



# **Bidding Document**

**FOR**

**Supply of Grocery, Vegetable, non-vegetable and Hostel/office Equipments for boarder of Kasturba Gandhi Balika Vidyalaya (KGBV) ,Chhatrapur, Nilgiri, Balasore for 2023-24.**

**Notice Inviting Tender No. 52/23 Dated 18.08.2023**

**OFFICE OF THE HEAD MISTRESS KGBV CHHATRAPUR**

*Dethi*  
17.08.23  
Headmaster,  
K.G.B.V. Chhatrapur

OFFICE OF THE HEAD MISTRESS  
KGBV CHHATRAPUR, BALASORE  
At- Chhatrapur, Po-Chhatrapur, Balasore 756058

Email id:-chhatrapurkasturba@gmail.com

No. 52/ 23

Dated:- 18.08.2023

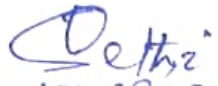
**NOTICE INVITING TENDER (NIT)**

Sealed tenders are invited from the reputed & credible Wholesaler/Retailers / firms / agencies for supply of items like" Grocery, Vegetable & Fruit, Bakery, Non-Veg. & sweets, Cosmetics, Toiletry/Hostel/Office Equipment, Students/Office Stationary, night dress/Sports dress materials & Electrical items to KGBV Chhatrapur in two bid systems (Technical & Commercial Bid) as detailed below.

Name of the Tender	Bid processing fees	Amount of EMD separately for each category of items)	Last Date & time of receipt of Bid	Date & time of opening of Technical Bid
Supply of different items/materials to KGBV Chhatrapur.	Rs.500/-	Rs.2000/-	<b>28.09.2023</b>	<b>30.09.2023</b>

The detailed BID document is available in the office of the undersigned and district website <https://baleswar.nic.in> Interested and eligible agency / firm may download BID DOCUMENT from the above website and apply accordingly. Corrigendum / addendum, if required, will be uploaded in the above web site & notified on the notice board of the undersigned. Hence potential bidders are requested to be in continuous touch with the above web site.

The **Tender Inviting Authority (TIA)** reserves the right to accept / reject any full or part / all BID/ cancel the entire selection process at any stage without assigning any reason thereof.

  
17.08.23  
Headmaster,  
Head Mistress  
KGBV Chhatrapur,  
KGBV Chhatrapur, Nilgiri, Balasore


## CONTENTS OF BID DOCUMENT

SI No.	Description of contents	Page Number
1.	Important information to the Bidders	4
2.	Bid Document: Scope of work and general instructions for Bidders.	5- 9
3.	Application-Technical Bid	10- 13
4.	Application-Financial Bid	14 - 27

*Pethi*  
17.12.23  
Headmaster,  
K.G.B.V. Chhatrapur

**IMPORTANT INFORMATION TO THE BIDDER.**

S. No.	Particular	Details
1.	Tender Inviting Authority (TIA)	O/o the DPC Samagra Shiksha, Balasore
2.	Availability of the Bid document	<a href="https://baleswar.nic.in">https://baleswar.nic.in</a> , & notice board of KGBV Chhatrapur
3.	Date of Issue of the Bid	<b>18.08 .2023</b>
4.	Last date and time of receipt of the Bid only through speed post / registered post / courier.	28.09.2023 by 5.30PM
5.	Date & time for opening of Technical BID.	30.09.2023 by 11.30AM
6.	Date of opening of Financial BID	Will be opened on the same date after evaluation of Technical Bids.
7.	Bid Processing Fee (Non-Refundable)	Rs.500/- (Rupees Five Hundred Only) in shape of DD /Banker's Cheque drawn in any nationalized/scheduled bank favouring Headmaster KGBV Chhatrapur, payable at Balasore which will be annexed with the Technical Bid.
8.	Earnest Money Deposit (EMD) separately for each category of items (Refundable without interest)	Rs.2000/- (Rupees two thousand only) in shape of Banker Cheque / Demand Draft / Bank Guarantee
9.	Address & mode of submission of proposal	O/o KGBV Chhatrapur, Nilgiri, Dist-Balasore, Pin- 756058 .Mode of Submission: Speed Post / Registered Post / Courier only to the address as specified above during the office hour only). Submission of proposal through other mode and late bid will be rejected.
10.	Place of Opening of Proposal:	At Headmaster/Office room of KGBV Chhatrapur, Nilgiri, Balasore.
11.	Point of Delivery & Completion of supply	At the School/Hostel point .
12.	Submission of Performance security & Signing of agreement.	within 2 days of issue of work order

  
17.08.23  
Headmaster  
KGBV Chhatrapur

**BID DOCUMENT**  
**FOR**  
**SUPPLY OF GROCERY ITEMS INCLUDING OTHER MATERIALS FOR BOARDER OF KGBV**  
**CHHATRAPUR**

The Head Master KGBV Chhatrapur Nilgiri, Balasore invites bids from the credible Wholesaler/Retailers / firms / agencies for supply of items like" Grocery, Vegetable & Fruit, Bakery, Non-Veg. & sweets, Cosmetics, Toiletry/Hostel/Office Equipment, Students/Office Stationary, night dress/Sports dress materials & Electrical items to KGBV Chhatrapur. The detailed terms & conditions of the above bid are as under;

**SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS**

**1. Eligibility Criteria :**

The Printers /firms /agencies must have:

- (a) Experience towards supply of Items to KGBV/ residential schools.
- (b) Wholesale/Retailer shop setup in the State of Odisha
- (c) Valid PAN
- (d) Valid GST Registration Certificate.

**2. Application Procedure:**

- (a) The Bid has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested bidders are advised to submit two separate sealed envelopes super scribed "Technical Bid for supply of Grocery items & other materials for boarders of KGBV Chhatrapur". Both sealed envelopes should be kept in another sealed envelope super scribed "Quotation for supply of Grocery items & other materials for boarders of KGBV Chhatrapur".

(b) **Technical Bid & Financial Bid.**

The Bidder has to fill up the Technical bid Form (**Tech-1, Tech-2, Tech-3 & Tech-4**) & submit it with a separate envelope with all self-attested. Similarly, the Financial Bid form has to be filled up as per prescribed form (**Fin-1**) and to be submitted in separate sealed envelope. The bidder is to quote rate per unit/kg/qntl in the prescribed format. The per unit/kg/qntl/tr. rate should be for. Head Master of KGBV Chhatrapur, Nilgiri and should include GST, and any other taxes, or imposition whatever liable in respect of the supplier including transportations. The articles should be supplied at the KGBV point. **Accordingly, the bidder has to calculate the per unit/kg/qntl/tr. rate after taking into account all of the above factors.**

- (c) There should not be any overwriting, corrections in the tender. 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 tender is liable to be rejected.
- (d) On acceptance of the tender it will become a contract and the contractor shall be bound by the terms and conditions of the tender and the provision of G.F.R.
- (e) The Tenderer should submit his/her tender form along with earnest money amounting **2000/-** (Rupees Two Thousand only) separately for each category of items and should be enclosed herewith only in the form of bank draft/Bankers' cheque

- (f) 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.
- (g) **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 specifications. The quality should invariably be maintained through out the contract period as per sample and specifications. Materials cannot be accepted if the items being found substandard or differ from the sample and specifications.
- (h) The Brand/Make other than the specification given in the tender schedule will not be accepted.
- (i) The rate quoted by the contractor shall hold good up to **Six Months** 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/ 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. **Stickering of MRP is not allowed.**
- (j) 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 specification.
- (k) The amount of security deposit shall be retained by the KGBV for a period of **six months** from the date of completion of supplies 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 pay Cheque only.
- (l) In case of authorized dealers the authorization certificate issued by the Manufacturer/Company should be enclosed along with the tender. The tenderer for supply of articles are required to submit the samples along with the tender for verification. **The approved sample will be kept in this Vidyalaya for verification during the supply of the articles which is non refundable.**
- (m) The payment will be made in the shape of A/C payee Cheque, only after verification of the supplied articles by the quality checking committee/undersigned, entry in the stock register, scrutiny of bills and after full supply as per the order placed with the party.
- (n) The rate should be quoted in terms of metric weight measure i.e., quintal/kg/ Litre/ pcs as the case may be.
- (o) In case the time and date of opening of tenders is changed, the same will be displayed on the KGBV Notice Board. Tender which do not comply with the above conditions are liable to be rejected and all rights reserved with the Head Master of KGBV to reject ,cancel and amend any or all tenders/approved rates at any time without assigning any reason thereof. All disputes in this regard is in Balasore court jurisdiction only.
- (p) The tender should be addressed to O/o the Head Master KGBV Chhatrapur, At- Chhatrapur,Po- Chhatrapur, Dist-Balasore, Pin- 756058 .
- (q) The Bid document shall be available in website <https://baleswar.nic.in>, and the cost of the tender paper is to be enclosed in shape of crossed Demand Draft / banker's Cheque in favour of "Head Master & President KGBV Chhatrapur" payable at Balasore along with the **Technical BID**.
- a. **Earnest Money Deposit (EMD):** The bidder is to submit EMD amounting to **Rs.2,000/- (Rupees two thousand only)**. The bidder should submit separate EMD for each category of items. The EMD (refundable - without interest), may be submitted in shape of Demand Draft / Banker's cheque, failing which the tender shall be rejected summarily . The EMD of the un-successful bidders shall be refunded within 30 days after award of contract. The EMD shall be forfeited in the event of withdrawal of the tender once submitted OR in case of a successful bidder who (i) fails to execute the agreement within specified period & (ii) not submitted performance security and/or

express its inability to supply the finished material within the stipulated period. The EMD of successful bidder shall be refunded after receipt of Performance security.

b. The interested Bidders are to enclose self-attested photocopies of the following valid documents /papers in the **Technical Bid envelope**. The proposal submitted without the following documents/papers shall not be considered.

- (a) Experience Certificate towards supply of Items to KGBV residential schools/Hostels.
- (b) Wholesale/Retailer shop setup in the State of Odisha
- (c) Valid PAN
- (d) Valid GST Registration Certificate.
- (e) DD/Bankers Cheque amounting to Rs.500/- as bid processing fees
- (f) EMD amounting to Rs.2000/- in shape of Demand Draft / Bankers Cheque.
- (g) Duly filled in, signed & sealed Tech-1, formats.

(r) The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be considered & opened.

(s) **Submission & opening of Tender:**

- (a) The interested Bidders may submit the tender document complete in all respects along with EMD, bid processing fee and other requisite documents on or before **dt.28.09.2023** (in all working days) addressed to O/o Head Master KGBV Chhatrapur At-Chhatrapur P.o. Chhatrapur, Dist-Balasore, Pin-756058, only by **registered Post / Speed Post / Courier**. The Authority is not responsible for any postal delay. No other mode of submission of bid shall be entertained.
- (b) **Late Bidders:** Any bid received by the authority after the prescribed time and dateline for submission of bids will not be considered and opened. Thus the same is deemed to be rejected.
- (c) The Technical bids shall be opened on the scheduled date and time at Conference Office Hall of KGBV Chhatrapur in the presence of the bidders/ representatives of the bidders, if any, who wish to be present on the spot at that time.
- (d) The Financial Bid of only those bidders will be opened whose Technical bids are found in order. The date, time & place of opening of Financial BID will be communicated after evaluation of Technical BID.

(t) **Evaluation of BID:**

The Purchase Committee of the District Project Office will evaluate the Technical & Financial BID. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.

(u) **Acceptance or Rejection of the Bids:**

- (a) The TIA reserves the right to accept / reject any / all bids / cancel the entire selection process at any stage without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidder/s on account of such rejections.
- (b) Any bid with incomplete information is liable for rejection.

**(v) Award of Contract :**

The contract will be awarded to the Bidder/s substantially responsive to the Bid document & offered lowest evaluated cost.

**(w) Signing of Contract :**

- (a) The successful bidder/s whose bid has been accepted will sign an agreement with the TIA within **seven** days of issue of the work order.
- (b) Failure by the tenderer to comply with the requirement of above mentioned clause, the offer shall be rejected and the tenderer shall have no claim further.

**(x) Performance Security Deposit:**

The selected bidder shall have to submit Performance Security Deposit of 05% of contract value in shape of bank draft) drawn on any Nationalized / Scheduled Bank in favour of the "Headmaster & Chairperson KGBV Chhatrapur , Balasore payable at Balasore only within **seven** days from issue of the work order.

**(y) Amendments to BID terms ,conditions and issue of Corrigendum/addendum:**

- (a) Seven (07) days before the last date of submission of Bids, the TIA may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder/s, modify the Bidding Documents by amendment /corrigendum notice.
- (b) The amendment in shape of corrigendum/addendum will be notified on the websites <https://baleswar.nic.in>, and the prospective bidder/s are requested to take cognizance of such notification/s while submitting their tender proposal.
- (c) In order to allow prospective Bidder/s reasonable time in which to take the amendment into account in preparing their bid, the TIA may, at its discretion, extend the deadline for the submission of bids.
- (z) The bidder/s may use separate piece of paper, where the space provided in the formats in this tender document for submission of information, is not sufficient. The information in the separate sheet of paper shall be in prescribed format and its page should be serially numbered and duly authenticated.
- (aa) All the information uploaded & submitted or supplied in the formats of this tender document shall be presumed to be true to the best of the knowledge of the bidder/s.
- (bb) No document as required and mentioned in the Bid shall be submitted in the Technical bid / Financial bid documents unless otherwise specifically mentioned therein. All required documents shall be serial number and page mark.
- (cc) The TIA reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
- (dd) The bid validity period is 90 days from the date of opening of the Financial bid. Accordingly the bidder shall submit the Bid. The TIA reserves the right to reject any or all the bids without assigning any reason thereof. The

TIA also reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.

**(ee) Resolution of Disputes:**

- (a) Any dispute between the Tender Inviting Authority and the successful bidder/s should be addressed to the other party only in writing in their respective letter heads signed only by the designated signatories as in contract agreement. Both the parties shall make every effort to resolve the same amicably by mutual consultations.
- (b) If both the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, the same will be referred to by either party for conciliation to the conciliation panel. For that purpose, both the parties, shall nominate each one member, and both the nominated members shall form the Conciliation panel. In case the panel members report failure of conciliation, the matter shall be referred to arbitration, by the Arbitrator, to be nominated by the Collector cum Chairman SS Balasore. The Collector cum Chairman SS shall nominate an Arbitrator, whenever required or when a request is made by the successful bidder/s, after the failure of conciliation, to nominate an Arbitrator. The arbitration proceeding shall be as per the provisions of the Arbitration and Conciliation Act 1996 of India.

**(ff) Applicable Law and Jurisdiction of Courts:**

- (a) The Contract shall be governed by and interpreted in accordance with the existing law of India in force.
- (b) All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Balasore district.

**COVERING LETTER**

*Location,  
Date*

**To:**

**The HM KGBV Chhatrapur, Nilgiri, Balasore**

**Subject :** for supply of items like" Grocery, Vegetable & Fruit, Bakery, Non-Veg. & sweets, Cosmetics, Toiletry/Hostel/Office Equipment, Students/Office Stationary, night dress/Sports dress materials & Electrical items to KGBV Chhatrapur.

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards Printing & supply of above mentioned materials/items in accordance with your Tender Call Notice No \_\_\_\_\_ dated \_\_\_\_\_. I/We are hereby submitting our proposal, which includes Technical Bid and Financial Bid separately.

I/We, hereby declare that all the information and statements made in this Technical BID are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. Our Bid will be valid for acceptance up to **90 Days** from the date of opening of the financial BID and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

I/We, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the BID document. In case any provision of this BID document are found violated, then TIA shall without prejudice to any other right or remedy be at liberty to reject our Bid including legal action as per law.

I/We remain,

Yours faithfully,

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp

*Pethi*  
17.08.23  
Headmaster,  
K.G.B v. Chhatrapur

**Bidder/s's Organisation (General Details)**

Sl No.	Description	Full Details
1	<b>Name of the Bidder/s</b>	
2	<b>Address for Communication</b> Tel : Fax: Email id :	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder/s:</b> Mobile No. : Email id :	
4	Experience Certificates	
5	Local shop in Odisha If Yes, Please furnish contact details	Yes / No
6	Bid processing fee Details Amount :Rs. _____/-	
7	EMD details	
8	GSTIN	
9	PAN	
10	Confirm to carry out assignments as per the scope of work of the Bid Document	<b>YES</b>
11	Confirm to accept all the terms and conditions as specified in the Bid Document	<b>YES</b>

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name &amp; Designation with Rubber Stamp

*Pethu'*  
17.08.23  
Headmaster,  
K.G.B V Chhatrapu'

## Check list of documents &amp; Items to be enclosed with Technical Bid

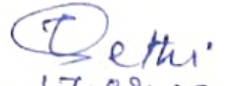
Sl. No	Nature and Type of Document/Items	Whether enclosed (with page reference)	
		Yes / No	Page no.
1	Experience certificates		
2	Proof of Office as well as printing setup in the State of Odisha		
3	Valid PAN		
4	valid GST Registration Certificate		
6	DD/Banker's cheque amounting to Rs.500/- as bid processing fee		
7	EMD amount of Rs.2000/- in shape of Demand Draft / Banker's cheque / Bank Guarantee		
8	Duly filled in, signed & sealed Tech-1,Tech-2,Tech-3 & Tech-4		
9	Sample items as well as name of the company/brand name.		
10	Duly filled in FIN-1 & FIN-2 Form		

Place:

Date:

BIDDER/S'S OFFICIAL SIGNATORY

Name & Designation with Rubber Stamp/  
Official Seal of the Firm.

  
 17.08.23  
 Headmaster,  
 K.G.B.V. Chhatrapur

**(In Bidder's letter Head)**

[Location, Date]

To:

The Headmaster KGBV, Chhatrapur, Nilgiri, Balasore

**Undertaking / Declaration**

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_ Proprietor / Director/ Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this bid document;
2. I/we have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my BID at any stage besides liabilities towards prosecution under appropriate law.
4. I/we also certify that our firm has not been blacklisted / debarred / banned by any State Govt. / UT / Central Govt. /Govt. organization / Govt. Institution / PSU / Govt. run autonomous body, Society / OSEPA and or convicted by any court of law due to (a) Service or quality supplied (b) submission of fake or forged documents (c) submission of incorrect information/ suppression of vital information and facts / misrepresentation of quality certificates (d) non-performance or non-supply (e) any other reasons.
5. This is also certified that neither my-self nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.

**Authorized Signatory [In full and initials]**

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder**

*Pethi*  
17.08.23  
Headmaster,  
K.G.B.V Chhatrapur

**Kasturaba Gandhi Balika Vidyalay , Chhatrapur , Nilgiri Baleswar Quotation for Electrical Items**

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 receipts No: \_\_\_\_\_, date \_\_\_\_\_ of tender purchase.

SL.NO	NAME OF THE ARTICLES & SPECIFICATIONS	QUANTITY	RATE			
			Unit Price	Rate of Tax	Amount of Tax	Total
1	CFL Bulb 14, 18, & 23 Watt Crompton 2 Philips	1 Per Pc				
2	LEd Bulb 9, Crompton 2 Philips	1 Per Pc				
3	Copper Wire (Havel's) 1.36/3 2.22/3	Per Mt per Mt				
4	Aluminium Wire 4 mm' (Twin Core)	Per Mt				
5	Flexible Wire 40/70	Per Mt				
6	Switch 05 AMP Cona Premier	Per Pc				
7	1 X 20sq mm Nico cable with guard	Per mt				
8	16 A ICDP (S.p)	Per pc				
9	Kit Kat (Havels) 63 watt 300 watt 400 watt					
10	Single phase electronics meter for domestic connection along with testing certificate	Per pc				
11	Ceiling fan	Per pc				

N.B: 1) The Quoted rates should be less than MRP in no case payment will be made more than from the MRP. The erasing & Snickering of MRP will not be accepted.

2) If required the supplied articles will be sent for verification to the Local Branch Office of concerned Company.

SIGNATURE OF SUPPLIER

ADDRESS:

SEAL

*Devi*  
17.08.23  
Headmaster,  
K.G.B V Chhatrapur

**Kasturaba Gandhi Balika Vidyalay , Chhatrapur , Nilgiri Baleswar**

**Quotation for Stationaries**

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 receipts No: \_\_\_\_\_, date \_\_\_\_\_ of tender purchase.

SL.NO	NAME OF THE ARTICLES & SPECIFICATIONS	QUANTITY	RATE			
			Unit Price	Rate of Tax	Amount of Tax	Total
<b>Office Stationary</b>						
1	Cash Book (30 Nos) Rajadhani/ Peacock	Per Pc				
2	Self Adhesive Fluorescent colour sheet (Diffrent colour (KOERES) A4 Size	Per Pc				
3	Voucher Arch File	Per pc				
4	Fly leaf good Quality ( T cloth with i lot fitting)	Per pc				
5	Ball pen (lasen ) use & Through	Per pc				
6	General Stock Register ( 06 No) Rajadhani/ Peacock	Per Pc				
7	Consumption stock Register (30 no) Rajadhani/ Peacock	Per mt				
8	Ledger register (04 nos)	Per pc				
9	Rolling Register (7 no) Rajdhani/ Peacock	Per pc				
10	Plain Paper	Per rim				
11	Drawing Sheet	Per sheet				
12	Duster	Per pc				
13	chalk	Per pkt				
<b>Computer Stationary</b>						
1	JK - copier A4 size paper 75 GSM (210 x297mm)	Per pc				
2	Cartridge (canon MF 3010)					
3	UPS Battery (12 V)					

- N.B.**
1. The Quoted rates should be less than the MRP and 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.

SIGNATURE OF SUPPLIER

ADDRESS:

SEAL

*Oethi*  
17.08.23  
Headmaster  
K.G.B.V. Chhatrapur

**Kasturaba Gandhi Balika Vidyalay, Chhatrapur, Nilgiri Baleswar (ODISHA)**

**Quotation for Students Stationaries**

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 receipts No: \_\_\_\_\_, date \_\_\_\_\_ of tender purchase.

NAME OF THE ARTICLES WITH SPECIFICATION					QUANTITY/ UNIT	RATE QUOTED			
						UNIT PRICE	RATE OF TAX	AMOUNT OF TAX	TOTAL
PAGES	TYPE OF NOTE BOOK	TYPE OF GSM	TYPE OF INNER PAGE WITH GSM	TYPE					
172	1P/1R	Glossy laminated cover with 75(GSM at least)	Good quality paper with 56 GSM	Jumbo size (18 *24cm)					
100	Four line	Glossy laminated cover with 75(GSM at least)	Good quality paper with 56 GSM	Jumbo size (18 *24cm)					
124	Single line	Glossy laminated cover with 75(GSM at least)	Good quality paper with 56 GSM	Jumbo size (18 *24cm)					
124	Single line	Glossy laminated cover with 75(GSM at least)	Good quality paper with 56 GSM	Jumbo size (18 *24cm)					
124	Single line	Glossy laminated cover with 75(GSM at least)	Good quality paper with 56 GSM	Jumbo size (18 *24cm)					
124	Single line	Glossy laminated cover with 75(GSM at least)	Good quality paper with 56 GSM	Jumbo size (18 *24cm)					
172	Single line	Glossy laminated cover with 75(GSM at least)	Good quality paper with 56 GSM	Jumbo size (18 *24cm)					
300	Single line	Glossy laminated cover with 75(GSM at least)	Good quality paper with 56 GSM	Jumbo size (18 *24cm)					
100	Three line	Glossy laminated cover with 75(GSM at least)	Good quality paper with 56 GSM	Jumbo size (18 *24cm)					
100	Two line	Glossy laminated cover with 75(GSM at least)	Good quality paper with 56 GSM	Jumbo size (18 *24cm)					
172	Unrule	Glossy laminated cover with 75(GSM at least)	Good quality paper with 56 GSM	Jumbo size (18 *24cm)					
100	Unrule	Glossy laminated cover with 75(GSM at least)	Good quality paper with 56 GSM	Jumbo size (18 *24cm)					
36	Unrule	Glossy laminated cover with 75(GSM at least)	Good quality paper with 56 GSM	Jumbo size (21cm*29.7cm)					
		Crayon							

	Geometry Box	Classmate Brand						
	Drawing sheet	Good quality paper(DFC)						
	Pencil(with cutter & craser)	2B normal classmate Brand						
	Pen							

N.B. The Quoted rates should be less than from the MRP; in no case payment will made more than from the MRP.  
The erasing & Sticking of MRP will not be accepted.

SIGNATURE OF SUPPLIERS

ADDRESS:

SEAL.

**Kasturaba Gandhi Balika Vidyalay , Chhatrapur , Nilgiri Baleswar**

**Quotation for Vegetables & Fruits**

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 receipts No: \_\_\_\_\_, date \_\_\_\_\_ of tender purchase.

**Specification for 'Vegetables & Fruits'**

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 all the rates for all the 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.

**PARTICULARS OF THE ITEMS:**

S.NO	ITEM	QUANTITY	QUOTED RATE
1.	ARUN (SARU)	PER KG	
2.	BANANA GREEN (BIG SIZE)	PER DOZ.	
3.	BEANS	PER KG	
4.	BITTER GUARD	PER KG	
5.	BRINJAL	PER KG	
6.	BEAT	PER KG	
7.	CARROT	PER KG	
8.	CABBAGE	PER KG	
9.	CAULI FLOWER	PER KG	
10.	CUCUMBER	PER KG	
11.	DRUM STICK	PER KG	
12.	GARLIC-BIG SIZE	PER KG	
13.	GINGER	PER KG	
14.	GREEN CHILLY	PER KG	
15.	SIMBA	PER KG	
16.	GROUND POTATO	PER KG	
17.	JHUDANGA/ALADI	PER KG	
18.	JANHI	PER KG	
19.	KHAJURA	PER KG	
20.	KANKADA	PER KG	
21.	LADY'S FINGER	PER KG	
22.	LEMON (BIG SIZE)	PER PC.	
23.	TURNIP	PER KG	

24.	KUNDURI	PER PC	
25.	ONION-BIG SIZE	PER KG	
26.	PAPAYA	PER KG	
27.	PUTAL	PER KG	
28.	POTATO-BIG SIZE	PER KG	
29.	PUMKIN	PER KG	
30.	RADISH (WITH OUT LEAF)	PER KG	
31.	SIMLA MIRCHI	PER KG	
32.	TOMATO	PER KG	
33.	GOURD	PER KG	
34.	KAKHARU	PER KG	
35.	AMBILO	PER KG	
36.	TENTULI	PER KG	

**FRUITS:**

1)	APPLE	PER KG.	
2)	BANANA RIPE STANDARD SIZE	PER DOZ	
	I. YELLOW		
	II. GREEN	PER DOZ	
3)	COCONUT-BIG SIZE	PER PC	
4)	GRAPES	PER KG	
5)	ORANGE (SWEET AND STANDARD SIZE)	PER KG	
6)	MANGO 01. RAW	PER KG	
	02. RIPE	PER KG	
7)	WATER MELON	PER KG	
8)	GUAVA	PER KG	
9)	POMEGRANATE (DALIMBA)	PER KG	
10)	LITCHI	PER KG	
11)	MAIZE (MAKKA)	PER KG	

N.B: 1.The supplied articles must be of fresh and good quality. If required the same may be sent for laboratory test at the cost of the suppliers.

2. Don't quote more than one rate.

SIGNATURE OF SUPPLIER:

ADDRESS:

SEAL

*Devi*  
17.08.23  
Headmaster  
K.G.B.V. Chhatrapur

**Kasturaba Gandhi Balika Vidyalay , Chhatrapur , Nilgiri Baleswar**

**Quotation for Daily use Articles(Toilet items)**

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 receipts No: \_\_\_\_\_, date \_\_\_\_\_ of tender purchase.

SL NO	NAME OF THE ARTICLES WITH SPECIFICATION	QUANTITY/ UNIT	RATE QUOTED			
			Unit Price	Rate of Tax	Amount of Tax	Total
1.	Tooth Paste along with free gift /scheme 1 Pepsodent 40 gm 2 COLGATE 40GM 3 DABUR RED PASTE	Per pc Per pc per pc				
2.	Bathing Soap along with free gift/scheme 1. LIFEBOUY Net weight ---- gm 2. DETTOL Net weight -- gm	PER PC Per pc				
3.	Washing soap along with free gift/scheme 1. RIN ADVANCE- Net weight ----gm 2. TIDE BAR	PER PC PER PC				
4.	Coconut Hair Oil along with free gift/scheme Brand: 01. COCOCARE 100 ml 02. SHALIMAR 100 ml 03. COCOCARE 50 ml 04. SHALIMAR 50 ml	PER BOTTLE PER BOTTLE PER BOTTLE PER BOTTLE				
5.	UJALA (125 ml) with free gift/scheme	PER BOTTLE				
6.	Phenyl good quality ISI (43 Grade) Brand: 1 5 Ltr Jar ( Black) 2 5 Ltr Jar (White) 3 1 Ltr jar (White Scented)	5 LT JAR PER 5 LTR JAR PER 1 LTR JAR				
7.	Bleaching Powder ISI Brand Grade- 1 1 KG PACKET (Kanoria) (containing 1 kg pkts in side)	Per 1 kg pkt				
8.	Tooth Brush (PEPSODENT FIGHTER) Medium	EACH				
9.	Tongue Cleaner	PER PC				
10.	Dettol Hand wash	PER KG				
11.	Harpic Toilet cleaner	PER BOTTLE				
12.	Toilet Brush Good quality	PER PC				
13.	Toilet Acid Good quality	Per ltr bottle				
14.	Ditergent powder small (surf Excel / Rin)	PER PKT				
15.	Vaseline small size	PER PC				
16.	Ponds talcum powder small size	PER PC				
17.	Hair comb	PER PC				

18.	Sampoo CLINIC PLUS SUNSILK	PER PC PER PC				
19.	Brooms	PER PC				
20.	Brooms (stick)	PER PC				
21.	Floor Wiper	PER PC				
22.	Dust Pan (Ankur)	PER PC				
23.	Dustbin (Ankur)	PER PC				
24.	Sanitary Pad	Per Pkt				

- N.B: 1. The Quoted rates should be less than the MRP and in no case payment will be made more than the MRP. The erasing & stickering of MRP will not be accepted. In case of any doubt the rate will be enquired from the company's authorized distributor.
2. Submit the sample along with tender, the approved samples will be kept in this Vidyalaya which is non refundable.
3. Don't quote more than one rate.

SIGNATURE OF SUPPLIER

ADDRESS

SEAL

**Kasturaba Gandhi Balika Vidyalay , Chhatrapur , Nilgiri Baleswar**  
**Quotation for MESS Articles**

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 receipts No: \_\_\_\_\_, date \_\_\_\_\_ of tender purchase.

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 all the rates for all the items in which minimum 25% of the quotation rates if approved will be eligible to receive the supply orders. 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.

**PARTICULARS OF THE ITEMS:**

SL.NO	NAME OF THE ARTICLES & SPECIFICATIONS	QUANTITY	RATE			
			Unit Price	Rate of Tax	Amount of Tax	Total
1.	WHEAT FLOUR (CHHAKI ATTA)					
	GANESH	Per 05 KG PKT				
	ASHIRBAD	Per 05 KG PKT				
2.	ARHAR DAL (Non Polish)Best quality	PER QUINTAL				
3.	BUTA /CHANA DAL CLEANED (BIG SIZE)	PER QUINTAL				
4.	BIRI DAL GOOD QUQLITY WITH OUT CHILKA	PER QUINTAL				
5.	MOONG DAL WITH OUT CHILKA CLEANED BEST QUALITY	PER QUINTAL				
6.	MASOOR DAL	PER QUINTAL				
7.	MATER (PEA) WHITE BIG SIZE CLEANED	PER QUINTAL				
8.	BESAN NO-1 (GANESH) RUCHI	PER KG.				
9.	DALIA (RUCHI)	PER QUINTAL				
10.	GROUND NUT SEED-- BIG SIZE CLEANED	PER KG				
11.	SUJI (THICK QUALITY)	PER QUINTAL				
12.	SUGAR THICK QUALITY (CRYSTAL)	PER QUINTAL				
13.	CHUDA SUPER FINE THIN	PER KG.				
14.	RED CHILLY WHOLE CLEANED	PER KG.				

15.	CHILLY POWDER (RUCHI)	PER KG				
16.	JEERA CLEANED (RUCHI)	PER KG.				
17.	HALDI /TERMERIC POWDER BEST QUALITY NO-1	PER KG.				
18.	DHANIA POWDER (RUCHI)	PER KG				
19.	GARAM MASALA POWDER	PER KG				
20.	TEJ PATA CLEANED	PER KG.				
21.	PHUTANA(RUCHI)	PER KG.				
22.	CHOLA MASALA (RUCHI)	PER KG				
23.	JEERA POWDER (RUCHI)	PER KG				
24.	CURRY POWDER (RUCHI)	PER KG				
25.	CHICKEN MASALA(MDH)	PER KG				
26.	PAPAD (SRIRAM)SMALL	PER KG				
27.	MUSTARD OIL (15KG TIN/JAR)	PER 1 LITER POUCH				
	FREEDOM FORTUNE					
28.	REFINED OIL (15LT TIN/JAR)	PER 1 LTR POUCH				
	FORTUNE SUN LIGHT FREEDOME SUNFLOWER OIL					
29.	MUDHI	PER KG				
30.	TABLE SALT (TATA)	PER KG				
31.	SEMEIYA	PER KG				
	1 RUCHI					
	2. BHARAT					
32.	WASHING POWDER(Wheel)	PER KG				
33.	DESI CHANA BIG SIZE CLEANED	PER KG				
34.	KHIR RICE (RUCHI)	PER KG				
35.	MUSTURD SEED	PER KG				
36.	BLACK SALT (RUCHI)	PER KG				
37.	MATCH BOX (HOMELIGHT)	PER 10PKT BUNDLE				
38.	BISCUITE Merie gold SUN FEAST GOOD DAY	Per Pkt(SMALL)				

39.	KASHMIRI CHILLI POWDER	PER KG				
40.	CHARU MAGAJ	PER KG				
41.	MUGA GOTA	PER KG				
42.	METHI PATA	PER KG				
43.	MIXTURE	PER KG				
44.	GUDA	PER QUINTAL				
45.	MANDIA	PER QUINTAL				
46.	CHHATUA MULTI GRAINS (RUCHI)	PER QUINTAL				
	CHHATUA BUTA(RUCHI)	PER QUINTAL				
47.	KAJU GOTA	PER KG				
	KAJU 2 Pices					
48.	KISMIS	PER KG				
49.	KHAJURI	PER KG				
50.	VIM BAR BIG SIZE	PER PC				
51.	UTENSILS JALLY	PER PC				
52.	CHAT MASALA	PER KG				
53.	KABLULI BUTA (BIG SIZE)	PER KG				
54.	SOYABIN BADI	PER KG				

1 The Rice, Dal and other loose articles should be cleaned, and preference will be given to the manufacturer who holds the food license, Registration of industries Department and pollution certificate. The laboratory test can be made by the undersigned at the cost of the supplier once in a year or as and when required.

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 one pkt) 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.

Signature of the Supplier

Name:

Seal of the firm.

**KASTURBA GANDHI BALIKA VIDYALAYA, CHHATRAPUR, BALESWAR**

**QUATATION FOR NON VEG AND SWEET**

1. Name & address of the party/firm: \_\_\_\_\_
2. Registration No. of the Firm: \_\_\_\_\_ Valid up to \_\_\_\_\_
3. Earnest Money Deposited ' \_\_\_\_\_ Vide Bank Draft No \_\_\_\_\_ dt \_\_\_\_\_
4. Money receipts No: \_\_\_\_\_ and date of tender paper purchased \_\_\_\_\_.

SL NO	NAME OF THE ARTICLES WITH SPECIFICATION	QUANTITY/ UNIT	RATE QUOTED
1.	CHICKEN BROILER (DRESSED)	PER KG	
2.	CHICKEN DESI (DRESSED)	PER KG	
3.	EGG(HEN) STANDARD SIZE	PER PC.	
4.	FISH (ROHI/BHAKUR)- DRESSED MINIMUM 500GM SIZE 800 GM SIZE	PER KG	
5.	ANDHARA FISH (ROHI /BHAKUR)		
6.	BUNDI (SWEET)	PER KG	
7.	GULABJAMUN	PER KG	
8.	RASAGOLA GOOD QUALITY (WITHOUT SOUP)	PER KG	
9.	SEO( GOOD QUALITY MADE IN BASAN)	PER KG	
10.	PANEER (OMFED BRAND) PANEER (Good Quality)	PER KG PER KG	
11.	MILK (OMFED BRAND)	PER LTR	
12.	CURD (OMFED BRAND)	PER LTR	
13.	BREAD SLICE SPENCER		

- N.B:** 1) Chicken / Fish should be dressed in the School /hostel in Presence of the Committee members.  
2) Out side dressed materials will not be accepted in any circumstances.  
3) The supplied articles must be of fresh and good quality. If required the same may be sent for Laboratory test at the cost of the suppliers.  
4) Don't quote more than one rate.

SIGNATURE OF SUPPLIER

ADDRESS:

SEAL

**KASTURBA GANDHI BALIKA VIDYALAYA, CHHATRAPUR, BALESWAR**

**QUATATION FOR SPORTS ITEM**

1. Name & address of the party/firm: \_\_\_\_\_
2. Registration No. of the Firm: \_\_\_\_\_ Valid up to \_\_\_\_\_.
3. Earnest Money Deposited ` \_\_\_\_\_ Vide Bank Draft No: \_\_\_\_\_,dt \_\_\_\_\_
4. Money receipts No: \_\_\_\_\_ and date of tender paper purchased \_\_\_\_\_.

SI.NO	NAME OF ITEMS	QUANTITY/U NIT	RATE QUOTED			
			Unit Price	Rate of Tax	Amount of Tax	Total
1.	Football (NIVIA) Shining star	Per pc				
2.	Basketball (COSCO) High grip	Per Pc				
3.	Badminton racket (YONEX)	Per pc				
4.	Badminton pole	Per set				
5.	Basket ball board fiber (YONEX) with back support fittings	Per set				
6.	Shuttle cork synthetic(YONEX)	Per 06 pc				
	Shuttle cork feather (SEA BIRD)	Per 06 pc				
7	Trouser and Baniyan (FANTA)	Per pair				
8	LUDO	Per pc				
9	Carom board	Per pc				
10	Skipping	Per pc				

- .N.B: 1) The Quoted rates should be less than MRP in no case payment will be made more than from the MRP. The erasing & Sticking of MRP will not be accepted.
- 2) The indent articles should be supplied as per the approved sample and specifications with in 30 days from the date of the receipt of the supply order.
  - 3) Submission of samples along with the tender is compulsory. Failing which the rates will not be accepted.
  - 4) Don't quote more than one rate.
  - 5) The approved samples will be kept in this Vidyalaya which is non refundable.

SIGNATURE OF THE SUPPLIER,

ADDRESS

SEAL OF THE FIRM

**KASTURBA GANDHI BALIKA VIDYALAYA, CHHATRAPUR, BALESWAR**

**QUATATION FOR MISCELLANEOUS ITEMS**

1. Name & address of the party/firm: \_\_\_\_\_
2. Registration No. of the Firm: \_\_\_\_\_ Valid up to \_\_\_\_\_.
5. Earnest Money Deposited ` \_\_\_\_\_ Vide Bank Draft No: \_\_\_\_\_,dt \_\_\_\_\_
6. Money receipts No: \_\_\_\_\_ and date of tender paper purchased \_\_\_\_\_.

SI.NO	NAME OF ITEMS	QUANTITY/U NIT	RATE QUOTED			
			Unit Price	Rate of Tax	Amount of Tax	Total
1	Sweater & scarf	Per pc				
2	Night Dress	Per pc				
3	Inner garment	Per set				
4	Umbrella	Per pc				
5	School Bag	Per pc				
6	Sleeper	Per pair				

- .N.B: 1) The Quoted rates should be less than MRP in no case payment will be made more than from the MRP. The erasing & Sticking of MRP will not be accepted.
- 2) The indent articles should be supplied as per the approved sample and specifications with in 30 days from the date of the receipt of the supply order.
- 3) Submission of samples along with the tender is compulsory. Failing which the rates will not be accepted.
- 4) Don't quote more than one rate.
- 5) The approved samples will be kept in this Vidyalaya which is non refundable.

SIGNATURE OF THE SUPPLIER,

ADDRESS

SEAL OF THE FIRM

*Pethi*  
17.08.23  
Headmaster,  
K.G.B.V. Chhatrapur