

# **NILACHAL SEVA PRATISTHAN (NSP)**

**Dayavihar, (Kanas), Dist-Puri, Odisha-752017**

**Email-[nspodisha@gmail.com](mailto:nspodisha@gmail.com)**

**Website-[www.nsp.org.in](http://www.nsp.org.in)**

**Dated. ....**

To

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

Sub: Tender for the supply of consumable goods for the year 2024-25.

1. Sealed tender for the supply of the articles shown in the attached statement are invited by the undersigned on behalf of Nilachal Seva Pratisthan up to **05.00 P.M. of dated 24.06.2024.** The tender should be sent under sealed cover marked as **"TENDER FOR THE SUPPLY OF \_\_\_\_\_"** and not by the name. **The sealed tenders will be opened in the office of the Secretary, Nilachal Seva Pratisthan, Dayavihar, Kanas, Dist-Puri, ODisha-752017 on 25.06.2024 at 11.00 A.M.**
2. The tender should be submitted according to the terms and conditions specified in paragraphs **3 to 25** unless specified otherwise in the Tender, it shall be construed that the terms and conditions stipulated hereunder have been agreed to.
3. The Rate should be F.O.R. NSP and should include excise Duty, Sales Tax, GST and any other taxes, or imposition whatever liable in respect of the supplies. The Nilachal Seva Pratisthan shall not pay freight etc. The articles should be supplied at the NSP store.
4. There should not be any over writing, corrections in the quotation. 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. 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 attached statement as he/she may decide.
6. On the acceptance of the tender it will become a contract and the contractor shall be bound by the terms and conditions of the quotation and the provision of G.F.R.
7. The tenderer should submit his/her tender form along with **and detailed herewith in the form of Bank Draft/Bankers cheque/NEFT/RTGS only payable to the Secretary, Nilachal Seva Pratisthan, Dayavihar, Kanas, Dist-Puri, Odisha-752017, A/C -119401000000012 INDIAN OVERSEASE BANK, KANAS BRANCH, IFSC Code- IOBA0001194** 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 the 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 05% of the total amount of the articles. If the contractor is not agreeable to pay security deposit the reasons therefore should be specified and the undersigned reserves the right to accept or reject the request.
8. 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

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other person of 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.

9. The Brand/ Make other than the specification given in the tender's schedule will not be accepted.
10. The rate quoted by the contractor shall hold good **up to 30th April 2025**. No amount amendment In the event of acceptance of the quotation 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 article supplied are not according to approved samples or do not confirm to the specifications prescribed.
11. The amount of security deposit shall be retained by the NSP for period of six months from the date of completion of supplies as a safeguard against any defect appearing in the articles supplied within the period.
12. Tender which does not comply with the conditions is liable to be rejected.
13. The tenderers are requested to submit the samples at the time of submission of tenders in a sealed packet (loose articles minimum 200gm should be submitted in a transparent jar. Packet items and pieces should be submitted one in number invariably printed label of the firm).
14. Payment will be made only after verification of the supplied articles be the qualities checking committee / undersigned and entry in the stock register and scrutiny of bills after full supply as per the order placed with party.
15. Quality should be invariably maintained through out of the year / period of agreement as per sample and specification. Material cannot be accepted if the item is found substandard or differ from the sample and specification. Articles may be sent for the laboratory testing if required. The articles must be fresh and good quality.
16. The rate should be quoted in terms of metric weight major i.e. quintal/ kg as the case may be.
17. It is not compulsory on the part of the undersigned to purchase the items for which the tender is being called and supply order will be placed as per actual requirement.
18. No interest will be paid by the undersigned for the security deposit kept with the NSP.
19. Payment will be made **through PFMS or A/C payee cheque only**. If payment will be made in shape of **Demand Draft, the Bank Charges will be borne by the tenderer**.
20. In case the time and opening of tenders is changed, the same will be displayed on the notice board /Website of the NSP.
21. **Tender rate keep in one envelope and all necessary documentation keep in another envelope. Both envelopes (Tender rate & documentation) should be kept in one envelope.**
22. Only one rate of should be quoted for each item. More than one rate for each item shall be rejected.



23. The rate of whose party is accepted by the PAC Members, the party has to make agreement with stamp paper of 100/- with the chairman of the PAC members.
24. 2% GST will be deducted from the suppliers if supplied more than 2.5 Lakhs in a month. (Which is to be deposited by the NSP to GST Department.)
25. **The sealed tender should invariably contains: -**
- Up- to- date GST Clearance Certificate for the year 2023-24/2024-25 issued by the competent authority.
  - In case of Authorized dealers, the authorization certificate issued by the Manufacturer/ Company.
  - Income tax clearance or proprietor for the year 2023-24.
  - Details of Bank particulars like A/C Holder Name, Bank Name, IFSC Code.
  - Name of the Proprietor, Aadhar No & Pan Card.
  - Signature of the Tenderer in all pages with date.
  - Those instructions to tenders are to be signed by the tenderers and returned in originals with the tender with all enclosures.

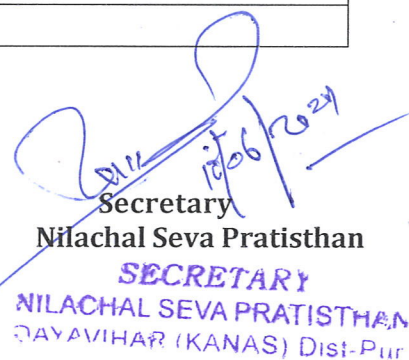
**Food License Certificate from competent Authority.**

Sl. No.	Name of items	Amount of earnest money
1.	Grocery items	5,000.00
2.	Vegetables & Fruits	5,000.00
3.	Non-veg	5,000.00
4.	Toilet & Sanitary items	2,500.00
5.	Electric items	2,000.00
6.	Furniture	5,000.00
7.	LPG GAS & Fire Wood	4,000.00
8.	Medicine	2,500.00
9.	Office Stationery items	1,000.00
10.	Uniform & Bedding items	1,000.00
11.	Bakery & Sweets items	1,000.00
12.	Footwear items	1,000.00
13.	Sports Goods items	1,000.00
14.	Misc. items	1,000.00

Signature of Tenderer Name:

Address:

Witnesses: -

  
Secretary  
Nilachal Seva Pratisthan  
**SECRETARY**  
NILACHAL SEVA PRATISTHAN  
DAYAVIHAR (KANAS) Dist-Pur

### UNDERTAKING BY THE SUPPLIER

We M/s \_\_\_\_\_ agree fully that within the terms and conditions specified in Paragraph 3 to 25 and enclose the rates of items as per list and specifications given by the **Secretary, Nilachal Seva Pratisthan** in printed letters head or form of the firm.

Signature \_\_\_\_\_

Name of the Proprietor \_\_\_\_\_

Seal of the Firm \_\_\_\_\_

Witness (Signature, Name & Address)

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

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

**PLACE** -.....

**DATE** -.....

### CHECK LIST FOR DOCUMENTS

1.	EMD (DD/Banker's Cheque):-	Yes/No
2.	Tender Rate:-	Yes/No
3.	GST/Trade License/ITR pre.Yr./ P.Tax:-	Yes/No
4.	Signature of tenderer in all pages:-	Yes/No

### BANK DETAILS OF THE TENDERER

- 1.Name of the Firm \_\_\_\_\_
- 2.Name of the bank \_\_\_\_\_
3. Bank A/c Name of the firm: \_\_\_\_\_
- 4.Bank A/c no of the firm \_\_\_\_\_
5. IFSC of the Bank \_\_\_\_\_
- 6.GST no of the firm \_\_\_\_\_
7. PAN no of the firm \_\_\_\_\_

**Sign. of the Tenderer**  
**Address: -**

**NILACHAL SEVA PRATISTHAN (NSP)**  
**DAYAVIHAR, (KANAS), DIST-PURI, ODISHA-752017**

**TENDER CALL NOTICE FOR THE YEAR 2024-25**

Sealed Tender for Supply of different materials up to April-2025 are invited from the reputed register firms dealing with the particular class of goods and have GST Registration Certificate. The Tender from can be downloaded from the Nilachal Seva Pratisthan website [www.nsp.org.in](http://www.nsp.org.in). Tender paper submitted along with EMD amount in shape of Bank Draft/Bankers Cheque/NEFT/RTGS only in favour of Secretary, Nilachal Seva Pratisthan. The Nilachal Seva Pratisthan Advisory Committee, Chairman reserve the right to accept or reject the tender in whole or in part without assigning any reason thereof.

Grocery items	Vegetables & Fruits	Non-Veg	Toilet & Sanitary Items
Medicine	Bakery & Sweets items	Electric Items	Furniture
Office Stationery items	LPG GAS & Fire Wood	Uniform & Bedding	Footwear items
Sports Goods items	Misc. items		

Schedule of tender are as follows:

1. Downloading of tender paper from 11.06.2024
2. Last date of receipt of tender is 24.06.2024 up to 05.00pm
3. Opening of Tender is 25.06.2024 at 11.00 AM

For more details visit official website of NSP, Dayavihar, Kanas, Puri.

**Note-Please click on Tender Notice, Term & Conditions Tender form, details of EMD.**  
Sd/Secretary

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