

**ODISHA ADARSHA VIDYALAYA BONGOMUNDA, KOKSARA BLOCK- KOKSARA,
DIST- KALAHANDI**

Tender Paper for supply of the Items like Vegetable Items, Non-Veg Items, to ODISHA ADARSHAVIDYALAYA Bongomunda, Koksara, KGBV TYPE-IV HOSTEL of Kalahandi District for the year 2024-25.

Last Date of receipts of tender opening **ON 22.10.2024 TILL 04:00PM**
Date of Opening of Tender **ON 23.10.2024 AT 11:00AM**
Venue of opening **OAV, Bongomunda, Koksara.**

To
M/S.....
.....
.....

Sub: Issue of Tender Documents for supply of.....

Sir/Madam

As per your requisition Letter No.....Date.....tender document for supply of.....is issued herewith.



Principal
OAVBONGOMUNDA,
Odisha Adarsh Vidyalaya
KOKSARA, KALAHANDI
Bangomunda Koksara, Kalahandi

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ODISHA ADARSHA VIDYALAYA BONGOMUNDA, KOKSARA BLOCK- KOKSARA,
DIST- KALAHANDI

TENDER PAPER

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

To

M/S _____

Sub -Tender for the Supply of " _____ "

1. Sealed Tender for supply of the Articles shown in the attached statement are invited from the registered firms/authorized dealers/whole seller having valid GST registration with VAT-612 Clearance, PAN/TAN (if any) and having their own existence of shop and dealing with Tender items. The duly filled up Tenders will be received by the under signed through **Registered Post/Speed Post** only from **09.10.2024** to **22.10.2024** till **4.00P.M.** The Tender should be super scribed as "Tender for the supply of _____" and addressed to Principal, OAV, BONGOMUNDA, KOKSARA AT-BONGOMUNDA PO-Gambhariguda, PS- KOKSARA, Block- Koksara, Dist-Kalahandi, PIN-766019. The sealed Tenders will be opened in the office of the Principal, OAV, Bongomunda, Block- Koksara on dated **23.10.2024 (Wednesday)** at **11.00AM.**
2. The Tender should be submitted according to the terms and condition specified in points 3 to 27, unless specified in other wise in the tender, it shall be constructed that the term and condition stipulated here under have agreed to.
3. The rate quoted should be inclusive of all taxes and transportation charges. The articles should be supplied at the Hostel point.
4. There should not be any over writing, 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 bidder with date. In the absence of the attested signature the bidder is liable to be rejected.
5. The undersigned is not bind to accept the lowest tender and reserve the right to accept the Tender in whole or in part with respect to all the articles mentioned in the attached statement or in respect of any one or more than one article specified in the attached statement as the Committee may decide.

6. On acceptance of the Tender it will become a contract and the contractor shall be bound by the terms and conditions of the Tender and the provision of Odisha General Financial Rules.
7. The bidder should submit his/her Tender along with Earnest Money(EMD) separately for each item as mentioned at ANNEXURE-1 in the shape of Bank draft/Banker's cheque in favour of Principal, OAV, Bongomunda, Koksara Payable at Axis Bank, Branch Badpodaguda. The Earnest Money 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 the contract. The EMD of the unsuccessful bidder will be refunded soon after finalization of the tender and the EMD of the successful bidder will be refunded without interest after successful completion of supply during the agreement period. The successful bidder should deposit 5% of the approved value for the items awarded in shape of Demand Draft in favor of Principal, OAV, Bongomunda, Koksara after finalization of the tender and before execution of the agreement. 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.
8. Those who intends to quote rates for more than one Item (for example: Grocery, Cosmetic...etc.) They have to apply in separate envelopes along with the required EMD with all documents.
9. The Successful bidder should execute an agreement with the principal within 07 days of the finalization of the tender with non-Judicial stamp paper worth Rs.20/-.
10. If the contractor fails to supply the articles within the time stipulated in the letter of acceptance/supply order issued by the undersigned, the undersigned shall be at liberty to purchase the articles from the market or get the rest of the contract completed by any other person/ firm and the difference of price, if any, shall be deducted from the earnest money/security deposit and in case any amount in excess of the security deposit to be paid by the undersigned, the contractor shall eligible to pay this amount.
11. The Contractor for supply of articles is required to submit the samples for the items quoted (except NON-VEG items) at the time of opening of Tender for verification by the Committee. The approved sample will be kept in the OAV Bongomunda, Koksara for verification during the supply of the articles. 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 throughout 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.

12. 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.
13. The articles/items other than the specification given in the Tender will not be accepted.
14. The rate quoted by the contractor shall hold good up to One Year(except for Vegetable& Non-Vegetable items).Under no circumstances the undersigned will pay extra over and above the rate approved by the committee. 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 only. Snickering of MRP is not allowed.
15. In the event of acceptance of the Tender and placing of the order for purchase, the articles ordered would be subject to an inspection by the undersigned or his representative and are liable to be rejected if the articles supplied do not conform to the approved specification and samples.
16. The amount of security deposit shall be retained by the Principal, OAV Bongomunda, Koksara for a period of 06months from the date of completion of last supply 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 without Interest.
17. In case of authorized dealers, the authorization certificate issued by the Manufacturer/Company should be enclosed along with the Tender.
18. The payment will be made in the shape of A/C payee Cheque/ e-transfer, only after verification of the supplied articles by the quality checking committee / undersigned, at par with the approved sample with ordered quantity, scrutiny of bills after full supply as per the order placed with the party.
19. The rate should be quoted in terms of metric weight measures i.e.; KG /Liter/ Pieces/mtr. As the case may be.
20. In case the time and date of opening of Tenders is postponed due to any unavoidable circumstance, the same will be displayed on the Notice Board of OAV, Bongomunda, Koksara.
21. The person/firms who is actually having the business of the commodity/articles should only eligible to submit Tender and not from the general order supplier/enterprisers.

22. The Tender papers which do not comply with the above conditions are liable to be rejected and all rights reserved with the Principal & Hostel Management Committee, OAV Bongomunda, Koksara to reject or cancel and amend any or all Tenders/approved rates at any time without assigning any reason thereof. Any disputes in this regard subject to Kalahandi jurisdiction only.
23. The undersigned will not be held responsible for any portion of the downloaded document differs from the original tender paper available in the OAV, Bongomunda.
24. TDS will be deductible from the bill as applicable.
25. The interested party must submit Tender for articles in prescribed format only otherwise the Tender so submitted will not be accepted.
26. Money Receipts of the cost of tender paper i.e. Rs.200/-(non- refundable) purchased or DD in favor of the 'Principal, OAV Bongomunda, Koksara, drawn at any nationalized bank payable at Axis Bank, Branch Badpodaguda for Rs.200/-(non-- refundable) towards cost of tender paper who download the tender paper from the website must enclose in the tender Paper.
27. The sealed Tender should in variably contain the following documents:
 - Up-to-date GST paid certificate in form No 612 issued by the competent authority for all items, GST registration certificate, PAN/TAN(if any).(Except forVegetab6e&fruits,Non-Veg,)the undersigned may ask to submit the original certificate for verification before placing the supply order.
 - Signature of the Tenderer in all pages of the term &conditions with date and seal along with the undertaking and signatures of witnesses given below.
 - These instructions to Tenderer are to be signed by the Tenderer and returned in originals with the Tender with all enclosures.
 - E.M.D in shape of Bank Draft/Bankers Cheque as specified in the SI.No.07
 - Money receipt of cost of the tender paper purchased or DD towards cost of tender paper.

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 tenderer 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 bidder and should be duly sealed and put in a big envelope which too should be duly sealed.
3. I. The tender in sealed envelope shall be accepted up to _____hrs. On date _____ and technical bid shall be opened first by the duly constituted committee in the office of the Principal, OAV, Bongomunda, Koksara on the schedule date as mentioned in the notifications in presence of the tenderer or their authorized agents.
ii. Decision of the purchased 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 Tenderer in due course of time.
4. i. Financial bid of only those tenders, who qualify in the technical bid, shall be opened.
ii. There should not be any cutting and or overwriting in the tender form. No amendment or addition 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 Principal OAV, Bongomunda, Koksara "**payable at Axis Bank, Branch Badpodaguda**". Tenderer should pay Rs 200/ (Two hundred rupees only) towards the cost of the tender form in case of downloading from website.

UNDERTAKING BY THE TENDERER

We M/S _____ agreedfully to accept the terms and conditions specified in above Para 03 to 27 and also enclose the rates of the items as per list and specifications given by the Principal and Hostel Management committee, OAV, Bongomunda, Koksara, Block-Bongomunda, Koksara, District-Kalahandi in the prescribed format enclosed.

Signature of the Tenderer _____

Name of the Proprietor _____

Seal of the firm with OST&SCT No _____

Witness (Signature, Name and Address)

1. Signature _____

Name _____

DATE _____

Address: - _____

2. Signature _____

Name _____

DATE _____

Address: - _____

**ODISHA ADARSHA VIDYALAYA BONGOMUNDA, KOKSARA BLOCK-
KOKSARA, DIST- KALAHANDI**

Tender Form for Non-Veg. Items

1. Name and Address of the Party/Firm _____
2. Registration Number of the Firm _____ Valid Up to _____
3. EMO Deposited Rs. _____ Vide Bank Draft No. _____ Date _____
4. Date of the Tender Paper Purchase _____ Money receipt no. _____

I/ We submit the technical bid for the supply of _____ items as per the terms & conditions of the tender notice of the Office of the Principal, OAV Bongomunda, Koksara, Kalahandi which are acceptable to me/us. I/we are aware that while evaluating the technical bid, if any/part as decided by the Office of the Principal, OAV Bongomunda, Koksara, Kalahandi the term/items mentioned below is not found meeting the requirement of the tender notice, the bid will not be accepted.

1	Earnest Money	i. Bank _____ ii. Draft No _____ Date _____ iii. Amount _____
2	Submitting of product prospectus/ brochures/ sample of _____ as per list & specifications (where applicable)	Yes/No _____

ODISHA ADARSHA VIDYALAYA BONGOMUNDA, KOKSARA BLOCK- KOKSARA, DIST-
KALAHANDI

Tender Form For Non-Veg. Items

Name and Address of the Party/Firm _____
_____ Registration Number of the Firm _____ Valid Up to
_____ EMO Deposited Rs. _____ Vide Bank Draft
No. _____ Date _____ Date of the Tender Paper
Purchase _____ Money receipt no. _____

I/ We submit the financial bid for the supply of grocery items as per the terms & conditions of the tender notice of the Office of the Principal, OAV Bongomunda, Koksara, Kalahandi which are acceptable to me/us. Rate quoted are inclusive of all nine basic, Cess, CST/LST if applicable from the point of dispatch, insurance, freight dispatching point of specified destination for delivery at mentioned destination. Part-B (To be filled by the Tenderer)

Sl.No	Name of the Items	Quantity/UNIT	Rate Quoted
1	EGG(HEN)(Standard Size)	PERCASE	Rs.
2	FISH	PERKG	Rs.
3	Chicken(BROILERDRESSED)	PERKG	Rs.

Seal and Signature of the Supplier
Address-

**ODISHA ADARSHA VIDYALAYA BONGOMUNDA, KOKSARA BLOCK-
KOKSARA, DIST- KALAHANDI**

Tender Form for Fruits & Vegetables Items

1. Name and Address of the Party/Firm _____
2. Registration Number of the Firm _____ Valid Up to _____
3. EMO Deposited Rs. _____ Vide Bank Draft No. _____ Date _____
4. Date of the Tender Paper Purchase _____ Money receipt no. _____

The Participants of the tenderer in response to advertisement published are eligible to participate the tender for Vegetables quarterly (April-June, July-Sept, Oct-Dec, Jan-Mar). it will continue till March-25. Holiday next day will be open. The committee has reserve the right to accept fully or partially or to cancel any time. Those tender 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 have to deposit Rs. _____ only, the successful bidder will have to deposit Rs. _____ as security money. The tenderer will quote the rates of the vegetable for 3 months term and condition will applied.

I/ We submit the technical bid for the supply of _____ items as per the terms & conditions of the tender notice of the Office of the Principal, OAV Bongomunda, Koksara, Kalahandi which are acceptable to me/us. I/we are aware that while evaluating the technical bid, if any/part as decided by the Office of the Principal, OAV Bongomunda, Koksara, Kalahandi the term/items mentioned below is not found meeting the requirement of the tender notice, the bid will not be accepted.

1	Earnest Money	i. Bank _____ ii. Draft No _____ Date _____ iii. Amount _____
2	Submitting of product prospectus/ brochures/ sample of _____ as per list & specifications (where applicable)	Yes/No _____

**ODISHA ADARSHA VIDYALAYA BONGOMUNDA, KOKSARA BLOCK-
KOKSARA, DIST- KALAHANDI**

Tender Form for Fruits and vegetable Items

Name and Address of the Party/Firm _____
 _____ Registration Number of the Firm _____ Valid Up to
 _____ EMO Deposited Rs. _____ Vide Bank Draft
 No. _____ Date _____ Date of the Tender Paper
 Purchase _____ Money receipt no. _____

I/ We submit the financial bid for the supply of grocery items as per the terms & conditions of the tender notice of the Office of the Principal, OAV Bongomunda, Koksara, Kalahandi which are acceptable to me/us. Rate quoted are inclusive of all nine basic, Cess, CST/LST if applicable from the point of dispatch, insurance, freight dispatching point of specified destination for delivery at mentioned destination. Part-B (To be filled by the tenderer)

Sl. No.	Name of the items	Unit	Rate Quoted
1	Coconut (ନଡ଼ିଆ)	Per Pc	
2	Banana(ପାଚିଲା କଦଳୀ)	Per Dozen	
3	Raw Banana(କଞ୍ଚୁରା କଦଳୀ)	Per KG	
4	Apple (ସଢ଼େ)		
5	Graphs (ଅଢ଼ଗୁର)		
6	Orange (କମଳା)		
7	Mango (ଆମ୍ବ)		
8	Pomegranates (ଡାଳିମ୍ବ)		
9	Water melon(ତରଭୁଦ)		
10	Pine apple(ସପୁରି)		
11	Potato(ଆଳୁ)		
12	Onion(ସିଆଦ)		
13	Ginger(ଅଦା)		
14	Garlic(ରସୁଣ)		
15	Green Chili(କଞ୍ଚୁରା ଲଢ଼କା)		
16	Cauliflower(ଫୁଲକଢ଼େ-ବି)		
17	Cabbage(ବନ୍ଧାକଢ଼େ-ବି)		
18	Brinjal(ବାଇଗଣ)		
19	Tomato(ପାଟଳଘଣା)		
20	Beans(ବୀନ୍ସ)		
21	Carrot(ଗାଜର)		
22	Beet (ବିଟ)		
23	Capsicum(ଶିମଳା ଲଢ଼କା)		
24	Eddoes(ସାରୁ)		

25	Cucumber(କାକୁଡ଼ି)		
26	Ladies Finger(ଭଣେଡ଼ି)		
27	Ridge Gourd(ଜହନି)		
28	Dates(ଖଜୁରୀ)		
29	Lemon(ଲମ୍ବେର)		
30	Mushroom(ଛତୁ)		
31	Tamarind(ତନେତୁଳୀ)		
32	Bitter gourd(କଲିରା)		
33	Spine gourd (କାଢ଼କଡ଼)		
34	Papaya(ଅମୃତଭଣ୍ଡା)		
35	Saag(ଶାଗ)		
36	Drumstick(ଛୁଇଁ)		
37	Pointed Gourd(ପୋଟଳ)		
38	Coriander(ଧନିଆ ପତ୍ର)		
39	Bottle Gourd(କାଉ)		
40	Radish(ମୂଳା)		
41	Broad Beans(ଶମ୍ଭର)		
42	Green pea(ଗ୍ରୀନ ମଟର)		
43	Broccoli(ଫଳ କଟୋରି)		
44	Pumpkin(କୁମୁଡ଼ା)		
45	Paneer (ଛନୋ)		
46	Ivy gourd(କୁନବୁରୁ)		
47	Yam(ଖମ୍ବର ଆଳୁ)		

Seal and Signature of the Supplier
Address: -

Annexure-I

EMO FOR THE 2024-25 FOR DIFFERENT ITEMS

Sl. No	Name of the Items	Amount of earnest Money in rupees
1	Non-Vegetable Items	500.00
2	Vegetable Items	500.00