



**OFFICE OF THE HEADMASTER
KASTURABA GANDHI BALIKA VIDYALAYA, HALADI
BLOCK- CHANDAHANDI, DIST- NABARANGPUR, PIN- 764059**



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Letter No. 167 /2018

Date: 03 / 12 /2018



TENDER CALL NOTICE

Scaled tenders are invited from the registered / reputed firms who having valid PAN, GST registration for supply of Reading Writing Materials & Dress Materials to KGBV Haladi, Block-Chandahandi, Dist- Nabarangpur. Bids should be submitted in the envelope duly marked on the top "Tender for supply of Reading Writing Materials & Dress Materials" to the Headmistress, KGBV Haladi, Chandahandi during office hours by 5.00 pm of Dt. 03.12.18. The bid document shall be opened at 10.00AM on Dt.05.01.19. in the office of the Headmistress, KGBV Haladi, Chandahandi in the presence of the bidders or their authorized representatives. Any SMC member / official staffs related to the KGBV not allowed to participate as a bidder in tender process invited at KGBV level. The KGBV purchase Committee reserves the right to accept or reject the tender in whole or in part without assigning any reason thereof. The terms and conditions for the tender can be downloaded from the official website <http://www.opepa.in> and nabarangpur.nic.in.

Sana De
Headmistress
K.G.B.V. Haladi
Nabarangpur
Chandahandi

KASTURBA GANDHI BALIKA VIDYALAYA, HALADI, BLOCK- CHANDAHANDI

DISTRICT: NABARANGPUR, ODISHA



Postal Address for Communication

**Headmistress, KGBV ,Haladi
Po- Chandahandi, Block- Chandahandi
Dist- Nabarangpur, Pin- 764077
Odisha**

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TERMS & CONDITIONS

1. The applications must be sent through Registered Post/Speed Post only address to Headmistress, KGBV, Haladi, Block-Chandahandi, Dist- Nabarangpur, Pin- 764077 on or before 03.12.18 by 5.00 PM during the office working hours. Sending of quotations by hand and courier services is not allowed.
2. The tender has been invited under two bid system i.e Technical Bid and Financial Bid. The interested agencies/Firm/Suppliers are advised to submit two separate sealed envelopes super scribing " Technical bid for supply of _____ items for KGBV" and "Financial Bid for supply of _____ items for KGBV". Both sealed envelopes should be kept in a third envelope super scribing "Tender for Supply of _____ items for _____ KGBV under Chandahandi Block.

3. Particulars of the Materials as follows.

Sl.No	Name of the Items	Quantity & Specification & Price Bid
1	Reading & writing Materials	As per Annex- A
2	Dress Materials	As per Annex- B

4. The date and time schedule relating to tender are cited as under.

Sl.No	Activity	Date and Time
1	Issue of tender document	03.12.2018, 10.00AM
2	Last date & time for receipt of tender document	05.01.2019, 5.00PM
3	Opening of Technical Bid	05.01.2019, 11.00 AM
4	Opening of Financial Bid	05.01.2019, 11.30AM

5. Following documents must be enclosed with the Technical Bid Application (Annx-C):-

- a. GST Registration Certificate & Clearance.
- b. PAN card and recent income Tax Clearance certificate.
- c. Sample materials of each item must be produced as per our specification before the Committee at the time of opening of tender.
- d. Money Receipt of Rs. 200/- (Non-Refundable) towards cost of tender paper purchase.
- e. Demand draft of Rs.200/- (Non-Refundable) of any Nationalized Bank in favour of Headmistress & SMC Chairperson, KGBV Maidapur at payable at Utkal Grameen Bank, Maidapur in case tender paper downloaded from web site.
- f. Demand Draft of any Nationalized Bank in favour of Headmistress & SMC Chairperson, KGBV Maidapur as follows towards EMD which is refundable without interest. The bidders can apply for one or all items as per their convenient.

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SLNo	Name of the Items	EMD i.e 2% of estimated cost of goods
1	Reading & writing Materials	Rs.2000/-
2	Dress Materials	Rs.1000/-

All the above documents and sample items will be verified at the time of opening of tender, failing which tender application will be liable to rejected.

6. The financial bid will be opened only those tenderers whose technical bids are found in order. Conditional tender shall not be considered.
7. The approve sample of materials will be kept in the KGBV for verification during supply of items till expire of the agreement period.
8. Payment will be made by HM, KGBV after delivery of materials & obtaining no objection certificate from the Warden. The bills should be submitted in duplicate.
9. The agreement will be executed with the successful firm with the HM of KGBV on non-Judicial stamp paper worth Rs. 20/- only.
10. The rate against each item in the quotation form must be quoted clearly including VAT/ GST. Packing and transporting charges as per the **Prescribed Price Bid (Annex- A, B) only single rate is to be quoted for each items.**
11. Delivery will be made at the KGBV point within 07 days from receipt of supply order.
12. In the event of the tender being accepted the earnest money will be adjusted towards security deposit.
13. If the successful firm fails to execute the contract or withdraw the tender paper, the EMD of the firm will be forfeited.
14. The rate quoted by the contractor shall hold good up to completion of tender period. No amount amendment in the rate except increase/decrease in the rate of sales tax during the period of supplies will be accepted. 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 firm and the difference of price, if any, shall be deducted from the earnest money / security deposit and incase any amount in excess of the security deposit is paid by the undersigned the contractor shall be liable to pay this amount.
15. In case, more than one tenderer quote the same lowest rate, all the tenderers who have quoted the same lowest rates shall be called for and decision will be taken by Purchase Committee / Tender Committee or through public lottery.

Sd/-
Headmistress
K.G.B.V. Haladi
Chandahandi, Nabarangpur

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Technical Bid

for Supply

(Annexure-C)

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 receipt No. and date of tender document Purchase:

I/We hereby submit Technical Bid for supply of _____ as per terms, conditions and specifications of the above mentioned notification of KGBV Moidalpur which are acceptable to us. I/We are aware that while evaluating the Technical bid, if any/part (as decided by KGBV Moidalpur, Papadahandi) 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..... dated..... (c) Amount Rs.....
2.	Income Tax Registration details & IT return of last year (2017-18)	Income Tax PAN No.....copy enclosed : Yes / No.
3.	GST Registration & clearance.	(a) Tin No. (b) GST No. (c) Issuing Authority. (d) Period of Validity.
4.	Submitting of product Prospectus/Brochures/Samples of _____ as per list & Specifications. (Where applicable)	Yes / No
5.	Registration Certificate of Firm	Number and date of Certificate (a) Certificate No..... Dt..... (b) Designation of certificate issuing officer: (c) Attested copy of the Certificate Annexed: Yes/ No

5. Any other information as mentioned in the terms & Conditions.

**Signature of the Tenderer
With Seal**

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