

SELECTION OF SUPPLIER / FIRMS FOR SUPPLY OF
RECURRING AND NON-RECURRING ITEMS / ARTICLES
FOR KGBV TYPE-IV HOSTEL, OAV SAHARPADA, KEONJHAR

For the
Session: **2026-2027**

TENDER DOCUMENTS

OF

KASTURBA GANDHI BALIKA VIDYALAYA (KGBV Type-IV)

ODISHA ADARSHA VIDYALAYA, SAHARPADA
BLOCK- SAHARPADA, DIST- KEONJHAR, PIN-758016

KEONJHAR, ODISHA

KASTURBA GANDHI BALIKA VIDYALAYA (KGBV Type-IV)
ODISHA ADARSHA VIDYALAYA, SAHARPADA, KEONJHAR
AT/PO- Saharpada, BLOCK- Saharpada, DIST- Keonjhar, PIN- 758016

BID DOCUMENT FOR SUPPLY OF RECURRING / NON-RECURRING ITEMS / ARTICLES FOR KGBV TYPE-IV OF ODISHA ADARSHA VIDYALAYA, SAHARPADA, KEONJHAR.

- a) Period for issue of Tender Document : **04.05.2026 to 03.06.2026**
- b) Date and time for submission of Tender Document : **By 03.06.2026 upto 4.00 PM**
- c) Date and time and venue for opening of the Tender Paper:
Date: 05.06.2026 / Time : 10.00 AM
Venue: Office of the Principal, OAV, Saharpada, Keonjhar
- d) Date for supply: As per work order

A. K. Singh
Principal
OAV Saharpada, Keonjhar
Odisha Adarsha Vidyalaya
Saharpada, Keonjhar

KASTURBA GANDHI BALIKA VIDYALAYA (KGBV Type-IV)
ODISHA ADARSHA VIDYALAYA, SAHARPADA, KEONJHAR

Tender for supply of items like Grocery, Daily consumable items, Vegetables and Fruits, Non- Veg, Sweets, Electrical items, Reading/Writing materials and Dress materials for Kasturba Gandhi Balika Vidyalaya (KGBV Type-IV) of OAV Saharpada of Keonjhar District for the year 2026-27.

DETAIL INFORMATION, TERMS & CONDITIONS

1. **Sealed tender** for supply of the articles shown in the attached statement are invited by the undersigned on behalf of the Kasturba Gandhi Balika Vidyalaya, (KGBV Type-IV) of OAV ,Saharpada, Keonjhar from the registered firms / authorized dealers / whole sellers / Govt. stores having, their own existing shop and dealing with tender items having valid shop / Establishment license / registration number / certificate from Municipality or local authority or any other competent govt. agency, ODISHA sales tax / GST registration certificate and PAN No. with up to date IT return (Assessment year 2026-27) clearance certificate **up to 4.00 pm dated 03.06.2026**. The tender should be sent under sealed cover marked as "TENDER FOR THE SUPPLY OF (Article Name) for KGBV Type-IV, OAV Saharpada and to address with Principal, Odisha Adarsha Vidyalaya, Saharpada, AT/PO- Saharpada DIST- Keonjhar, PIN- 758016 by **Speed Post/Registered Post Only**. The applications/tender documents will not be accepted through any other mode. The sealed tenders will be opened in Office of Principal, OAV Saharpada as per the date and time mentioned.
2. The tender should be submitted according to the terms and conditions specified in paragraph 3 to 27 unless specified in otherwise in the tender. It shall be construed that terms and conditions stipulated here under have been agreed to.
3. The rate should include excise duty, sales tax, and any other taxes, or imposition whatever liable in respect of the suppliers. The Kasturba Gandhi Balika Vidyalaya, (KGBV-IV) of OAV Saharpada, Keonjhar shall not pay freight etc. The articles should be supplied at the KGBV Hostel store.
4. There should not be any overwriting, corrections in the bid. 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 and date by the party. In the absence of the attested signature the tender is liable to be rejected.
5. The undersigned does not bind himself/herself 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 attached statement as he/she may decide.
6. The purchaser shall award the contract to the bidder whose bid has been determined.
 - i) To be substantially responsive to the tender document.

- ii) To offer the lowest evaluated cost. In deciding the quality of samples, the decision of the KGBV Purchase Committee will be final and no complaints whatsoever in this count will be entertained.
7. On acceptance of the tender it will become a contract and the contractor shall be bound by all the terms and conditions of the tender and the provision of OGFR / OPEPA.
 8. Tender must be accompanied with required under mentioned EARNEST MONEY (is non interest bearing) amount and each tender paper cost Rs.500/- (non-refundable) in shape of DD (Demand Draft) in favour of the **GIRLS HOSTEL, OAV SAHARPADA**, KGBV Type-IV (A/C No.-) payable at **Bank of India, Saharpada Branch**. The EMD shall be forfeited in the event of withdrawal of the tender once submitted or in the case of successful bidder who fails to execute necessary agreement within the specified period / expression of inability to supply (The decision of Purchase Committee is final in this regard). Besides, EMD of unsuccessful bidders will be refunded soon after finalization of the tender. In the event of the tender being accepted the earnest money will be adjusted towards security deposit. **Deposit of EMD and Processing Cost is must for all bidders including the registered SSI units. No exemption certificate will be entertained. No preference will be given to any bidder or class of bidders either for the EMD/security deposit or for other terms and conditions. This will apply to PSUs, Co-Operative Societies and such other categories in the state who will be treated in the same footing as other bidders.**

DETAILS OF ITEM WISE EARNEST MONEY TO BE SUBMITTED ALONG WITH TENDER PAPER

SI. NO.	NAME OF THE ITEMS	EMD AMOUNT
1	Grocery	10000/-
2	Cosmetics	1000/-
3	Reading/Writing Materials	2000/-
4	Sweets, Vegetables & Fruits	1000/-
5	Non-Veg items	1500/-
6	Dress Materials	3000/-
7	Electrical items	2000/-

9. Total performance security is @ 5% of value of total amount of tender to be awarded, only is required to be deposited at the time of execution of agreement before issue of supply order in shape of Demand Draft drawn in favour of the **GIRLS HOSTEL, OAV SAHARPADA**, KGBV Type IV (A/C No.--) payable at **Bank of India, Saharpada Branch**, for the entire contract / warrantee / Guarantee period; failing which the EMD amount will be forfeited. The security deposit is refundable but shall be forfeited in case any terms and conditions of contract are infringed or the bidder fails to make complete supply satisfactorily or complete the work in time. The decision of Purchase Committee is final in this regard. The security money is non interest bearing.
10. If the contractor fails to supply the articles within the time stipulated in the letter of acceptance/supply order issued by 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.

11. **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 specification.
12. The quality should be invariably be maintained throughout the contract period as per sample and specification. Material cannot be accepted if the items being found substandard or differ from the sample and specifications. Article may be sent for the laboratory testing if required. The article must be fresh and good in quality.
13. The Brand/Make other than the specification given in the tender schedule will not be accepted.
14. The rate quoted by the contractor shall hold good up to 6 month (Six Month) except **sweets, vegetables & fruits. No amount amendment in the rate except increase/decrease in the rate of sales tax/GST** during the period of supplies will be accepted. For the branded items, if there would be some free gift schemes, marked on the packing, the same would be 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. In no case the payment will be made above maximum retail price (MRP). **Stickering of MRP is not allowed.**
15. 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 specifications prescribed.
16. The amount of security deposit shall be retained by the KGBV for the entire contract / warrantee / Guarantee period 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 payee cheque or A/C transfer only.
17. In case of authorized dealers the authorization certificate issued by the Manufacturer/ company should be enclosed along with the tender. The tender for supply of articles are required to submit the samples along with on the date of opening of tender for verification,
The approved sample will be kept in this Vidyalaya for verification during the supply of the articles which is non refundable.
18. The payment will be made in the shape of A/C payee cheque / A/C Transfer only, after verification of the supplied articles by the quality checking committee, entry in the stock register, and scrutiny of bills and after full supply as per the order placed with the party.
19. The rate should be quoted in terms of metric weight measure i.e., quintal / kg / Litter / Pcs. as the case may be.
20. Only one rate should be quoted for each item. More than one rate for each item shall be rejected.

21. **In case of tender for sweets, vegetables & fruits,**

The participants of the tender in response to advertisement published are eligible to participate in the tender for the vegetables quarterly. The KGBV purchase committee has reserve the right to accept fully/ partially/ to cancel the tender (for vegetables & fruits). Those tenderers who have applied in response to the news paper advertisement are eligible to participate in every quarterly. The new tenderer also participate for these categories of items as per terms and conditions. The successful bidder will supply for that quarter only. All other terms & conditions are same and applicable.

22. The approved party will have to make an agreement on non-judicial stamp paper of Rs.20/- as per the terms and condition Proforma prepared by the KGBV within three days of receipt of supply order failing which the tender will be rejected and EMD will be forfeited.
23. In case the time and date of opening of tenders is changed, the same will be displayed on the district office & KGBV Notice Board.
24. The tender should be accepted from the person / firms only having the business of the commodity / articles for which he has submitted the tender and not from the general order supplier / enterpriser.
25. Tender which do not comply with the above conditions are liable to be rejected and all rights reserved with the Chairperson, VMDC and Principal, OAV Saharpada to reject, cancel and amend any or all tenders/approved rates at any time without assigning any reason thereof. All disputes in this regard are in Keonjhar court jurisdiction only.
26. The contract period may be extended with mutual consent of both parties.
(Extra SD amount is to be deposited by party)
27. The tender envelopes should be sealed in one packet marked as "TENDER FOR THE SUPPLY OF for KGBV-IV, OAV SAHARPADA, and in absence of any document the tender is liable to be rejected.

Place- OAV SAHARPADA, KEONJHAR

A. Parida
4.05.26
Principal
Odisha Adarsha Vidyalaya
Saharpada, Keonjhar

DATE & TIME OF OPENING OF TENDER PAPER

Sl. No	Name of the KGBV	Block	Date of Opening	Time of opening
1.	KGBV TYPE-IV, OAV SAHARPADA	SAHARPADA	05.06.2026	10.00 AM

A. Parida
4.05.26
Principal
Odisha Adarsha Vidyalaya
Saharpada, Keonjhar

UNDERTAKING BY THE SUPPLIER

I/We M/S _____ agreed to accept
the terms and conditions specified in Para 3 to 27 and also enclose the rates of the items as per list
and specifications given by the Principal of KGBV Type-IV, Odisha Adarsha Vidyalaya, Saharpada,
Keonjhar.

Dated: _____

(Full Signature of the Proprietor with seal of the Firm)

Name of the Proprietor and Address of the Firm

Telephone Number / Mobile Number _____

Witness (Signature, Name & Address)

1.

2.