

OFFICE OF THE HEADMASTER  
KASTURBA GANDHI BALIKA VIDYALAYA, MAIDALPUR  
BLOCK- PAPADAHANDI, DIST-NABARANGPUR, PIN-764071

Letter No.- 13/2025

Date:18/11/2025

**TENDER CALL NOTICE**

Sealed tenders are invited from the registered / reputed firms who having valid GST registration for supply of Consumable items (Grocery) to Kasturaba Gandhi Balika Vidyalaya Maidapur, Block- Papadahandi, Dist- Nabarangpur (Odisha). Bids should be submitted in the envelope duly marked on the top "Tender for supply of Mess Articles" to the Headmistress, Kasturaba Gandhi Balika Vidyalaya, Maidapur, Block- Papadahandi, Dist- Nabarangpur (Odisha) during office hours by 5.00 pm of Dt.02/12/25. The bid document shall be opened at 10.00 AM on Dt. 03/12/25. In the office of the Headmistress, Kasturaba Gandhi Balika Vidyalaya, Maidapur, Block- Papadahandi 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.nabarangpur.odisha.gov.in](http://www.nabarangpur.odisha.gov.in)

  
Headmistress  
K.G.B.V. Maidapur, Block-Papadahandi


Headmistress  
KGBV Maidapur  
Block-Papadahandi  
Dist-Nabarangpur

**KASTURABA GANDHI BALIKA VIDYALAYA MAIDALPUR, BLOCK-PAPADAHANDI**  
**DISTRICT: NABARANGPUR, ODISHA**

~~KASTURABA GANDHI BALIKA VIDYALAYA MAIDALPUR, BLOCK-PAPADAHANDI~~  
~~DISTRICT: NABARANGPUR, ODISHA~~

**Postal Address for Communication**

Office of the Headmaster, KGBV Moidalpur  
At / Post- Moidalpur, Block- Papadahandi,  
Dist: Nabarangpur, Pin- 764071, State - Odisha

  
Headmistress  
KGBV Moidalpur  
Block-Papadahandi  
Dist. Nabarangpur

**TERMS & CONDITIONS**


**DOCUMENT COST- RS.2000/-**

1. The Tender paper along with the terms and conditions can be downloaded from the district website [www.nabarangpur.odisha.gov.in](http://www.nabarangpur.odisha.gov.in) or State website <http://www.osepa.odisha.gov.in> from dated 18/11/25 to 02/12/25 and the cost of tender paper is Rs.2000/- (Rupees Two Thousand) only, which is to be in shape of crossed Demand Draft drawn any Nationalized bank (Non-refundable) in favour of KGBV Maidalpur, Block- Papadahandi, Dist- Nabaranagpur at payable at State Bank of India, Nabarangpur.
2. Sealed Tender for supply of the Grocery items 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 02/12/25. The tender should be sent under sealed cover marked as "TENDER FOR THE SUPPLY OF GROCERY" to the Headmistress, KGBV MAIDALPUR, BLOCK- PAPADAHANDI, DIST- NABARANGPUR through registered post /speed post only. The sealed tenders will be opened in the office of the Headmistress, Kasturaba Gandhi Balika Vidyalaya, Maidalpur, Block- Papadahandi as per the date and time mentioned.
3. The rate quoted should inclusive of all taxes and transportations. The articles should be supplied at the KGBV Point.
4. 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 the bid is liable to be rejected.
5. 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..
6. On acceptance of the tender it will become a contract and the contractor shall be bound by the terms and conditions of the tender.
7. The Tenderer should submit his/her tender form along with the EMD amount as specified below: -


**EMD MONEY TO BE DEPOSITED**

SL.NO	NAME OF THE ITEM	EMD AMOUNT
1	Mess Articles	Rs. 20,000/-


8. The EMD amount should be enclosed only in the form of bank draft / demand draft in favour of the KGBV Maidalpur, Block- Papadahandi, Dist- Nabarangpur 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.

  
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Dist-Nabarangpur

9. The successful bidder shall deposit the security deposit **Rs.40,000/-** 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.
10. 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.
11. **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.
12. The articles/Items other than the specification given in the bid document will not be accepted.
13. Conditional tender shall not be accepted.
14. The rate quoted by the contractor shall hold good up to from **One year**. No **amount 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.**
15. 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 representative and are liable to be rejected if the articles supplied do not confirm to the approved specification.
16. 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.
17. In case of authorized dealers the authorization certificate issued by the Manufacturer / Company should be enclosed along with the tender.
18. 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 .
19. The packed items supplied must be of FSSAI mark.
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/Pkt as the case may be.

  
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Dist-Nabarangpur

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 Headmistress, KGBV Moidalpur, At/Post- Moidalpur, Block- Papadahandi. Dist- Nabarangpur (Odisha) to reject, cancel and amend any or all tenders / approved rate at any time without assigning any reason thereof. All disputes in this regard is in Nabarangpur court jurisdiction only.
25. Any dispute regarding the tender process to the jurisdiction of Nabarangpur District only
26. 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)
27. The interested party must submit tender for articles in prescribed format only otherwise the quotation/ tender so submitted will not be accepted.

  
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K.G.B.V. Moidalpur  
Block- Papadahandi

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KGBV Moidalpur  
Block-Papadahandi  
Dist-Nabarangpur

(Annexure-A)


Technical Bid for Grocery Items

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: \_\_\_\_\_  
Financial years (2022-23 & 2023-24)
8. Updated GST return file upto July-2025 for monthly Tax Payer and updated GST  
return file upto June-2025 for quarterly Tax Payer.
9. Money receipt No. of tender cost \_\_\_\_\_/Demand Draft  
No. \_\_\_\_\_ Date. \_\_\_\_\_
10. Demand Draft No. for EMD \_\_\_\_\_, Date \_\_\_\_\_
11. Undertaking Yes/No
12. Affidavit of non black list Yes/No

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

*Name of the Proprietor*

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

  
KGBV Mairahani  
Block-Papadahana  
Nabarangpur

**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 27 and also enclose the rates of the items as per list and specification given by the Headmistress, KGBV Maidapur, Block- Papadahandi, Dist- Nabarangpur (Odisha), Pin- 764071.


*Witness (Signature, Name & Address)*

- 1.
- 2.

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

*Name of the Proprietor*

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

  
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Block-Papadahandi  
Dist-Nabarangpur

## Financial Bid

(Annexure -B)

### KASTURABA GANDHI BALIKA VIDYALAYA, MAIDALPUR, BLOCK- PAPADAHANDI, DIST- NABARANGPUR

Tender for Supply of Grocery for the session 2025-2026 (Upto \_\_\_\_\_) (One Year)

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 \_\_\_\_\_ (One Year)


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	Required Quantity per Month	Unit Price By CSO/MI (per KG/LT/P KT/PCS) Papadaha ndi in Rs.	Rate Quoted		
				Rate (In figure per kg)	Rate (in words per Kg)	Remarks
1	HARHAD DAL (NON POLISHED) BEST QUALITY)	250 KG	102.00			
2	MUNG DAL	30 KG	100.00			
3	REFINED OIL (Soyabin Oil)	100 Ltr/TIN/ JAR	150.00			
4	MUSTARD OIL (Quote Brand)	10 Ltr	175.00			
5	SALT (Iodized) (Quote Brand)	30 KG	25.00			
6	RED CHILLY (Quote Brand)	6 KG	160.00			

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Dist-Nabarangpur

7	TURMERIC POWDER (Quote Brand)	6 KG	220.00			
8	CURRY POWDER (Veg) (Quote Brand)	2 KG	65.00			
9	CHICKEN CURRY POWDER	2 KG	87.00			
10	MOTTON CURRY POWDER (Quote Brand)	1 KG	870.00			
11	PANEER MASALA	1KG	95.00			
12	GARAM MASALA POWDER (Quote Brand)	1 KG	95.00			
13	PHUTON	6 KG	220.00			
14	ZEERA	3 KG	320.00			
15	ZEERA POWDER	2 KG	450.00			
16	DHANIA POWDER	2 KG	210.00			
17	MUSTARD SEED (Saorisa)	3 KG	80.00			
18	SUJI (THICK QUALITY) (Quote Brand)	35 KG	48.00			
19	SUGAR (CRYSTAL) (THICK QUALITY)	40 KG	45.00			
20	CHUDA	150 KG	38.00			
21	WHEAT FLOUR	30 KG	50.00			
22	BESAN	30 KG	90.00			
23	VERMICELLI (SEMIYA)	25 KG	55.00			
24	MOTOR CHANA	30 KG	44.00			

  
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25	KABULI BUTO	30 KG	95.00			
26	PAMPAD	50 KG	320.00			
27	BISCUIT (BRANDED QULITY) ARRAWROOT (Quote Brand)	600 PKT	10.00			
28	MIXTURE (GOOD QUALITY)	50 KG	150.00			
29	MILK POWDER (Quote Brand) (Amul Spray)	6 KG	445.00			
30	MAKING SODA	1 KG	10.00			
31	SOYA BADI (Mealmiker)	25 KG	65.00			
32	TOOTH PASTE along with free gift/scheme (100 Gm) (Quote Brand)Anchor white	Per month 200 Nos..	78.00			
33	BATHING SOAP along with free gift/scheme (65 Gm) (Quote Brand)	Per month 200 Nos.	10.00			
34	WASHING Soap along with free gift/scheme (150 Gm) (Quote Brand)	Per month 200 Nos.	10.00			
35	DETERGENT POWDER (500 Gm) (Quote Brand)	Per month 200 Nos..	62.00			
36	COCONUT HAIR OIL along with free gift/scheme (100 ml) (Quote Brand)	Per month 200 Nos.	35.00			
37	BLUE LIQUID (125 ml) with free gift/scheme (Quote Brand)	Per month 200 Nos.	40.00			
38	BLEACHING POWDER ISI BARAND GRADE- I	5 kg per month	50.00			
39	TOOTH BRUSH (Quote Brand)	Per quarter 200 Nos.	20.00			
40	TONGUE CLEANER	Per quarter 200 Nos.	5.00			
41	TOILET BRUSH (GOOD QUALITY)	10 Nos. Half yearly (1/2)	30.00			
42	SHAMPOO (Pouch) (Quote Brand)	1600 Nos. per month	1.00			

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Block-Papadahana  
Dist-Nabarangpur

43	SOAP CASE (Plastic)	200 Nos. per annum	40.00			
44	COMB (Good Quality)	200 Nos. per annum	10.00			
45	SANITARY PAD (Quote Brand)	200 Nos. per month	40.00			
46	HAND WASHING LIQUID (Quote Brand)	10 Nos. per quarter	99.00			
47	TOILET CLEANING LIQUID (1LTR) (Quote Brand)	10 Nos. per quarter	210.00			
48	PHENYLE WHITE & BLACK	5 Ltr per month	Rs.60/- (white) Rs.90/- (Black)			
49	DETTOL	10 Nos. per quarter	100.00			
50	NAIL CUTTER	200 nos. per annum	30.00			
51	DALDA	5 KG	100.00			
52	DRY CHILLI	3 KG	170.00			
53	JAGGERY (Gudo)	60KG	52.00			
54	VIM BAR (Dish wash)	5 KG	5.00			
55	CHAWMIN (Noodles)	20 Per KG	160.00			
56	COLD CREAM	200 nos. per annum	30.00			
57	POTATO	300 KG per month	16.00			
58	ONION	80 Kg	20.00			
59	KISHAN JAM	15 nos.	160.00			
60	DALIA	50 KG	140.00			
61	TALCUM POWDER	200 Nos. per month	50.00			

62	MASALA POWDER	6 KG	400.00			
63	GINGER (ADRAK)	5 Kg	70.00			
64	GARLIC (LAHSUN)	5 Kg	80.00			
65	MUG SEEDS (RAW)	40 kg	94.00			
66	CHANDA DAL	25 kg	78.00			
67	MANDIA POWDER	25 kg	60.00			
68	CHATUA	40 kg	120.00 (1/2 KG)			
69	BIRIYANI MASALA	2 kg	78.00			
70	BIRI	20 kg	100.00			
71	ETILI KHUDA	20 kg	48.00			


**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.
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.**

  
readmistress  
KGBV Maidapur  
Block-Papadahana  
Dist-Nabarangpur

(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.2000/-
5. EMD of Rs.20,000/- for Mess Articles (Grocery).
6. Xerox Copy of Certificate from food inspector
7. Affidavit regarding non-black listed in any tender process.
8. Income Tax returns for last two financial years (2022-23 & 2023-24).
9. Under taking as given at annexure- 'C'
10. Updated GST return file upto July-2025 for monthly Tax Payer and updated GST return file upto June-2025 for quarterly Tax Payer.

**Signature of the Supplier**

**Name:**

**Seal of the firm.**

  
Headmistress  
KGBV Moidalpur  
Block-Papadahano  
Dist-Nabarangpur