

OFFICE OF THE HEADMASTER
KASTURBA GANDHI BALIKA VIDYALAYA, JODINGA
BLOCK- RAIGHAR, DIST-NABARANGPUR, PIN-764074

Letter No.-21/25

Date:11-11-25

TENDER CALL NOTICE

Sealed tenders are invited from the registered / reputed firms who having valid GST registration for supply of Consumable items (Grocery)& Non-Consumable items (Reading Writing Materials)to Kasturaba Gandhi Balika Vidyalaya Jodinga, Block-Raighar, Dist- Nabarangpur (Odisha). Bids should be submitted in the envelope duly marked on the top "**Tender for supply of Mess Articles**"for mess articles and "**Tender for supply of Reading Writing Materials**"for RWM,to the Headmistress, Kasturaba Gandhi Balika Vidyalaya, Jodinga, Block- Raighar, Dist- Nabarangpur (Odisha)during office hours by 5.00pm of Dt.25/11/25. The bid document shall be opened at 10.00AM on Dt.26/11/25.In the office of the Headmistress, Kasturaba Gandhi Balika Vidyalaya, Jodinga, Block-Raighar 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


Headmistress
11-11-2025
K.G.B.V. Jodinga ,Raighar
Head Master
K.G.B.V Jodinga

KASTURABA GANDHI BALIKA VIDYALAYA JODINGA, RAIGHAR
DISTRICT: NABARANGPUR, ODISHA

~~KASTURABA GANDHI BALIKA VIDYALAYA JODINGA, RAIGHAR~~
~~DISTRICT: NABARANGPUR, ODISHA~~

Postal Address for Communication

Office of the Headmaster, KGBV Jodinga
At / Post- Main Road, Jodinga,
Block- Raighar, Dist: Nabarangpur, Pin- 764074, State - Odisha

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 or State website <http://www.osepa.odisha.gov.in> from dated 11/11/25 to 25/11/25 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 Jodinga KGBV , Block- Raighar, Dist- Nabaranagpur at payable at State Bank of India, Umerkote.
2. Sealed Tender for supply of the Grocery & Reading Writing Materials 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 25/11/25. The tender should be sent under sealed cover separately marked as **“TENDER FOR THE SUPPLY OF GROCERY” (for Grocery) & “TENDER FOR THE SUPPLY OF READING WRITING MATERIALS” (for RWM)** for KGBV JODINGA, BLOCK-RAIGHAR through registered post/speed post only. The sealed tenders will be opened in the office of the Headmistress, Kasturaba Gandhi Balika Vidyalaya, JODINGA KGBV, Block- RAIGHAR 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 for each category of items as detailed below: -

EMD MONEY TO BE DEPOSITED

SL.NO	NAME OF THE ITEM	EMD AMOUNT
1	Mess Articles	Rs. 20,000/-
2	Reading & Writing Materials	Rs. 5000/-

8. The EMD amount should be enclosed only in the form of bank draft / demand draft in favour of the **Jodinga KGBV, Block- Raighar, Dist- Nabaranagpur** 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.

9. The successful bidder shall deposit the security deposit **Rs.40,000/-** for Grocery and **Rs.5,000/-** for Reading & Writing Materials 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 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 Headmistress, KGBV Jodinga, At/Post-Jodinga, Block-Raighar. 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) Grocery and the financial bid (Annexure – C) for Reading Writing Materials 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 – D**)
 - V. Check List (**Annexure – E**)
27. The interested party must submit tender for articles in prescribed format only otherwise the quotation/ tender so submitted will not be accepted.


11-11-2025
Head Master
K.G.B.V. Jodinga
Headmistress
K.G.B.V. Jodinga
Raighar

(Annexure-A)

Technical Bid for Grocery Items and Reading Writing Materials

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

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 Jodinga, Block- Raighar, Dist- Nabarangpur (Odisha), Pin- 764074.

Witness (Signature, Name & Address)

Full Signature with seal

1.

Name of the Proprietor

2.

Seal of the firm

Financial Bid

(Annexure -B)

KASTURABA GANDHI BALIKA VIDYALAYA, JODINGA, BLOCK- RAIGHAR, 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) Nabarang pur In Rs.	Rate Quoted		Remarks
				Rate (In figure per kg)	Rate (in words per Kg)	
1	HARHAD DAL (NON POLISHED) BEST QUALITY)	250 KG	95.00			
2	MUNG DAL	30 KG	100.00			
3	REFINED OIL (Soyabin Oil)	100 Ltr/TIN/JA R	118.00			
4	MUSTARD OIL (Quote Brand)	10 Ltr	175.00			
5	SALT (Iodized) (Quote Brand)	30 KG	13.20			
6	RED CHILLY (Quote Brand)	6 KG	200.00			
7	TURMERIC POWDER (Quote Brand)	6 KG	200.00			

8	CURRY POWDER (Veg) (Quote Brand)	2 KG	600.00			
9	CHICKEN CURRY POWDER	2 KG	700.00			
10	MOTTON CURRY POWDER (Quote Brand)	1 KG	700.00			
11	PANEER MASALA	1KG	800.00			
12	GARAM MASALA POWDER (Quote Brand)	1 KG	800.00			
13	PHUTON	6 KG	130.00			
14	ZEERA	3 KG	250.00			
15	ZEERA POWDER	2 KG	400.00			
16	DHANIA POWDER	2 KG	200.00			
17	MUSTARD SEED (Saorisa)	3 KG	85.00			
18	SUJI (THICK QUALITY) (Quote Brand)	35 KG	44.00			
19	SUGAR (CRYSTAL) (THICK QUALITY)	40 KG	43.00			
20	CHUDA	150 KG	43.00			
21	WHEAT FLOUR	30 KG	36.00			
22	BESAN	30 KG	50.00			
23	VERMICELLI (SEMIYA)	25 KG	60.00			
24	MOTOR CHANA	30 KG	42.00			
25	KABULI BUTO	30 KG	120.00			

26	PAMPAD	50 KG	275.00			
27	BISCUIT (BRANDED QULITY) ARRAWROOT (Quote Brand)	600 PKT	4.00			
28	MIXTURE (GOOD QUALITY)	50 KG	110.00			
29	MILK POWDER (Quote Brand) (Amul Spray)	6 KG	440.00			
30	MAKING SODA	1 KG	30.00			
31	SOYA BADI (Mealmiker)	25 KG	60.00			
32	TOOTH PASTE along with free gift/scheme (100 Gm) (Quote Brand)Anchor white	Per month 200 Nos..	62.00			
33	BATHING SOAP along with free gift/scheme (65 Gm) (Quote Brand)	Per month 200 Nos.	8.00			
34	WASHING Soap along with free gift/scheme (150 Gm) (Quote Brand)	Per month 200 Nos.	8.50			
35	DETERGENT POWDER (500 Gm) (Quote Brand)	Per month 200 Nos..	32.00			
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.	25.00			
38	BLEACHING POWDER ISI BARAND GRADE- I	5 kg per month	120.00			
39	TOOTH BRUSH (Quote Brand)	Per quarter 200 Nos.	8.00			
40	TONGUE CLEANER	Per quarter 200 Nos.	3.00			
41	TOILET BRUSH (GOOD QUALITY)	10 Nos. Half yearly (1/2)	100.00			
42	SHAMPOO (Pouch) (Quote Brand)	1600 Nos. per month	.75 (per Pouch)			
43	SOAP CASE (Plastic)	200 Nos. per annum	10.00			

44	COMB (Good Quality)	200 Nos. per annum	6.00			
45	SANITARY PAD (Quote Brand)	200 Nos. per month	22.00			
46	HAND WASHING LIQUID (Quote Brand)	10 Nos. per quarter	100.00			
47	TOILET CLEANING LIQUID (1LTR) (Quote Brand)	10 Nos. per quarter	90.00			
48	PHENYLE WHITE & BLACK	5 Ltr per month	60.00			
49	DETTOL	10 Nos. per quarter	110.00			
50	NAIL CUTTER	200nos. per annum	20.00			
51	DALDA	5 KG	130.00			
52	DRY CHILLI	3 KG	170.00			
53	JAGGERY (Gudo)	60KG	45.00			
54	VIM BAR (Dish wash)	5 KG	110.00			
55	CHAWMIN (Noodles)	20 Per KG	18.00/pkt			
56	COLD CREAM	200 nos. per annum	10.00			
57	POTATO	300 KG per month	20.00			
58	ONION	80 Kg	17.00			
59	KISHAN JAM	15 nos.	25.00			
60	DALIA	50 KG	50.00			
61	TALCUM POWDER	200 Nos. per month	9.00			
62	MASALA POWDER	6 KG	300.00			
63	GINGER (ADRRAK)	5 Kg	75.00			

64	GARLIC (LAHSUN)	5 Kg	75.00			
65	MUG SEEDS (RAW)	40 kg	110.00			
66	CHANDA DAL	25 kg	75.00			
67	MANDIA POWDER	25 kg	50.00			
68	CHATUA	40 kg	150.00			
69	BIRIYANI MASALA	2 kg	16.00			
70	BIRI	20 kg	100.00			
71	ETILI KHUDA	20 kg	50.00			

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 [Sticking 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.

Financial Bid

(Annexure -C)

KASTURABA GANDHI BALIKA VIDYALAYA, JODINGA, BLOCK- RAIGHAR, DIST- NABARANGPUR

Tender for Supply of Reading Writing Materials for the session 2025-2026 (Upto _____)

6. Name & address of the party/firm: _____
7. GST Registration No. of the Firm: _____
8. PAN Card No. _____
9. Earnest Money Deposited ` _____ Vide Bank Draft No: _____, dt _____
10. Money receipt No/DD No: _____ and date of tender paper purchased _____

Specification for the supply of Reading Writing Materials 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		Pages	Type of Note & required Qty	Type of Cover with GSM	Type of inner page with GSM	Type	Rate prescribed by OPEPA Including all taxes (in Rs.)	Rate (in figure)	Rate (In words)
1	Bhasa kalika	100	Single Line, Qty-5	Glossy/Laminated cover with 75 GSM (at least)	Good quality paper with 56GSM	Jumbo Size (18 x 24 cm)	35		
2	Ganita	172	Unrule Qty-5	Glossy/Laminated cover with 75 GSM (At least)	Good quality paper with 56 GSM	Jumbo size (18x24cm)	55		
3	Gemoetry	100	Unrule Qty-5	Glossy/Laminated cover with 75 GSM (at least)	Good quality paper with 56GSM	Jumbo Size (18 x 24 cm)	25		
4	Bigyana	172	1P/1R, Qty-5	Glossy/Laminated cover with 75 GSM (at least)	Good quality paper with 56GSM	Jumbo Size (18 x 24 cm)	50		
5	Sahitya	172	Single line, Qty-5	Glossy/Laminated cover with 75 GSM (at least)	Good quality paper with 56GSM	Jumbo Size (18 x 24 cm)	50		
6	English	172	Single line, Qty-5	Glossy/Laminated cover with 75 GSM (At least)	Good quality paper with 56 GSM	Jumbo size (18x24cm)	50		

7	History	100	Single line, Qty-5	Glossy/Laminated cover with 75 GSM (At least)	Good quality paper with 56 GSM	Jumbo size (18x24cm)	35		
8	Bhugol	100	Single line, Qty-5	Glossy/Laminated cover with 75 GSM (At least)	Good quality paper with 56 GSM	Jumbo size (18x24cm)	35		
9	Hindi	100	Single line, Qty-5	Glossy/Laminated cover with 75 GSM (At least)	Good quality paper with 56 GSM	Jumbo size (18x24cm)	35		
10	English Essay	100	Single line, Qty-5	Glossy/Laminated cover with 75 GSM (At least)	Good quality paper with 56 GSM	Jumbo size (18x24cm)	35		
11	Odia Essay	100	Single line, Qty-5	Glossy/Laminated cover with 75 GSM (At least)	Good quality paper with 56 GSM	Jumbo size (18x24cm)	35		
12	English Hand writing	100	Four line, Qty-9	Glossy/Laminated cover with 75 GSM (At least)	Good quality paper with 56 GSM	(Jumbo size (18x24cm)	35		
13	Odia Hand writing	100	Three line, Qty-9	Glossy/Laminated cover with 75 GSM (At least)	Good quality paper with 56 GSM	Jumbo size (18x24cm)	35		
14	Hindi Hand writing	100	Two line, Qty-9	Glossy/Laminated cover with 75 GSM (At least)	Good quality paper with 56 GSM	Jumbo size (18x24cm)	35		
15	Drawing sheet	36	Unrule, Qty-5	Glossy/Laminated cover with 75 GSM (At least)	Good quality paper with 75 GSM	(21x29.7 cm)	20		
16	Rough Note	172	Un rule, Qty-20	Glossy/Laminated cover with 75 GSM (At least)	Good quality paper with 56 GSM	Regular size (17 x 27 cm)	60		
17	Daily Diary	300	Single line, Qty-5	Glossy/Laminated cover with 75 GSM (At least)	Good quality paper with 56 GSM	Jumbo size (18x24cm)	95		
18	Graph Khata	32	Un rule, Qty-1	Glossy/Laminated cover with 75 GSM (At least)	Good quality paper with 56 GSM	Regular size (21 x 29.7 cm)	20		
19	Geometry Box		Qty-5				90		

Sl.No	Name of Stationery item required	Specification	Rate prescribed by OPEPA Including all taxes (in Rs.)	Rate Quoted		
				Rate (in figure)	Rate (In words)	Remarks
1	Pencil (With Cutter and Eraser)	200 Pc	10			
2	Pen	Blue, Red, Black	10			
3	Sketch Pen	200 Pc	30			
4	Water Colour	200 Pc	25			
5	Tuli	200 Pc	10			
6	Exam Board	200 Pc	50			
7	Word Book	5 PC	60			
8	Long Steel Scale	200 pc	15			

- 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 Vidyalaya for verification during supply, which is non-refundable.
 4. Quoted rate must be including of all taxes & transportation.
 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.

Signature of the Supplier

Name:

Seal of the firm.

(Annexure – E)

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) and Rs. 5,000/- for Reading Writing Materials.
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- D
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.