

OFFICE OF THE HEAD MASTER,  
KASTURBA GANDHI BALIKA VIDYALAYA, KOMNA  
SAMAGRA SHIKSHA, NUAPADA

SHORT TENDER CALL NOTICE

NO - 126 Date - 07.01.2023

Sealed Tender are invited from the intending Registered and reputed Firms/ Suppliers having valid GST registration for supply of Grocery Items to KGBV Hostel of Komna Block, Nuapada District. The tender notice along with detailed terms and conditions and the list of items/ materials to be supplied can be downloaded from the official website of Nuapada district www.nuapada.nic.in and OSEPA website www.osepa.odisha.gov.in from dt. 07.01.2023 to 16.01.2023. The sealed Tender papers completed in all respects along with requisite Earnest Money and tender paper cost in shape of Bank Draft/ Bankers Cheque drawn in favour of KASTURBA GANDHI BALIKA VIDYALAYA, KOMNA payable at Komna must be submitted to KGBV, Komna on or before 16.01.2023 by 5 P.M through Regd./ Speed post only. The details regarding submission of EMD, tender paper cost and address for submission of Tender paper are available in enclosed Tender documents. The Tender will be opened on Dt. 18.01.2023 at 11.A.M. in the office of the H.M, KGBV, Komna

The undersigned reserve the right to reject any tender in whole or in part without assigning any reason thereof. Any dispute in the process be subject to the court jurisdiction of Nuapada District.

*P. P. Agral*  
7.1.23  
Head Master (I/c)  
KGBV, Komna

Memo No. 127 / Date. 07.01.2023

Copy to Advertisement manager Sambad/Prameya for information with a request to publish the above notice for one day in all Odisha edition. The bill amount should be as per I and PR rate and bill amount should not exceed of Rs.5000/-

*P. P. Agral*  
7.1.23  
Headmaster  
KGBV, Komna  
Head Master (I/c)  
KGBV, Komna.

Memo No. 128 / Date. 07.01.2023

Copy submitted to DIO, NIC, Nuapada for information with a request to uploaded the Notice along with tender documents in district official website.

*P. P. Agral*  
7.1.23  
Headmaster  
KGBV, Komna  
Head Master (I/c)  
KGBV, Komna.

Memo No. 129 / Date. 07.01.2023

Copy submitted to District Education Officer-cum-DPC, Samagra Shikhsa, Nuapada for kind information.

*P. P. Agral*  
7.1.23  
Headmaster  
KGBV, Komna  
Head Master (I/c)  
KGBV, Komna.

Memo No. 130 / Date. 07.01.2023

Copy submitted to SPD, OSEPA, for kind information with a request to issue suitable instruction for uploading of the notice in OSEPA website.

*P. P. Agral*  
7.1.23  
Headmaster  
KGBV, Komna

**OFFICE OF THE HEAD MASTER,  
KASTURBA GANDHI BALIKA VIDYALAYA, KOMNA  
SAMAGRA SHIKSHA, NUAPADA**

**TERMS AND CONDITIONS**

1. Sealed Tender for supply of different items/ materials shown in the attached statement are inviting from the intending, Registered and Reputed firm/ suppliers having valid GST registration number.
2. The sealed tender should be sent under strong sealed cover super scribed as TENDER FOR THE SUPPLY OF GROCERY ITEMS FOR KOMNA KGBV HOSTEL". The sealed Tender must be sent to **The Head Mistress, Komna, KGBV Hostel (Block-Komna ), At-Komna, Po-Komna, Dist-Nuapada, PIN-766106** through Speed post/Registered post only and the undersigned will not be responsible for any postal delay. The tender will be open in the office of the H.M KGBV, Komna on Dt 18.01.2023 at 11 A.M.
2. The rate quoted should include all taxes and transportation charges to the Hostel point.
3. There should not be any overwriting, correction in the Tender. In the absence of the authorized signature in the submitted tender documents, the tender will liable to be rejected.
4. The undersigned does not bind himself to accept the lowest tender and have 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 articles in the attached statement as he/she may decide.
5. On acceptance of the tender it will become a contract and successful bidder shall be bound by the terms and conditions of the tender.
6. The bidder should submit his/ her tender forms along with (i) tender paper cost of Rs.500/- which is non refundable and (ii) Earnest Money Deposit ( EMD) of Rs. 10000/- ( Ten Thousand ) Only in shape of Bank Draft/ Banker Cheque payable at Komna in favour of **KASTURBA GANDHI BALIKA VIDYALAYA, KOMNA**. The EMD will be refunded to the rejected or unsuccessful bidder. The Earnest money will be forfeited in the event of failure to comply with the contract by the successful bidders. In the event of the Tender being accepted the earnest money will be adjusted towards security deposit. The bidders should not claim for any interest amount for their EMD/ Security deposit. The item/ material wise details for EMD amount are given below –
7. If the successful bidder/ Firm fails to supply the articles within the stipulated time as mentioned in the letter of acceptance/ supply order issued by the Head Master (H.M) of KGBV Hostel, the Hostel shall be at liberty to purchase the articles from the market or get the rest of the contract completed by any other supplier or 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 Hostel, the Supplier/Firm shall be liable to pay this amount.
8. The bidder should quote rates only in the prescribed Tender format attached. The rates quoted in other than the prescribed tender format will be rejected.
9. Deposit of EMD and cost of Tender paper are must for all bidders including the registered FSSAI Units. No exemption certificate will be entertained.
10. It is not compulsory on the part of the Hostel to purchases the items for which the tender in being called. The supply order will be placed by the H.M as per requirement. The supplier/ Firm required to supply the quantity of articles as mentioned in the supply order, as per the approved rate, sample and specifications.
11. The Brand/make other than the specification given in the tender documents will not be accepted. Tender Committee may decide the acceptance of items of other brand apart from the brand mentioned in the tender documents.
12. Prior to acceptance of the tender, the Tender Committee reserves the right to call for sample or demonstration and the supplier/ firm shall be liable to supply the sample or give the demonstration and the on free of cost.
13. The approved sample will be kept in the concerned Hostel of verification during the supply of the items/ materials and the same is non-refundable.

*P. Parigra*  
7.1.23

**Headmaster  
K.G.B.V. Komna**



14. The rate quoted by the bidder for supply of the items/ materials shall remain unchanged till completion of the contract. 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 items, if there would be any free gift schemes, the same would be liable to be supplied with the articles of free of cost and also mentioned in the bill. Quoted Rates should not be more the MRP. Sticker of MRP is not allowed.
15. The Security deposit is refundable. The same will be forfeited, when terms and conditions of contract are violated by the supplier, if found. The security money is non-interest bearing.
16. The payment to the supplier will be made in the shape of A/C Payee Cheque, only after verification of the supplied articles by the quality checking committee of the Hostel, scrutiny of the bill, entry in the stock register and after fully supply as order placed with the supplier/ firm.
17. The contract period may be extended with mutual consent of both parties (extra security deposit amount to be deposited by the supplier/ firm).
18. The bidder must apply for all grocery items as mentioned at Annexure-B.
19. The sealed envelope must contain two separate envelopes, one should be super scribed as Technical Bid containing technical Bid documents and other to be super scribed as financials Bid containing financial BID documents. The financial BID will be opened of those bidders whose technical BID will found correct on basis of the term and condition of the Tender.
20. Any dispute regarding the tender process is subject to the jurisdiction of Nuapada district only.
21. The documents to be enclosed while applying for tender:
- I. The technical bid (Annexure-A) should clearly be filled and keep in envelope – I. All the relevant documents of the item maintained in the technical bid are to be enclosed with seal and signature of the bidder/ firm.
- II. The financial bid ( Annexure-B) containing all the specification with rate of items must be filled up and should be kept in Envelope-II with seal and signature of the bidder/ firm.
- III. Both the envelopes should be sealed in another envelope. In case of non submission of any required documents, tender of the firm will liable to be rejected.
- IV. The financial bid will be opened only for those bidders whose technical bid are found eligible.
- V. Undertaking ( Annexure-C) must be submitted with Technical BID documents by bidder.
- VI. Check list ( Annexure-D) should be followed by the bidder and must be submitted with Technical bid documents.
22. The interested party must submit tender for article in prescribe format only otherwise the Tender so submitted will not be accepted.

*f. Pangra*  
7  
Headmaster  
K.G.B.V. Komna

TECHNICAL BID (DETAILS OF BIDDER) (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 return for last year: \_\_\_\_\_.
8. Cost of Tender paper in Details.  
BD/ BC NO. \_\_\_\_\_ Date: \_\_\_\_\_ Bank : \_\_\_\_\_ Amount \_\_\_\_\_
9. EMD Amount Details  
BD/ BC NO. \_\_\_\_\_ Date: \_\_\_\_\_ Bank : \_\_\_\_\_ Amount \_\_\_\_\_
10. Undertaking : YES/ NO
11. Original affidavit of Non black list any where : YES/ NO

Date

*f. f. m. g. r. a. s.*  
**Headmaster**  
**K.G.B.V. Komna**

Full signature of the tender with seal

Place:-



UNDER TAKING BY THE BIDDER ( ANNEXURE-C)

I/ M/s. \_\_\_\_\_ At. \_\_\_\_\_ Po. \_\_\_\_\_ PS. \_\_\_\_\_  
Dist. \_\_\_\_\_, Telephone No \_\_\_\_\_ agreed fully to accept the term and condition specified in  
above para 01 to 22 and also enclosed the items as per the list and a specification given by the headmaster  
KGBV, Komna , At/Po- Komna, Dist-Nuapada, ( Odisha), Pin-766106.

Witness (Signature, Name and Address)

1.

2.

Full signature of the tender with seal

Date:-

Place:-

*P. Prasad*

Headmaster  
K.G.B.V. Komna

CHECK LIST (ANNEXURE-D).

1. Xerox copy of PAN card.
2. Xerox copy of GST Regd. No.
3. Seal and Signature of the Bidder in all pages of tender paper.
4. Tender cost of BD/ BC for the tender paper cost of RS.500/-
5. EMD of Rs.10,000/- ( Ten Thousand ) Only.
6. Xerox copy of certificate from food inspector.
7. Original affidavit regarding non block listed in any tender process.
8. Income tax return for the last financial year.
9. Under taking as given at Annexure-C

Date

Full signature of the tender with seal

Place:-

*P. Panigrahy*

Headmaster  
K.G.B.V. Komn

## ANNEXURE-B

## KASTURBA GANDHI BALIKA VIDYALAYA, KOMNA

## SHORT QUOTATION FOR SUPPLY OF GROCERY ITEMS FOR THE YEAR 2022-23

1. Name of the Firm : \_\_\_\_\_
2. GST No. : \_\_\_\_\_
3. EMD deposited Rs. \_\_\_\_\_, Draft No. \_\_\_\_\_, Date \_\_\_\_\_
4. Tender Paper cost Rs. \_\_\_\_\_, Draft No. \_\_\_\_\_, Date \_\_\_\_\_

Sl.No	Name of the items	Specifications	Unit	RATE QUOTED
1	Arua (Raw) Rice	Superfine Seasoned Sortex Mill Rice	Per Qtl.	
2	Boiled Rice	Superfine Seasoned Sortex Mill Rice	Per Qtl.	
3	Atta (Wheat Flour)	Aashribad 10 Kg pkt	(Discount On MRP)	
4	Besan	Aashribad	Per Kg	
5	Suji (motadana)	Standard Brand	Per Kg	
6	Chuda (Super Fine)	Good Quality No.1	Per Qtl.	
7	Rice Flour	Good Quality No.1	Per Qtl.	
8	Moongdal unpolished	Good Quality No.1	Per Qtl.	
9	Makha Poha	Good Quality No.1	Per Qtl.	
10	Masur Dal	Good Quality No.1	Per Qtl.	
11	Harad Dal (Non-Polish)	Good Quality No.1	Per Qtl.	
12	Chana Dal	Good Quality No.1	Per Qtl.	
13	Moong Dal	Good quality (Non Polish) No. 1	Per Qtl.	
14	Sugar	Mota Dana	Per Kg	
15	White mattar (Dra Peas)	Good Quality No.1	Per Kg	
16	Green Matr (Dry Peas)	Good Quality No.1	Per Kg	
17	Green Matr (Dry Peas)	Good Quality No.1	Per Kg	
18	Kabuli Chana	(Bada Dana)	Per Kg	
19	Kabuli Chana	(small Dana)	Per Kg	
20	Idli Rava (Idli Suji)	Good Quality No. 1	Per Kg	
21	Dry Chilly Whole	Good Quality No.1	Per Kg	
22	Dhania	Good Quality No.1	Per Kg	
23	Methi	Good Quality No.1	Per Kg	
24	Phutan	Good Quality No.1	Per Kg	
25	Mustard Seed, Big	Good Quality No.1	Per Kg	
26	Dal Chini	Good Quality No.1	Per Kg	
27	Cardamom (Ilichi), Green	Good Quality No.1	Per Kg	
28	Black Papper Powder	Everest	Per Kg	
29	Groundnut seed (Big)	Pink Color Good Quality	Per Kg	
30	Mollasses (Guda)	Good Quality No.1	Per Kg	
31	Cashew nut (Gota)	Good Quality No.1	Per Kg	

*f. Panigrahy*

Headmaster  
K.G.B.V. Komna



32	Kismiss	Good Quality No. 1	Per Kg	
33	Cloves (Labang)	Good Quality	Per Kg	
34	Iodised Salt	Tata	Per Kg	
35	Mixture (Good Quality)	Good Quality, No. 1	Per Kg	
36	Black Channa Big	Good Quality No.1	Per Kg	
37	Chowmein Noodles	Good Quality No.1	Per Kg	
38	Biri Dal	Good Quality No.1	Per Kg	
39	Maida	Good Quality No.1	Per Kg	
40	Corn Powder	Good Quality No.1	Per Kg	
41	Arrow Root Powder	Good Quality No.1	Per Kg	
42	Tej Patra	Good Quality No.1	Per Kg	
43	Chaina Salt	Good Quality No.1	Per Kg	
44	Jeera 1 kg	Good Quality No.1	Per Kg	
45	Kaju (Tukda)	Good Quality No.1	Per Kg	
46	soyabean (Meal Meaker, Small)	Fortune	Discount on MRP	
47	Maggie	Nestle	Discount on MRP	
48	Refine soyabean Oil (1 Ltr)	Sun flower	Discount on MRP	
49	Refine soyabean Oil (1 Ltr)	Fortun Poly Pack	Discount on MRP	
50	Refine Sun Flower (1 ltr.)	Sun flower	Discount on MRP	
51	Refine Sun Flower (1 ltr.)	Fortun Poly Pack	Discount on MRP	
52	Mustard Oil (1ltr)	Sun flower	Discount on MRP	
53	Mustard Oil (1ltr)	Fortun Poly Pack	Discount on MRP	
54	Banaspati Ghee (1 Kg)	Dalda	Discount on MRP	
55	Cow Milk Ghee (1 Kg)	OMFED	Discount on MRP	
56	Amul Spray Milk Powder (1kg)	Poly Pack	Discount on MRP	
57	Milk maid (500gm)	Nestle	Discount on MRP	
58	Biscuits (Cream)	Britannia	Discount on MRP	
59	Biscuits (Salty)	Parle.G	Discount on MRP	
60	Curry Powder ( 500 Gm)	Everest	Discount on MRP	
61	Chilly Powder ( 500 gm)	Everest	Discount on MRP	
62	Haldi Powder (1kg)	Everest	Discount on MRP	
63	Dhania Powder (500gm)	Everest	Discount on MRP	
64	Jeera Powder( 500 gm)	Everest	Discount on MRP	
65	Chicken/Mutton Masala (500 Gm)	Everest	Discount on MRP	
66	Garam Masala (500gm)	Everest	Discount on MRP	
67	Kasuri Methi (500gm)	Everest	Discount on MRP	
68	Horlicks (1Kg)	Refil pack	Discount on MRP	
69	Papad (500gm)	Haldiram	Discount on MRP	
70	Tea dust (1Kg)	Tata Primium Gold	Discount on MRP	
71	Pickle (Mix) 5 kg	Nilon' Khana Khajana	Discount on MRP	
72	Pickle (Sweet) 5kg	Nilon' Khana Khajana	Discount on MRP	
73	Tamoto sauce (1 Ltr)	Kissan Brand	Discount on MRP	

*P. Pringoo*

Headmaster  
K.G.B.V. Komar



74	Soya Sauce (1 Ltr)	Nilons	Discount on MRP	
75	Chilly Sauce (1 Ltr)	Nilons	Discount on MRP	
76	Vinegar (750ml/Ltr)	Nilons	Discount on MRP	
77	Semia (1Kg)	Ruchi	Discount on MRP	
78	Panner Masala (1kg)	Everest	Discount on MRP	
79	Vim Powder	1kg	Discount on MRP	
80	Wheel Powder	1kg	Discount on MRP	
81	Kasturi Chilly Powder (500gm)	Everest	Discount on MRP	
82	Match Box	Good Quality No.1	Per 10 Pic	
83	Ansa Flower (Staranise)	Good Quality No.1	Per Kg	

Date

Signature of the  
Tenderer

Name :

Address :

Phone No.

*f. pangra*

Headmaster  
K.G.B.V. Komn: