

**KASTURABA GANDHI BALIKA VIDYALAYA,
JALTAR,BLOCK: GUNUPUR.**

Tender Paper for supply of the items like Grocery, Cosmetics items, Vegetable, Non-Vegetable, Snacks Items, Reading Writing Material & Office Stationary, Electrical items, Dress Material Items to **Kasturaba Gandhi Balika Vidyalaya, Jaltar, Block-Gunupur** of Rayagada District for the year 2026-27

Last Date of receipts of tender : 4.00 PM dt. 05.05.2026

Date of opening : 8.30 AM dt. 06.05.2026

Venue of opening : KGBV Jaltar, Gunupur.

To

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

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

Sir/Madam

As per your requisition Letter No.....Date.....Tender document for supply ofis issued herewith.

Contents

Page No.

1. Terms and Conditions of the Tender	-
2. Undertaking by the Tenderer	-
3. List of Items for Grocery Items	-
4. List of Items for Cosmetic Items	-
5. List of Items for Vegetable Items	-
6. List of Non-Vegetable Items	-
7. List of Snacks & Milk Items	-

1. TERMS AND CONDITION OF THE TENDER

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 update returns (GST), 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 **21/04/2026 to 05/05/2026 till 4.00 PM**. The Tender should be super scribed as “**Tender for the supply of _____**” and addressed to **Headmistress, KGBV, At/Po-Jaltar, Block- Gunupur, Dist-Rayagada, Pin-765029**.The sealed Tenders will be opened in the office of the Headmistress, KGBV, **Jaltar, Block- Gunupur** on dated 05.05.2026 at 8.30 am.
2. The Tender should be submitted according to the terms and condition specified in points 3 to 27, unless specified in otherwise in the tender, it shall be constructed that the term and condition stipulated hereunder have agreed to.
3. The rate quoted should be inclusive of all taxes and transportation charges. The articles should be supplied at the KGBV point.
4. 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 bidder with date. In the absence of the attested signature the bidder is liable to be rejected.
5. The undersigned **does 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 taking in to the quality of the item.

6. On acceptance of the Tender it will become a contract and the **supplier shall be bound by the terms and conditions of the Tender** and the provision of Odisha General Financial rule/Financial Management Procurement (FMP) rule of Samagra shiksha
7. The bidder should submit his/her Tender along with Earnest Money (EMD) separately for each items as mentioned at **ANNEXURE-I** in the shape of Bank draft/Bankers cheque in favour of **the Headmistress and SMC Chairperson KGBV, Jaltar, Block- Gunupur & Payable at Gunupur branch of State Bank of India**. 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 favour of HM & SMC Chairperson after finalization of the tender and before execution of the agreement.
8. Those who intends to quote rates for more than one Item (for example: Grocery, Cosmetic, Fruits & Vegetable & Non-Vegetable Snacks & Milks ... 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 HM & SMC Chairperson, KGBV, **Jaltar, Block- Gunupur** 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 be liable to pay this amount.**
11. The Contractor for supply of articles are 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 KGBV 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. Sticking 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 confirm to the approved specification and samples.
16. The amount of security deposit shall be retained by the HM, KGBV for a period of 03 months 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 the KGBV, Jaltar, **Gunupur**.
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 Headmistress & SMC Chairperson, KGBV to reject cancel and amend any** or all Tenders/approved rates at any time without assigning any reason thereof. Any disputes in this regard subject to Rayagada 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 KGBV.
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 favour of the **'Headmistress & SMC Chairperson, KGBV,Jaltar, Block- Gunupur** drawn at any nationalized bank payable at **SBI, Gunupur** 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 invariably contain the following documents:
- Copy of GST registration certificate with update returns and PAN / TAN (if any). (Except for Vegetable & fruits, Non-Veg, and Snacks items) 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 Sl.No.07
 - Money receipt of cost of the tender paper purchased or DD towards cost of tender paper.

UNDERTAKING BY THE TENDERER

We M/S _____ agreed fully 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 Head Mistress and SMC Chairperson, KGBV- At/Po Jaltar, Block-Gunupur, District- Rayagada In the prescribed format enclosed.

Signature of the Tenderer.....

Name _____ of _____ the Proprietor.....

Seal of the firm with OST & SCT No.....

1. Witness

Signature: -

Name: -

Address: -

2. Witness

Signature: -

Name: -

Address: -

EMD FOR THE 2025-26 FOR DIFFERENT ITEMS

Sl.No	Name of the Items	Amount of earnest Money in rupees
1	Grocery Item	1500.00
2	Cosmetic items	1500.00
3	Fruit and Vegetable Item	1500.00
4	Non-Vegitable Items	1500.00
5	Snacks & Milk	1500.00


Headmistress of KGBV Jaltar,
Block: Gumpur
District: Rayagada