



**ODISHA ADARSHA VIDYALAYA, NANDAHANDI
NANDAHANDI, NABARANGPUR, ODISHA PIN- 764078**



(Under the Department of S& ME., Govt. of Odisha)

Affiliated to CBSE, New Delhi, Affiliation No-1520350, School Code-17403 UDISE Code: 21280600804

Email ✉ : nandahandi@oav.edu.in Phone no. 7325915750

Letter No: 123/2026 Date: 28/02/2026

SHORT TENDER CALL NOTICE

Sealed tender are invited from registered firms / authorized dealers / whole sellers / Govt. stores having, own existing shop and dealing with tender items having valid shop / establishment license / registration number / certificate from Municipality or local authority or any other component govt. agency, ODISHA sales tax / GST registration certificate and PAN No. with up to date IT return (Assessment year 2026-27), clearance certificate up to **4.00 pm dated 01/01/2026** for supply of Reading Writing Mterial for Kasturaba Gandhi Balika Vidyalaya, (KGBV Type- IV) Girls Hostel of OAV, Nandahandi, Nabarangpur. The tender should be sent under sealed cover marked as "TENDER FOR THE SUPPLY OF(Article Name) for KGBV Type-Iv, OAV, Nandahandi, Nabarangpur, At- Saruguda Po- Dangarbheja, Dist- Nabarangpur, Pin- 764078 by **Speed Post/ Registered Post Only on or before 09/03/2026** The applications /tender documents will not be accepted through any other mode. The sealed tenders will be opened in Office of Principal, OAV, Nandahandi, Nabarangpur as per the date and time mentioned. For detail Notice visit www.nawarangpur.nic.in.


I/C Principal
OAV, Nandahandi
Odisha Adarsha Vidyalaya
Nandahandi, Saruguda



**SELECTION OF SUPPLIER / FIRMS FOR SUPPLY OF
CONSUMABLE ITEMS / ARTICLES FOR KGBV TYPE-IV
HOSTEL, OAV NANAHANDI, NABARANGPUR
for the Session: 2025-2026**

TENDER DOCUMENTS

of

**KASTURBA GANDHI BALIKA VIDYALAYA (KGBV Type-
IV)**

**ODISHA ADARSHA VIDYALAYA,
NANDAHANDI, BLOCK-
NANDAHANDI DIST-
NABARANGPUR, ODISHA, PIN-
764078**





KASTURBA GANDHI BALIKA VIDYALAYA (KGBV Type-IV) ODISHA ADARSHA VIDYALAYA: NANDAHANDI,

(Under the Department of S & ME, Govt. Of Odisha)

SARUGUDA, PO- DANGARBHEJA, BLOCK- NANDAHANDI, DIST- NABARANGPUR, PIN – 764078 Email- nandahandi@oav.edu.in



**BID DOCUMENT FOR SUPPLY OF CONSUMABLE ITEMS / ARTICLES FOR
KGBV TYPE-IV OF ODISHA ADARSHA VIDYALAYA, NANDAHANDI,
NABARANGPUR.**

- a) Period for issue of Tender Document : 02 / 03 /2026..... to
09/ 03 /2026.....
- b) Date and time for submission of Tender Document : By 09/03 /2026.....UPTO
4.00 PM
- c) Date and time and venue for opening of the Tender Paper:
Date: 10 / 03 /2026 / Time: 11.00 AM
Venue: Office of the Principal, OAV, NANAHANDI, NABARANGPUR
- d) Date for supply: As per work order


Principal
**Odisha Adarsha Vidyalaya
Nandahandi, Saruguda**

**KASTURBA GANDHI BALIKA VIDYALAYA (KGBV
Type-IV)**

**ODISHA ADARSHA VIDYALAYA,
NANAHANDI, NABARANGPUR,**

**Tender for supply of items like Reading Writing materials for Kasturaba
Gandhi Balika Vidyalaya (KGBV Type-IV) of OAV NANAHANDI, Nabarangpur
District for the year 2025-26.**

DETAIL INFORMATION, TERMS & CONDITIONS

1. **Sealed tender** for supply of the articles shown in the attached statement are invited by the undersigned on behalf of the Kasturaba Gandhi Balika Vidyalaya, (KGBV Type-IV) of OAV Nandahandi, Nabarangpur, from the registered firms / authorized dealers / whole sellers / Govt. stores having, their own existing shop and dealing with tender items having valid shop/ establishment license / registration number / certificate from Municipality or local authority or any other competent govt. agency, ODISHA sales tax / GST registration certificate and PAN No. with up to date IT return (Assessment year 2026-27) clearance certificate **up to 01/01/2026**. The tender should be sent under sealed cover marked as "TENDER FOR THE SUPPLY OF.....
Name).....
.....
KGBV Type-IV, OAV Nandahandi, Nabarangpur and to address With Principal, Odisha Adarsha Vidyalaya, Nandahandi, Nabarangpur, AT- Saruguda PO- Dangarbheja, DIST- Nabarangpur, PIN- 764078 by **Speed Post/Registered Post Only**. The applications/tender documents will not be accepted through any other mode. The sealed tenders will be opened in Office of Principal, OAV, Nandahandi, Nabarangpur, Nabarangpur as per the date and time mentioned.
2. The tender should be submitted according to the terms and conditions specified in paragraph 3 to 29 unless specified in otherwise in the tender. It shall be construed that terms and conditions stipulated here under have been agreed to.
3. The rate should include excise duty, sales tax, and any other taxes, or imposition whatever liable in respect of the suppliers. The Kasturaba Gandhi Balika Vidyalaya, (KGBV-IV) of OAV Nandahandi, Nabarangpur, Nabarangpur shall not pay freight etc. The articles should be supplied at the KGBV Hostel store.
4. There should not be any overwriting, corrections in the bid. 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 and date by the party. In the absence of the attested signature the tender is liable to be rejected.
5. The undersigned does not bind himself/herself to accept the lowest tender and reserve the right to accept the tender in whole or in part i.e. with respect

Article
for



to all the articles mentioned in the attached statement or in respect of any one or more than one articles specified in the attached statement as he/she may decide.

6. The purchaser shall award the contract to the bidder whose bid has been determined.
 - i) To be substantially responsive to the tender document.
 - ii) To offer the lowest evaluated cost. In deciding the quality of samples, the decision of the KGBV Purchase Committee will be final and no complaints whatsoever in this count will be entertained.
7. On acceptance of the tender, it will become a contract and the contractor shall be bound by all the terms and conditions of the tender and the provision of OGFR / OPEPA.
8. Tender must be accompanied with required under mentioned EARNEST MONEY (is non-interest bearing) amount and tender paper cost Rs.200/- (non-refundable) in shape of DD (Demand Draft) in favour of the **PRINCIPAL OAV NANDHAANDI NABARANGPUR, (A/C No.- 6774001200001468)** payable at **Punjab National Bank, Nabarangpur Branch, Nabarangpur,** The EMD shall be forfeited in the event of withdrawal of the tender once submitted or in the case of successful bidder who fails to execute necessary agreement within the specified period / expression of inability to supply (The decision of Purchase Committee is final in this regard). Besides, EMD of unsuccessful bidders will be refunded soon after finalization of the tender. In the event of the tender being accepted the earnest money will be adjusted towards security deposit. **Deposit of EMD and Processing Cost is must for all bidders including the registered SSI units. No exemption certificate will be entertained. No preference will be given to any bidder or class of bidders either for the EMD/security deposit or for other terms and conditions. This will apply to PSUs, Co-Operative Societies and such other categories in the state who will be treated in the same footing as other bidders.**

DETAILS OF ITEM WISE EARNEST MONEY TO BE SUBMITTED ALONG WITH TENDER PAPER

SI. NO.	NAME OF THE ITEMS	EMD AMOUNT
1	Reading Writing Material	1500/-

9. Total performance security is @ 5% of value of total amount of tender to be awarded, only is required to be deposited at the time of execution of agreement before issue of supply order in shape of Demand Draft drawn in favour of the, **PRINCIPAL OAV NANDHAANDI NABARANGPUR, (A/C No.- 6774001200001468)** payable at **Punjab National Bank, Nabarangpur Branch, Nabarangpur,** for the entire contract / warrantee / Guarantee period; failing which the EMD amount will be forfeited. The security deposit is refundable but shall be forfeited in case any terms and conditions of contract are infringed or the bidder fails to make complete supply



satisfactorily or complete the work in time. The decision of Purchase Committee is final in this regard. The security money is non-interest bearing.

10. If the contractor fails to supply the articles within the time stipulated in the letter of acceptance/supply order issued by 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.
12. The quality should be invariably be maintained throughout the contract period as per sample and specification. Material cannot be accepted if the items being found substandard or differ from the sample and specifications. Article may be sent for the laboratory testing if required. The article must be fresh and good in quality.
13. The Brand/Make other than the specification given in the tender schedule will not be accepted.
14. The rate quoted by the contractor shall hold good up to 6 month (Six Month) except **sweets, vegetables & fruits. No amount amendment in the rate except increase/decrease in the rate of sales tax/GST** during the period of supplies will be accepted. For the branded items, if there would be some free gift schemes, marked on the packing, the same would be 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 / Company price list. If the MRP/ Company price will be less than the approved rate, the payment will be made as per the MRP/ Company price list only. In no case the payment will be made above maximum retail price (MRP). **Stickers of MRP is not allowed.**
15. In the event of acceptance of the tender and placing of the order for 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 specifications prescribed.
16. The amount of security deposit shall be retained by the KGBV for the entire contract / warrantee / Guarantee period as a safeguard against any defect appearing in the articles supplied within the period & the same will be refunded in the shape of A/C payee cheque or A/C transfer only.
17. In case of authorized dealers the authorization certificate issued by the Manufacturer/ company should be enclosed along with the tender. The tender for supply of articles are required to submit the samples along with on the date of opening of tender for verification,
The approved sample will be kept in this Vidyalaya for verification during the supply



of the articles which is nonrefundable.

18. The payment will be made in the shape of A/C payee cheque / A/C Transfer only, after verification of the supplied articles by the quality checking committee, entry in the stock register, and scrutiny of bills and after full supply as per the order placed with the party.
19. The rate should be quoted in terms of metric weight measure i.e. quintal / kg / Litter / Pcs. as the case may be.
20. Only one rate should be quoted for each item. More than one rate for each item shall be rejected.
21. **In case of tender for sweets, vegetables & fruits,**
The participants of the tender in response to advertisement published are eligible to participate in the tender for the vegetables quarterly. The KGBV purchase committee has reserve the right to accept fully/ partially/ to cancel the tender (for vegetables & fruits). Those tenderers who have applied in response to the newspaper advertisement are eligible to participate in every quarterly. The new tenderer also participate for these categories of items as per terms and conditions. The successful bidder will supply for that quarter only. All other terms & conditions are same and applicable.
22. The approved party will have to make an agreement on non-judicial stamp paper of Rs.20/- as per the terms and condition Proforma prepared by the KGBV within three days of receipt of supply order 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. The tender should be accepted from the person / firms only having the business of the commodity / articles for which he has submitted the tender and not from the general order supplier / enterpriser.
25. Tender which do not comply with the above conditions are liable to be rejected and all rights reserved with the Chairperson, Purchase committee and Principal, OAV Nandahandi, Nabarangpur to reject, cancel and amend any or all tenders/approved rates at any time without assigning any reason thereof. All disputes in this regard are in Nabarangpur court jurisdiction only.
26. The contract period may be extended with mutual consent of both parties. (Extra SD amount is to be deposited by party)
27. **THE PRICE OF THE TENDERED ARTICLES (GROCERY ITEMS OR VEGETABLES OR OTHERS) SHOULD NOT EXCEED THE PREVAILING MARKET PRICE.** If market price incase is lower then the tendered articles (GROCERY ITEMS OR VEGETABLES OR OTHERS) them the firm/ supplier must supply in the present market price and not at the tendered price.
28. The principal has the right to cancel tender at any time without giving any reasons thereof.
29. The tender envelopes should be **sealed in one packet marked** as "TENDER FOR THE S
OF





..... for KGBV-IV, OAV Nandahandi, Nabarangpur, and in absence of any document the tender is liable to be rejected.

Place- OAV NANDAHANDI, NABARANGPUR

OAV NANDAHANDI, NABARANGPUR

Handwritten signature



UNDERTAKING BY THE SUPPLIER

I/We M/S _____ agreed to accept the terms and conditions specified in Para 3 to 27 and also enclose the rates of the items as per list and specifications given by the Principal of KGBV Type-IV, Odisha Adarsha Vidyalaya, Nandahandi, Nabarangpur.

Dated: _____

(Full Signature of the Proprietor with seal of the Firm)

Name of the Proprietor and Address of the Firm

Telephone Number / Mobile Number _____

Witness (Signature, Name & Address)

1.

2.



KASTURABA GANDHI BALIKA VIDYALAYA (KGBV TYPE-IV),
ODISHA ADARSHA VIDYALAYA, NANDAHANDI,
NABARANGPUR

Application Form - I

For supply of items like Reading and Writing items for Kasturaba Gandhi Balika Vidyalaya (KGBV-IV), OAV Nandahandi, Nabarangpur of Nabarangpur District.

(To be filled by the tenderer)

I/We hereby submit the technical bid for supply ofas per terms, condition, and specifications of the above-mentioned notification of KGBV-IV, OAV Nandahandi, Nabarangpur, Dist- Nabarangpur which are acceptable to us. I/We are aware that while evaluating the Technical bid, if any /part (as decided by KGBV-IV, OAV Nandahandi, Nabarangpur) of the terms/items mentioned below is not found as per the requirement of the tender notice, the bid will not be accepted.

1	NAME AND ADDRESS OF THE FIRM	
2	WHETHER HAVING THEIR OWN EXISTING SHOP AND DEALING WITH TENDER ITEMS	Yes / No
3	VALID SHOP / ESTABLISHMENT LICENCE / REGISTRATION NUMBER / CERTIFICATE FROM MUNICIPALITY OR LOCAL AUTHORITY OR ANY OTHER COMPETENT GOVT. AGENCY	Whether required document submitted or not: Yes / No
4	ODISHA SALES TAX / GST REGISTRATION CERTIFICATE	Whether required document submitted or not: Yes / No
5	GSTIN	GSTIN No.
6	UP TO DATE IT RETURN CLEARANCE CERTIFICATE (ASSESSMENT YEAR: 2024-25)	Whether required document submitted or not: Yes / No. Valid till _____
7	PAN NO.	PAN No. _____. Whether required document submitted or not: Yes / No.
8	SAMPLE / PRODUCT PROSPECTUS / BROACHERS AS PER LIST & SPECIFICATION (WHERE EVER APPLICABLE)	Whether submitted or not: Yes / No.
9	SIGNATURE OF THE TENDERER IN ALL PAGES WITH DATE.	Whether done or not: Yes / No.
10	INSTRUCTIONS TO TENDERER ARE TO BE SIGNED BY THE TENDERER AND RETURNED IN ORIGINALS WITH THE TENDER WITH ALL ENCLOSURES.	Whether signed and submitted or not: Yes / No.
11	UNDERTAKING	Whether submitted or not: Yes / No.
12	IN CASE OF AUTHORISED DEALERS THE AUTHORISATION CERTIFICATE ISSUED BY THE MANUFACTURER / COMPANY.	Whether submitted or not: Yes / No.
13	TENDER COST	a)Bank b)Draft No /Dated Amount in Rs.....

Full Signature of the Proprietor.....





14	Earnest Money(For Grocery)(If tender submitted)	a) Bank b) Draft No /Dated Amount in Rs.....
15	Earnest Money(For Sweets, Vegetables & Fruits)(If tender submitted)	a) Bank b) Draft No /Dated Amount in Rs.....
16	Earnest Money(For Non-veg items)(If tender submitted)	a) Bank b) Draft No /Dated Amount in Rs.....
17	Earnest Money(For Reading Writing Materials) (If tender submitted)	a) Bank b) Draft No /Dated Amount in Rs.....

Dated:

(Full Signature of the proprietor with seal of the Firm)

Name of the proprietor and address of the Firm

das

KASTURABA GANDHI BALIKA VIDYALAYA (KGBV TYPE-IV),
ODISHA ADARSHA VIDYALAYA, NANDAHANDI,
NABARANGPUR

Application Form – V

ITEM : READING WRITING MATERIAL (Bid / Rate Validity – One Year)

The suppliers should go through the specification carefully before quoting the rates. The suppliers responsible to prove the quality maintain with sample or with authenticated documents, failing which the rates quoted will not be accepted. The supplier should quote all the rates for all items. It may be noted that for standard quality only single rate against the items should be quoted. In case more than one rate quoted for single item in the name of quality, the same will not be considered.

Sl. No.	NAME OF THE ARTICLES & SPECIFICATION	BRAND NAME	SIZE OF NOTE BOOKS	QUOTED RATE INCLUDING ALL TAXES, CHARGES & TRANSPORTATION COST	
				UNIT	Rate (In Rs.)
1.	LONG NOTE BOOK SOFT BOUND UNROLLED 56 GSM(18X24)CM JUMBO SIZE	CLASSMATE BOSS WILLMAN	172 PAGES	PER PC PER PC PER PC	
2.	LONG NOTE BOOK SOFT BOUND UNROLLED REGULAR SIZE 56 GSM(18X24)CM	CLASSMATE BOSS WILLMAN	100 PAGES	PER PC PER PC PER PC	
3.	LONG NOTE BOOK SOFT BOUND ROLLED-SINGLE LINE 56 GSM(18X24)CM JUMBO SIZE	CLASSMATE BOSS WILLMAN	172 PAGES	PER PC PER PC PER PC	
4.	LONG NOTE BOOK SOFT BOUND ROLLED-SINGLE LINE 56 GSM(18X24)CM REGULAR	CLASSMATE KONARK KESHAB	100 PAGES	PER PC PER PC PER PC	
5.	DRAWING NOTE BOOK SOFT BOUND 56GSM (21X29.7)	CLASSMATE BOSS WILLMAN	36 PAGES	PER PC PER PC PER PC	
6.	SCHOOL BAG 18" REXENE MATERIAL (BEST QUALITY)	BEST QUALITY	PER PC	PER PC	
7.	SCIENCE NOTE BOOK (1P/1R) 56 GSM(18X24) JUMBO SIZE	CLASSMATE BOSS WILLMAN	100 PAGES	PER PC PER PC PER PC	
8.	ENGLISH HAND WRITTING (FOUR LINE) 56 GSM (18X24)CM JUMBO SIZE	CLASSMATE BOSS WILLMAN	100 PAGES	PER PC PER PC PER PC	
9.	ODIA HAND WRITTING (THREE LINE) 56 GSM (18X24)CM JUMBO SIZE	CLASSMATE BOSS WILLMAN	100 PAGES	PER PC PER PC PER PC	
10.	HINDI HAND WRITTING (TWO LINE) 56 GSM (18X24)CM JUMBO SIZE	CLASSMATE BOSS WILLMAN	100 PAGES	PER PC PER PC PER PC	
11.	SKETCH PEN (CAMLIN)	CAMLIN/ DOMES	1PKT	PER PKT	
12.	PENCIL(NORMAL) HB (NATARAJ/APASARA)	NATARAJ DOMES	1PKT	PER PKT PER PKT	

13.	ERASERS (JUMBO) (NATARAJ APASARA)	NATARAJ DOMES	1PKT	PER PKT PER PKT	
14.	PENCIL CUTTER (NATARAJ /APASARA)	NATARAJ DOMES	1PKT	PER PKT PER PKT	
15.	DRAWING SHEET (BEST QUALITY) (DFC)		PER REAM (480 PCS)	PER REAM	
16.	ROUGH NOTE GOOD QUALITY		100 PAGES	PER PC	
17.	BALL PEN (USE & THROW)	USE & THROW	PER PKT	PER PKT	
18.	WAX COLOUR (CRAYON)	(CAMLIN)	PER PKT	PER PKT	
19.	GRAPH NOTE (CODE NO.02001155)	CLASSMATE BOSS WILLMAN	36 PAGES	PER PC PER PC PER PC	
20.	GEOMETRY BOX (BEST QUALITY)	BEST QUALITY		PER PC PER PC PER PC	
21.	FLY LEAF FOR PERSONAL FILE (BEST QUALITY)	BEST QUALITY		PER PC	
22.	EXAM BOARD (BEST QUALITY)	BEST QUALITY		PER PC	
23.	SCALE PLASTIC	BEST QUALITY		PER PC	

N.B.:

1. The Quoted rates should be less than from the MRP; in no case payment will be made more than from the MRP. Erasing and Sticking of MRP will not be accepted. In case of any doubt the rate will be enquired from the company's authorised distributor.
2. Type of cover page-Glossy /Laminated cover with 75 GSM.
3. Type of inner page – Good quality paper with 56 GSM.
4. Type of the notebook – jumbo Size (18x24cm)
5. Submit the sample along with the tender. The approved sample will be kept in the Vidyalaya which is non-returnable.
6. Do not quote more than one rate.

Dated: _____

(Signature of the Supplier)

Name : _____

Address: _____