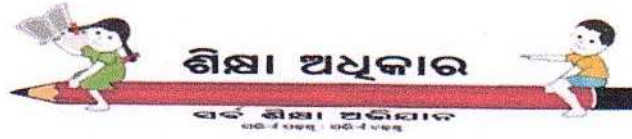
**TENDER CALL NOTICE**

Sealed tenders are invited from the registered / reputed firms who having valid PAN, GST registration for supply of Reading Writing Materials & Dress Materials to KGBV Koilary, Block- Dabugaon, Dist- Nabarangpur. Bids should be submitted in the envelope duly marked on the top "**Tender for supply of Reading Writing Materials & Dress Materials**" to the Headmistress, KGBV Koilary, Block- Dabugaon, Dist- Nabarangpur during office hours by 5.00 pm of Dt. 01.12.2018. The bid document shall be opened at 10.00AM on Dt.03.12.2018. in the office of the Headmistress, KGBV Koilary in the presence of the bidders or their authorized representatives. Any SMC member / official staffs related to the KGBV not allowed to participate as a bidder in tender process invited at KGBV level. The KGBV purchase Committee reserves the right to accept or reject the tender in whole or in part without assigning any reason thereof. The terms and conditions for the tender can be downloaded from the official website <http://www.opepa.in> and [nabarangpur.nic.in](http://nabarangpur.nic.in).

*Bishnu Pradya Behera*  
Headmistress  
K.G.B.V. Koilary  
K.G.B.V KOILARY  
Block-Dabugaon

**KASTURBA GANDHI BALIKA VIDYALAYA KOILARY, BLOCK- DABUGAON**

**DISTRICT: NABARANGPUR, ODISHA**



**Postal Address for Communication**

**Headmistress, KGBV Koilary,  
At- Koilary, Post- Junapani,  
Via- Dabugaon, Pin- 764072  
Dist- Nabarangpur**

*Bishnu Praya Behere*

Headmistress  
**K.G.B.V KOILARY**  
**Block-Dabugaon**



## TERMS & CONDITIONS

1. The applications must be sent through Registered Post/Speed Post only address to Headmistress, KGBV Koilary, At- Koilary, Post- Junapani, Block- Dabugaon, Dist- Nabarangpur, Pin- 764072 on or before 01.12.18 by 5.00 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 / Firm/Suppliers are advised to submit two separate sealed envelopes super scribing "Technical bid for supply of \_\_\_\_\_ items for KGBV Koilary" and "Financial Bid for supply of \_\_\_\_\_ items for KGBV Koilary". Both sealed envelopes should be kept in a third envelope super scribing "Tender for Supply of \_\_\_\_\_ items for KGBV Koilary, Block- Dabugaon.

3. **Particulars of the Materials as follows.**

Sl. No.	Name of the Items	Quantity & Specification & Price Bid
1	Reading & writing Materials	As per Annex- A
2	Dress Materials	As per Annex- B

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

Sl.No	Activity	Date and Time
1	Issue of tender document	29.10.2018, 11.00AM
2	Last date & time for receipt of tender document	01.12.2018, 5.00PM
3	Opening of Technical Bid	03.12.2018, 11.00 AM
4	Opening of Financial Bid	03.12.2018, 11.30AM

5. **Following documents must be enclosed with the Technical Bid Application (Annex-C):-**

- a. GST Registration Certificate & Clearance.
- b. PAN card and recent income Tax Clearance certificate.
- 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. 200/- (Non-Refundable) towards cost of tender paper purchase.
- e. Demand draft of Rs.200/- (Non-Refundable) of any Nationalized Bank in favour of Headmistress & SMC Chairperson, KGBV Koilary at payable at State Bank of India, Dabugaon Branch in case tender paper downloaded from web site.
- f. Demand Draft of any Nationalized Bank in favour of Headmistress & SMC Chairperson, KGBV Koilary as follows towards EMD which is refundable without interest. The bidders can apply for one or all items as per their convenient.

*Bisnu Pradya Behera*  
Headmistress  
K.G.B.V KOILARY  
Block-Dabugaon



SLNo	Name of the Items	EMD i.e 2% of estimated cost of goods
1	Reading & writing Materials	Rs.2000/-
2	Dress Materials	Rs.1000/-

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.

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 approve 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 Koilary on non-Judicial stamp paper worth Rs. 20/- only.
10. 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) 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 Bidder shall hold good up to 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 Bidder 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 Bidder 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 Purchase Committee / Tender Committee or through public lottery.

*Bichnu Pradya Behara*  
Headmistress  
K.G.B.V. KOILARY  
Block Dabugaon

**Technical Bid**

**for Supply**

**(Annexure-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 document Purchase:

I/We hereby submit Technical Bid for supply of \_\_\_\_\_ as per terms, conditions and specifications of the above mentioned notification of KGBV Koilary which are acceptable to us. I/We are aware that while evaluating the Technical bid, if any/part (as decided by KGBV Koilary, Block- Dabugaon, Dist- Nabarangpur) 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 (2017-18)	Income Tax PAN No..... copy enclosed : Yes / No.
3.	GST Registration & clearance.	(a) Tin No. (b) GST No. (c) Issuing Authority. (d) Period of Validity.
4.	Submitting of product Prospectus/ Brochures/Samples of _____ as per list & Specifications. (Where applicable)	Yes / No
5.	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: <b>Yes/ No</b>

5. Any other information as mentioned in the terms & Conditions.

**Signature of the Tenderer  
With Seal**

*Bishnu Pradya Behara*

Headmistress  
**K.G.B.V KOILARY**  
**Block-Dabugaon**



## Financial Bid

(Annexure-A)

### KASTURABA GANDHI BALIKA VIDYALAYA, KOILARY, BLOCK- DABUGAON, DIST- NABARANGPUR

#### Tender for Supply of Reading and Writing Materials for the session 2018-2019

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 \_\_\_\_\_

#### PARTICULARS OF THE ITEMS

Quoted items should be good quality with reputed brand

Sl. No	Name of the Items	Requirement	Unit	Description/Specification of the Item		Rate Quoted (Rs.)	
				Brand.1	Brand.2	Brand.1	Brand.2
1	Long exercise note book- Rolling (172 pages) soft bound	500	Per Pc	Classmate	Navneet		
2	Long exercise note book- Plane (172 pages) soft bound	400	Per Pc	Classmate	Navneet		
3	Science Practical Note Book (160 Pages)	200	Per Pc	Classmate	Navneet		
4	Graph Note book – 20 Pages	100	Per Pc	Classmate	Navneet		
5	Rolled Note Book Small (120 Pages) soft bound	200	Per Pc	Classmate	Navneet		
6	Geometry Box	100	Per Pc	Classmate	Navneet		
7	Colour Chalk	100	Per Pkt	Good Quality			
8	White chalk- Non Dust	50	Per Pkt	Good Quality			
9	Ball pen – Blue/Red	200	Per Pkt	Montex	Linc		
10	Four roll Note book (172 pages)	200	Per Pc	Classmate	Navneet		
11	Duster	10	Per Pc	Good Quality			
12	Pencil	100	Per Pc	Natraj	Navneet		
13	Eraser (Non dust)	100	Per 100pc	Natraj	Navneet		
14	Sketch pen	100	Per Pkt	Good Quality			
15	Drawing Note book	200	Per Pkt	Classmate	Navneet		
16	Thermo cole	50	Per Pkt	Good Quality			
17	Wax Crayon Colour	100	Per Pkt	Camel	Navneet		
18	Poster Colour- 6 colour	100	Per Pkt	Camel	Navneet		
19	Student water colour Tube	100	Per Pc	Camel	Navneet		
20	Fevicol	10	Per 500gms	Fevicol			
21	Drawing sheet (white)140 GSM	1 bdl	Per Pc	Good Quality			
22	Drawing sheet (Different colour)140GSM	1 bdl	Per Pc	Good Quality			
23	Double Rolled Note Book soft bound	200	Per Pc	Classmate	Navneet		
24	Rough Note Book (300 pages) Soft bound Long	200	Per Pc	Classmate	Navneet		
25	Alpin	10	Per Pkt	Good quality			
26	Tag	50	Per bundle 50 pcs	Good quality			
27	Cello Tap 1 Inch	10	Per PC				
28	Gum	10	Per Bottle 700 ML	Camel	Kores		

*Bisnu Priya Behera*

Headmistress  
K.G.B.V KOILARY  
Block-Dabugaon

Sl. No	Name of the Items	Requirement	Unit	Description/Specification of the Item		Rate Quoted (Rs.)	
				Brand.1	Brand.2	Brand.1	Brand.2
29	File Cover	50	Per Pc	Good Quality			
30	Guard File	15	Per Pc	Good Quality			
31	Register	10	Per Pc	Ajanta	Navneet/ACE		
32	Stamp Pad (Big Size)	5	Per Pc	Camlin	Kores		
33	Stamp Pad Ink	5	Per Pc	Camlin	Kores		
34	Letter Received Reg.	1	Per Pc	Ajanta	Sigma/ACE		
35	Letter Dispatch Reg.	1	Per Pc	Ajanta	Sigma/ACE		
36	Stapler	5	Per Pc	Good Quality			
37	Stapler Pin Box	10	Per Pc	Good Quality			
38	A4 Paper	10	Per Pkt	Image	JK		
39	Fly leaf	100	Per pc	Good Quality			
40	Marker pen	10	Per Pc	Camlin	Kores		
41	Cash Book (Big size)	1	Per Pc	Ajanta	Sigma/ ACE		
42	Ledger	1	Per Pc	Ajanta	Sigma/ ACE		
43	Stock Register	10	Per P	Ajanta	Sigma/ ACE		
44	Daily Consumption Register	2	Per Pc	Ajanta	Sigma/ ACE		
45	<b>School Bag</b>	<b>100</b>	<b>Per Pc</b>	<b>Branded Quality Light weight 40</b>			

- N.B:**
1. The Quoted rates should be less than the MRP. In no case payment will be made more than the MRP. The erasing & snickering of MRP will not be accepted.
  2. Don't quote more than one rate.
  3. Approved sample will be kept in the KGBV for verification during supply, which is non refundable.

**SIGNATURE OF SUPPLIER**

**ADDRESS:**

**SEAL**

*Bishnu Priya Behera*

Headmistress  
K.G.B.V KOILARY  
Block-Dabugaon



## Financial Bid

(Annexure-B)

KASTURABA GANDHI BALIKA VIDYALAYA, KOILARY, BLOCK- DABUGAON, DIST- NABARANGPUR

**Tender for Supply of DRESS MATERIALS for the session 2018-2019**

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 \_\_\_\_\_

### PARTICULARS OF THE ITEMS

Quoted items should be good quality with reputed brand.

Sl.No	Name of the Articles	Unit	Rate Quoted
1.	Night Dress	Per pair	
2.	Gamucha (Best quality Brand) 69Cm x 135 Cm.	Per Pc	
3.	Semiz	Per Pc	
4.	Panty	Per Pc	
5.	Woolen Sweeter and scrap	Per Pc	

- N.B:**
1. The Quoted rates should be less than the MRP. In no case payment will be made more than the MRP. The erasing & snickering of MRP will not be accepted.
  2. Don't quote more than one rate.
  3. Approved sample will be kept in the KGBV for verification during supply, which is non refundable.

**SIGNATURE OF SUPPLIER**

**ADDRESS:**

**SEAL**

*Bichnu Pradya Behera*

Headmistress  
K.G.B.V KOILARY  
Block-Dabugaon