

**OFFICE OF THE HEADMISTRESS,  
KASTURABA GANDHI BALIKA VIDYALAYA (KGBV), M.RAMPUR  
M.RAMPUR BLOCK, KALAHANDI**

**Tender Call Notice**

Letter No 36 /

Date 25.10.19

Office of the Headmistress, KGBV M.RAMPUR of Kalahandi district have invited sealed tenders from the registered firms/manufacturer/authorized dealers/whole sellers/Govt. stores for supply of the item Vegetables & Non-veg. items to KGBV, M rampur of Kalahandi Dist as per following details.

Particular	Kasturaba Gandhi Balika Vidyalaya (KGBV), M rampur
Address	At/Po- M rampur, Block- M rampur, Dist- Kalahandi
Cost of tender paper	Rs.200/-
Last date & time of receiving tender	<u>05.11.19, 4.00 PM</u>
Date & Time of opening of tender	<u>06.11.19</u>

For details visit District website [www.kalahandi.nic.in](http://www.kalahandi.nic.in) & [www.opepa.in](http://www.opepa.in)

By order of BDO-cum-Chairman

Memo No. 37 / Date 25.10.19 /

Copy to DIO, NIC, Kalahandi/Assistant Director (MIS) OPEPA for information with a request to hoist the above matter along with the detail enclosure in the District/OPEPA website.

*Sanjukta Das*  
**H.M. Cum Convenor**  
Govt. Nodal U.P. School  
M.Rampur, Kalahandi

Memo No. 38 / Date 25.10.19 /

Copy to the DPC/SSA/Kalahandi for information necessary action.

*Sanjukta Das*  
**H.M. Cum Convenor**  
Govt. Nodal U.P. School  
M.Rampur, Kalahandi

Memo No. 39 / Date 25.10.19 /

Copy to the Deputy Director, (Girls Education) OPEPA, Bhubaneswar for information and necessary action.

*Sanjukta Das*  
**H.M. Cum Convenor**  
Govt. Nodal U.P. School  
M.Rampur, Kalahandi

**OFFICE OF THE HEADMISTRESS,**  
**KASTURABA GANDHI BALIKA VIDYALAYA (KGBV), M.RAMPUR**  
**M.RAMPUR, BLOCK, KALAHANDI**

**TENDER CALL NOTICE**

Sealed Tender are invited from the registered firms/manufacturer/authorized dealers/whole sellers/Govt. stores for supply of the item grocery, cosmetics and toilet items, vegetables, reading writing materials, Bedding, Dress materials, Non-veg. items to the KASTURABA GANDHI BALIKA VIDYALAYA, M.RAMPUR, M.RAMPUR BLOCK of Kalahandi district for the year 2019-20. The tender form with other particulars and the list of the items can be obtained from the office of the KGBV from 10:00 AM to 04:00 PM in all working day w.e.f. 25-10-19 to 05-11-19 on payment of Rs.200/-(Two hundred only) non refundable in shape of Bank draft payable in the State Bank of India, Utkal Gramya Bank . The tender paper completed in respect along with requisite documents and Earnest money in shape of Bank Draft drawn in favor of the Headmistress and Chairperson KGBV, M rampur payable at the State Bank of India, Utkal Gramya Bank would only be deposited in this KGBV up to 01:00 PM on dt. 05-11-19 . The KGBV Level Purchase Committee meeting will be held on date 06-11-19 at 11:00 AM as mentioned in the 1<sup>st</sup> page for opening of the tender. The chairman of the Purchase Committee (B.D.O) reserves the right to accept or reject the tender in whole or in part without assigning any reason thereto.

*Sanjukta Das*  
**H.M. & Convener**  
Govt. Nodal PS School  
M.Rampur, Kalahandi

**OFFICE OF THE HEADMISTRESS,**  
**KASTURABA GANDHI BALIKA VIDYALAYA (KGBV), M.RAMPUR**  
**M.RAMPUR, BLOCK, KALAHANDI**

**TENDER PAPER**

(The HM will fill up the name and address of the firm who will purchase the tender paper from the concerned KGBV in case of downloading from the website there is no need to fill up the name and address of the firm)

To

M/s \_\_\_\_\_  
\_\_\_\_\_

Sub- Tender for supply of \_\_\_\_\_

1. Sealed tender for supply of the articles shown in the attachment statement are invited by the undersigned on behalf of KASTURABA GANDHI BALIKA VIDYALAYA, M.RAMPUR up to 01:00 PM Date \_\_\_\_\_. The tender should be sent under strong sealed cover marked as “**TENDER FOR THE SUPPLY OF \_\_\_\_\_**” and not by the name. The tender will be opened in the office of the Headmistress on Dt. \_\_\_\_\_ at 11:00 AM.
2. The tender should be submitted according to the terms and conditions specified in paragraph 3 to 14 unless specified in otherwise in the tender, it shall be constructed that the terms and conditions stipulated hereunder have been agreed to.
3. The rate should be F.O.R, Vidyalaya and should include GST and any other taxes or imposition whatever liable in respect of the supplier. The KGBV shall not pay freight etc.
4. There should not be any over writing, correction in the tender. If a figure is to be amended, if 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. In the absence of the attested signature the tender is liable to be rejected.
5. The undersigned does not bind himself to accept the lowest tender and reserve 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 articles specified in the attachment statements he/she may decide. On the 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.
6. The tender should submit his/her tender form along with earnest money amount in as fixed and published in the tender notification in form of **Bank draft** payable to the **Headmistress and Chairperson KGBV, M rampur** which will be refunded in the event of rejection of the tender. The earnest money will be forfeited in the event of failure to comply with contract. In the event of the tender being accepted the earnest money will be adjusted towards security deposit which shall be payable at the rate of 5% of the total amount of the articles. If the contractor is not agreeable to pay security deposit the reason therefore should be specified and the undersigned reserves the right to accept or reject the request.

7. If the contractor fails to supply the articles within the time stipulated in the letter of acceptance 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 of the 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.
8. The quantity of articles indicated in the attachment statement may be increased or decreased at the discretion of the undersigned without assigning any reason.
9. Prior to acceptance of the tender, the undersigned reserve the rights to call for samples or demonstration and the contractor shall be liable to supply the sample given demonstration free of cost.
10. The rate quoted by the contractor shall hold good up to 31<sup>st</sup> March, 2020. No amount amendment in the rate accept increased/decreased in the rate of sale s tax during the period of supplier will be accepted. For the branded item, if there would be some free gifts schemes marked on the packing, the same would be liable to be supplied with the articles on free of cost also and also shown in the bill.
11. In the event of acceptance of the tender and placing of the order for purchase, the articles order for would be subjected to an inspection by the undersigned or his representative and are liable to be rejected if the article supplied are not according to approved samples or don't conform to the specification prescribed.
12. In case of tender for vegetables  
The participants of the tender in response to advertisement published are eligible to participate the tender for the vegetable quarterly (April-June, July-Sept, Oct-Dec, & Jan-Mar) it will be continue till March 2020. The tender form will be available on 24<sup>th</sup> of June/Sept/Dec and it will be finalized on 29<sup>th</sup> of that month, if it is a Government Holiday next day will be open. The committee has reserved the right to accept fully or partially or to cancel at any time. Daily purchase vegetable & Non veg items.
13. The amount of security deposit shall be retained by the KGBV for period of 6 month from the date of completion of supplies as a safeguard against any defect appearing in the articles supplied within the period. The Security Deposit amount will be refunded without interest.
14. In no case the payment will be made above maximum retail price (MRP).
15. Tender which doesn't comply with the above condition is liable to be rejected.
16. The sealed tender should invariably contain:-
  - GST (Goods and services Tax) and other tax clearance certificate from the competent authority.
  - Copy of the GST of concern firm
  - Copy of permanent registration certificate from the commercial department.
  - Earnest money.
  - Lowest rate as well as terms of supply if any.
  - Specification and printed catalogue and other concerned literature of the equipment to be supplied.
  - In case of authorized dealers, authorization letter from the manufacturer/supplier
  - Signature of the authorized person on all pages with date.

17. The tendering firm/agencies are required to enclosed attested photo copies of following documents, failing to which their bids will be summarily/out rightly rejected and will not be considered any further:

- a) Registration certificated as per the existing norms.
- b) Copy of GST registration certificates.
- c) Copy of PAN card.

SI No	Name of the items	Amount of Earnest Money
1	Vegetables	Rs. 1000/-
2	Non-Veg. items	Rs. 1500/-

Sanjukta Das  
H.M. Cum Convenor  
Headmistress  
Govt. Nodal U.P. School  
M. Rampur, Kalahandi

## INSTRUCTIONS TO THE TENDERER

1. Tender is to be submitted in the prescribed tender forms consisting of technical bid and financial bid only along with terms and conditions in the office of the concerned KGBV.
2. The tender shall submit technical bid and financial bid in two separate sealed envelopes which should be prescribed as Technical/Financial bid, items tendered, name of the bidders and should be duly sealed and put in a big envelopes which too should be duly sealed.
3. (i) The tender in sealed envelope shall be accepted up to \_\_\_\_\_ hrs on dt. \_\_\_\_\_ and technical bid shall be opened first by the duly constituted committee on in the office of the Headmistress, KGBV, M rampur on the scheduled date as mentioned in the notification in presence of the tenderer or their authorized agents.  
(ii) Decision of the purchase committee to declare any of the tender to have or have not qualified in technical bidding shall be final. Intimation of decision of the competent authority shall be conveyed to the tenderers in due course of time.
4. (i) Financial bids of only those tenderers who qualify in the technical bid, shall be opened.  
(ii) There should not be any cutting and/ over-writing in the tender form. No amendment or additions in the terms and conditions indicated on a separate paper or attachment will be accepted.
5. The tenderer must sign the terms and conditions and submit along with the technical bid, otherwise the tender is liable to be rejected.
6. The tenderer should submit the tender form along with the earnest money deposit in the form of Demand Draft drawn in favor of **Headmistress and Chairperson KGBV, M rampur.** "Payable at **SBI, Bhawanipatna**". Tenderer should be pay Rs.200/- (Two hundred only) towards the cost of the tender form in case of downloading from website.

*Sanjukta Das*  
**H.M. Cum Convenor**  
Headmistress  
Govt. Nodal U.P. School  
M. Rampur, Kailanand

**UNDERTAKING BY THE SUPPLIER**

We M/s \_\_\_\_\_ agree fully that within the terms and conditions specified in the paragraph 3 to 14 and enclose the rates of the items as per list and specification given by the Headmaster/Headmistress of KGBV, \_\_\_\_\_ in printing letters head or form of the firm.

Signature \_\_\_\_\_

Name of the proprietor \_\_\_\_\_

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

Witness (Signature, name and address)

1. \_\_\_\_\_

2. \_\_\_\_\_

PLACE \_\_\_\_\_

DATE \_\_\_\_\_

**CHECLIST OF DOCUMENTS/ STATEMENTS FOR FINANLIZATION OF TENDER**

SI No	Name of the documents required	Remarks
1.	Whether required EMD in form of DD attached or not	
2.	GST, Attached or not Details valid up to _____	
3.	Registration certificate attached or not and dealership certificate	
4.	Income return & PAN Card copy attached or not.	
5.	Any other document related to supply	
6.	Signature of the tender in the form or not Along with witness	
7.	Others if any (Sample etc)	

Name of the bidder \_\_\_\_\_

Signature of the verifying officer

Signature of the committee member

**OFFICE OF THE HEADMISTRESS,**  
**KASTURABA GANDHI BALIKA VIDYALAYA (KGBV), M.RAMPUR**  
**M.RAMPUR BLOCK, KALAHANDI**

**Quotation for supply of VEGETABLES, & FRUITS items for the financial year 2019-20**

1. Name & address of the party/firm: \_\_\_\_\_
2. Registration No of the firm: \_\_\_\_\_ validity up to \_\_\_\_\_
3. Earnest money deposited Rs \_\_\_\_\_ vide bank draft no \_\_\_\_\_ dt \_\_\_\_\_
4. Money receipt no. and date of the tender purchase: \_\_\_\_\_

**VEGETABLES & FRUITS**  
**Tender for vegetables**

The participants of the tenderer in response to advertisement published are eligible to participate the tender for vegetable quarterly (April-June, July-Sept, Oct-Dec, Jan-March). It will continue till March 2020. The tender form will be available on 24<sup>th</sup> June, September, December and it will be finalized on 29<sup>th</sup> of the month, if it is Govt Holiday next day will be open. The committee has reserved the right to accept fully or partially or to cancel at any time. Those tenderer who applied in response to the news paper advertisement are eligible to participate every quarterly and the new tenderer also participate the successful bidder will supply that month only earnest money deposit Rs. \_\_\_\_\_ only, the successful bidder will have to deposit Rs. \_\_\_\_\_ as security money, the tenderer will quote the rates of the vegetables for 3 months terms and condition will applied.

**Technical bids 9 para-1**  
**Part A (to be filled by the tenderer)**

I/we here by submit technical bid for supply of \_\_\_\_\_ as per terms, conditions and specifications of the above mentioned notification of Office of the HM. KGBV, M rampur dist Kalahandi which are acceptable to us. I/we are aware that while evaluating the technical bid, if any/ part as decided by the Office of the HM. KGBV, M rampur of the terms/items mentioned below is not found meeting the requirement of the tender notice, the BID will not be accepted.

1.	Earnest Money	a. Bank _____ b. Draft no _____ date _____ c. Amount Rs _____
2.	Income tax registration details	Income tax PAN no _____ Enclosed: Yes/No
3.	GST clearance certificate from the competent authority	(a) GST No _____ (b) Issuing authority: (c) Period of validity
4.	Financial capacity of the tenderer	Audited balance sheet for the year 2018-19 Annexed: Yes/No Financial year turn over 2018-19
5.	Submitting of product prospectus/ brochures/samples of _____ as per list & specifications. (Where applicable)	Yes/No
6.	Registration certificate of firm	No. and date of certificate (a) Certificate no _____ date _____ (b) Designation of certificate issuing officer _____ (c) Attested photocopy of the certificate annexed: Yes/No
7.	Description of the registered trademark (where applicable)	

**Signature of the tenderer with seal**

**OFFICE OF THE HEADMISTRESS,**  
**KASTURABA GANDHI BALIKA VIDYALAYA (KGBV), M.RAMPUR**  
**M.RAMPUR BLOCK, KALAHANDI**

**Quotation for supply of Vegetables& Fruits for the financial year 2019-20**

1. Name & address of the party/firm: \_\_\_\_\_
2. Registration No of the firm: \_\_\_\_\_ validity up to \_\_\_\_\_
3. Earnest money deposited Rs \_\_\_\_\_ vide bank draft no \_\_\_\_\_ dt \_\_\_\_\_
4. Money receipt no. and date of the tender purchase: \_\_\_\_\_

I/we submit financial bid for the supply of Vegetables& Fruits items as per terms and condition of the tender notice of the Office of the HM. KGBV, M rampur which are acceptable to me/us.

Rated quoted are inclusive of all 9 basic, cess, CST/LST if applicable from the point of dispatch. insurance, freight from dispatching point of specified destination for delivery at mentioned destination.

Part-B (to be filled by the tenderer)

**PARTICULARS OF THE ITEMS Vegetables & Fruits**

Sl No	Name of the articles	Specification	Unit	Rate per unit
1	Onion	Good quality	Per Kg	
2	Potato	Medium Size/Good quality	Per Kg	
3	Brinjal	Fresh Good quality	Per Kg	
4	Tomato	Fresh Good quality	Per Kg	
5	Cabbage(Dressed)	Fresh Good quality	Per Kg	
6	Cauliflower	Fresh Good quality	Per Kg	
7	Drumstick	Fresh Good quality	Per Kg	
8	Parball	Fresh Good quality	Per Kg	
9	Pumpkin	Fresh Good quality	Per Kg	
10	Carrot	Fresh Good quality	Per Kg	
11	Radish	Fresh Good quality	Per Kg	
12	Cucumber	Fresh Good quality	Per Kg	
13	Green chilly	Fresh Good quality	Per Kg	
14	Saga	Fresh Good quality	Per Kg	
15	Papaya	Fresh Good quality	Per Kg	

16	Kundru	Fresh Good quality	Per Kg	
17	Ladies finger	Fresh Good quality	Per Kg	
18	Bitter guard(Kalara)	Fresh Good quality	Per Kg	
19	Kankada	Good quality	Per Kg	
20	Banana(Y)(Standard size)	Good quality	Per dzn.	
21	Banana(G)(Standard size)	Good quality	Per Kg	

I/we undertake to abide by the terms and conditions of tender notice along with annexure.

Signature of the tenderer with seal

Name.....

Capacity.....

Postal Address.....

.....

.....

Mobile No.....

**OFFICE OF THE HEADMISTRESS,**  
**KASTURABA GANDHI BALIKA VIDYALAYA (KGBV), M.RAMPUR**  
**M.RAMPUR BLOCK, KALAHANDI**

**Quotation for supply of Non-Veg items for the financial year 2019-20**

1. Name & address of the party/firm: \_\_\_\_\_
2. Registration No of the firm: \_\_\_\_\_ validity up to \_\_\_\_\_
3. Earnest money deposited Rs \_\_\_\_\_ vide bank draft no \_\_\_\_\_ dt \_\_\_\_\_
4. Money receipt no. and date of the tender purchase: \_\_\_\_\_

**Technical bids 9 para-1**

**Part A (to be filled by the tenderer)**

I/we here by submit technical bid for supply of \_\_\_\_\_ as per terms, conditions and specifications of the above mentioned notification of Office of the HM. KGBV, M rampur dist Kalahandi which are acceptable to us. I/we are aware that while evaluating the technical bid, if any/ part as decided by Office of the HM. KGBV, M rampur of the terms/items mentioned below is not found meeting the requirement of the tender notice, the BID will not be accepted.

1.	Earnest Money	a. Bank _____ b. Draft no _____ date _____ c. Amount Rs _____
2.	Income tax registration details	Income tax PAN no _____ Enclosed: Yes/No
3.	GST clearance certificate from the competent authority	(a) GST No _____ (b) Issuing authority: (c) Period of validity
4.	Financial capacity of the tendered	Audited balance sheet for the year 2018-19 Annexed: Yes/No Financial year turn over 2018-19
5.	Submitting of product prospectus/ brochures/samples of _____ as per list & specifications. (Where applicable)	Yes/No
6.	Registration certificate of firm	No. and date of certificate (a) Certificate no _____ date _____ (b) Designation of certificate issuing officer _____ (c) Attested photocopy of the certificate annexed: Yes/No
7.	Description of the registered trademark (where applicable)	

**Signature of the tenderer with seal**

**OFFICE OF THE HEADMISTRESS,**  
**KASTURABA GANDHI BALIKA VIDYALAYA (KGBV), M.RAMPUR**  
**M.RAMPUR BLOCK, KALAHANDI**

**Quotation for supply of Non-veg. for the financial year 2019-20**

1. Name & address of the party/firm: \_\_\_\_\_
2. Registration No of the firm: \_\_\_\_\_ validity up to \_\_\_\_\_
3. Earnest money deposited Rs \_\_\_\_\_ vide bank draft no \_\_\_\_\_ dt \_\_\_\_\_
4. Money receipt no. and date of the tender purchase: \_\_\_\_\_

I/we submit financial bid for the supply of Non-veg. items as per terms and condition of the tender notice of Office of the HM. KGBV, M rampur which are acceptable to me/us.

Rated quoted are inclusive of all 9 basic, cess, CST/LST if applicable from the point of dispatch, insurance, freight from dispatching point of specified destination for delivery at mentioned destination.

**Part-B (to be filled by the tenderer)**

**PARTICULARS OF THE ITEMS Non-veg items**

Sl No	Name of the articles	Specification	Unit	Rate per unit
1	Dressed chicken(without gizzard)	Good fresh	Per kg	
2	Egg	Good size and quality	Per pcs	
3	Mutton(Male goat)	Good quality	Per kg	
4	Fish	Rohi,Bhakura(1 kg size)	Per Kg	

**Note** Meat, chicken and fish should be dressed in the Vidyalaya mess. The quoted rate should not exceed weekly market rate.

OR WEEKLY CONDITIONAL SUPPLY	
Non-Vegetarian	Maximum discount on market price of that day

I/we undertake to abide by the terms and conditions of tender notice along with annexure.

Signature of the tenderer with seal

Name.....

Capacity.....

Postal Address.....

.....

.....

Mobile No.....